

# Test & Evaluation Submittal Form

Filling out all required parts of this form will expedite your scoring results.

## Required Information (Fill out each line completely)

Drop-off Date: \_\_\_\_\_

Course Name/Number: \_\_\_\_\_ (e.g., Soc 136)

Instructor's Name: \_\_\_\_\_

Instructor's Net-ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Enter test number OR check evaluation or research category below:

Exam # \_\_\_\_ Quiz # \_\_\_\_ Midterm # \_\_\_\_ Final # \_\_\_\_

Evaluation \_\_\_\_ Research \_\_\_\_

Results will be available in the Solution Center, 195 Durham Center.

### Key answer sheet must include (in the top left corner):

- Department
- Course Number and Section (e.g., A, B, 1, 2)
- Instructor Name
- Quiz or Exam Number

Example of required information on Key answer sheet:

Math 104 Sec. A Smith Quiz #1

NAME (Last, First, M.I.)											

## Additional Delivery Options (Check all that apply)

Email results to these people (full name *required*).  
Emailed file is a .csv file for use in Excel.

Recipient Name	Email Address
_____	_____@iastate.edu
_____	_____@iastate.edu
_____	_____@iastate.edu

Transfer data to course WebCT gradebook.  
(Need all information requested below & email addresses filled in above.)  
Note: WebCT GOLD Course ID syntax is "semester-ISU-college-course-section". For example: F2007-ISU-LAS-COURSE-101-A

WebCT Course ID: \_\_\_\_\_  
(Course ID is case-sensitive)

Column Label: \_\_\_\_\_  
(Label within gradebook to store scores; is case-sensitive)

Special Code: \_\_\_\_\_  
(Fill in only when using optional special field.)

## Additional Instructions or Requests

---



---



---



---

**For assistance, contact the Solution Center, 515-294-4000, 195 Durham Center, or solution@iastate.edu. Additional info can also be found at: [www.it.iastate.edu/tes/](http://www.it.iastate.edu/tes/)**

Pickup Signature: \_\_\_\_\_