This form is to be used after the initial set up

Date: ___________________

Instructor ____________________________________________ Dept/Course________________

# of Section(s) _________ List Section #s ___________________________ Combine Sections □

Name to Contact for Questions ___________________________ Phone # ___________________

MSU Net ID(s) for Reports ___________________________ ___________________________

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Test Information

TEST # _________ # OF KEYS ________ # of QUESTIONS _________ WEIGHT _________

Omits _______ Multiples ________ Non-Obj Box(s) (TOTAL PTS POSSIBLE) #1 _____ #2_____ #3_____ #4_____

Special Notes _________________________________________________ MAX TOTAL PTS _________

Email to Students - * HOLD or SEND *

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LON-CAPA Users

Course/Section(s) ____________________________ File Name___________________________

Send File To (circle): LON-CAPA (Load to Lon-Capa directly)

AND / OR

Data File to Instructor

1/5/18