



Technology Services Grading Request Form MCV Campus

Complete one form for each set of tests dropped off. A brief description of each test report is on the back of this page. If you have any questions, call the VCU IT Support Center at (804) 828-2227.

Personal Information	
(a) Instructor first and last name	(b) Phone number (in case there are any issues)
(c) VCU eID of report recipients (must start with Instructor's eID; separate multiples with a comma)	
(d) VCU eID of individuals authorized to pickup tests (if different from the Instructor)	
Form Information	Reports (sent via email)
(e) Number of keys (max: 4)	<input checked="" type="checkbox"/> 3' – Includes the following: Test Statistics Report Student Grade Report Item Analysis Report Individual Student Reports
(f) Form Type <input type="checkbox"/> General Purpose <input type="checkbox"/> 10 Response <input type="checkbox"/> 5 & 26 Response	
(g) Multiple answer questions (to accept multiple answers for a single question, list the applicable question number(s) and all accepted answers)	(h) Optional reports <input type="checkbox"/> CSV - Canvas import file <input type="checkbox"/> XLSX - Excel statistical report
	(i) Special instructions (naming schema, XLSX w/ v-numbers, etc.)
Drop Off: Sign below to acknowledge that: <ul style="list-style-type: none"> • you will receive test results within two business days of drop-off • you understand that we have the right to securely dispose of all answer sheets and keys 30 days after they have been scanned. 	
Signature: _____ Date: _____	
Pick Up: Please sign below acknowledging that you have picked up your answer sheets.	
Signature: _____ Date: _____	
VCU IT Support Center Staff Only	
Date Received: _____ Time Received: _____ AM / PM Staff: _____	
File Name: _____ Pages Scanned: _____ Scanned By (Initials): _____	

Technology Services

Making a Key

Instructions for filling out a key:

- Leave the V Number field blank.
- Write KEY under "Name" field.
- If using multiple keys, indicate which version key it is under the Test ID field in the top righthand corner of the form.
 - If using one key, bubble in 01.
 - If using multiple keys, bubble in 01, 02, 03, or 04 depending on which version it is.

-IMPORTANT NOTE WHEN USING MULTIPLE KEYS: The student must indicate in the Test ID field on their test which version test they are taking (either 01, 02, 03 or 04) so that it matches the appropriate key when the tests are graded. The student must bubble in the exact Test ID as the instructor does on the key.

Visit <https://go.vcu.edu/gradeit> for more information.

Report Descriptions

Test Statistics Report (part of .pdf file) – This report displays the overall score data for the test, including additional statistics, percentiles, confidence intervals and test reliability data.

Student Statistics Report (part of .pdf file) – This reports displays the students name, letter grade, number correct and percentile.

Item Analysis Report (part of .pdf file) – This report displays how many students answered A,B,C,D or E; the total percentage who answered correctly; and any distractors.

Individual Student Reports (part of .pdf file) – This report displays each student's responses for each question. The incorrect responses are highlighted on the report with the correct answer listed.

Canvas File (.csv file) - The Canvas file can be used to import student grades into Canvas. The students must fill in the "Identification Number" area on the answer sheet using their 8digit Student ID (a.k.a., v-number, which can be found in eServices). Students who do not fill this in correctly will have to be manually identified in Canvas when the file is imported.

Excel File (.xlsx files) – The excel file is a spreadsheet listing student name, grade, score, percentage, z-score, and point biserial.