To submit a test scoring form for either pre-printing or test scoring, you need to complete the UWP Automated Test Scoring Request Form located in the CTS Department Web Page under forms link and email addressed to [campus.technology@uwp.edu](mailto:campus.technology@uwp.edu).

**Required Fields:**

**Instructor name:** Please key in your name.

**Course number:** Please enter the subject. Course number, type and section number.

**Test Numbers(s):** Please enter the test number(s) of the test(s) to be pre-printed or scored.

**Pre-printed forms:** When requesting pre-printed forms, check the “Yes” box.

**Optional Fields:**

**UWP Email Address:** If you wish to be contacted by your UWP Email Account when the request is completed, please enter your UWP Email Address.

**Do you want your pre-printed forms or test results sent via campus mail?**

Please check the appropriate box.

**Campus Mailing Address:** If you wish to pre-printed forms or test results delivered to your office via campus mail services, enter your building and office number.

**Phone number:** If you wish to be contacted when the request is completed, please enter your phone number.

**Weight Factor:** Please indicated the desired weight if other than one point per question.

**All Questions:** Please enter yes if the weight factor is the same for all questions or not if not.

**These Questions:** If the weight factor is different for certain range3s of questions, please identify the rangers and the weight factor for each. ie: questions 1-20 = 1.5; questions 21-5- = 2.0