In order to facilitate your work at Parkside, we would like to make you aware of the existence of test and course evaluation services at CTS, located in COMMUNICATION ARTS BUILDING, ROOM 120.

**We do recommend highly ordering pre-printed test and course evaluation forms.**

The path to access instruction and request forms is:

<https://www.uwp.edu/explore/offices/campustechnologyservices/requestforms.cfm>

Choose “Automated Test Scoring Form”, there are instructions and the form.

The instruction form explains step by step how to fill out the request form and attach it to your email sending to [campustechnology@uwp.edu](mailto:campustechnology@uwp.edu) email box.

If you still have questions, you can call 262-595-2323.

Also throughout our experience we have learned some helpful hints that will help the communication, scanning and scoring process run smoothly.

1. Instruct students to use **NUMBER 2 PENCIL** to blacken the corresponding bubbles.
2. Black marks on the left side of the test sheet and on the top are to stay clear of any marks, dirt and smears.
3. Do not write to the right of the black marks on the top of the scan sheet (use little square box on the top left of the sheet, next to the NAME and DATE etc.)
4. If for whatever reason you do not use pre-printed forms instruct your student to write down their full first, middle and last name legibly to the right of “NAME:” on the top left.
5. Instruct them to write their CAMPUS ID (check your campus ID to find it) and fill out corresponding bubbles in the box on the top right.
6. If your test sheets are well preserved you can reuse them for consecutive tests using the blank spaces on the test sheets (Please leave at least one blank row between tests).
7. If you agree with number 6 please use the new sheet for the test answer key for each new test.
8. You, the instructor, are responsible for filling out the ANSWER KEY (I supply a blank sheet with the pre-printed forms.)
9. If you do not need printed results and statistical reports, please remark on the request sheet since we send all of them electronically.
10. Fill out your office address on the request sheet where to send the results through campus mail service if you do not desire to pick it up from our office personally.
11. Waiting period for test results is one day. Waiting period for course evaluation reports is one week.
12. When sending course evaluations scan sheets filled out by students to use for scanning and creating reports, ordering by classes with in department is not necessary. Separate only departments.

Thank you.