

# 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: \_\_\_\_\_

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

Designated delivery address: \_\_\_\_\_  
(Must be a staffed office)

Enter test number OR check evaluation or research category below:

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

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

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



## 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.)

K W7Hexample: S2010-ISU-LAS-MATH-150-A  
6UWvcUX@Yfb fB6@LY Ua d Y C&S%15 WS%SS!6

WebCT#66@ Course ID: \_\_\_\_\_  
(Course ID is case-sensitive)

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

## Additional Instructions or Requests

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do not deliver. I will pick up in 95 Durham Center.  
For assistance, contact Test & Evaluation Services at 515-294-1832  
or tes@iastate.edu. Additional info can also be found at:  
[www.it.iastate.edu/gfjJWg#tes/](http://www.it.iastate.edu/gfjJWg#tes/)

Received by: \_\_\_\_\_