

Social Science Research Lab  
**EXAM GRADING REQUEST**

Please be patient with us. We promise to have your exam graded in 4 hours. Often we will be able to have the exam finished earlier and will notify you when done. On occasion, our work which includes other activities such as S.P.T.E. will prevent us from grading your exam quickly. Again please bear with us.

Please fill out information below. Print. Submit with exams to the Social Science Research Lab in 429 LH.

Date Exam Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Number of Student Exams: \_\_\_\_\_

Instructor: \_\_\_\_\_ Instructor's Email Address: \_\_\_\_\_

Department: \_\_\_\_\_ Course Number: \_\_\_\_\_

What do you want printed at the top of each printed page (15 characters): \_\_\_\_\_

### Exam Options

Items weighted (PPRM sheet required)?       Multiple forms (MAP required)?

### Exam Results

Printed	Email
<input type="checkbox"/>	<input type="checkbox"/> Detail List by Name
<input type="checkbox"/>	<input type="checkbox"/> Detail Listing by Id Number?
<input type="checkbox"/>	<input type="checkbox"/> Items Missed Listing by Name?
<input type="checkbox"/>	<input type="checkbox"/> Items Missed Listing by ID Number?
<input type="checkbox"/>	<input type="checkbox"/> Statistics?

Will pick up exams: Please notify me/staff by:  phone OR  email

Who will pick up the exam?: \_\_\_\_\_ Phone: \_\_\_\_\_

Mail exams to office: Please mail to Campus Box # \_\_\_\_\_ (We are not responsible if lost in mail)

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 Notified for pickup by phone or email       Results emailed if requested       Mailed exams if requested

Exam Picked Up by: Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_