Scoring Office After Hours Check-in Form

This form can be used after the initial setup of your Grader III account in the Scoring Office.

Instructor name ________________________________________________________ Date _______________

Dept. and Course # ____________________________ Sections ______________________________________

Name and phone # for questions _______________________________________________________________

Test Information

Test # ___________      # of Keys ___________     # of Questions ____________     # of Omits _____________

# of Multiples _____________    Weight per Item _____________

Individual feedback to students (circle only one):

PIDMail ➔ HOLD or SEND

OR

Student feedback file for instructor to print.

CAPA Users

Filename __________________________________________________________________________________

File sent to (indicate one only):

LON CAPA

OR

MSU email account ________________________________________________________________

Form may be printed from http://scoring.msu.edu/Docs.html