



EXAM INTAKE AND BATCH HEADER FORM

Instructor's Name: _____

Course Number and Section: _____

Department: _____

Subject: _____

Phone Number: _____

Instructor's Username: _____

HELPDESK USE ONLY	
Ticket:	_____
Date Received:	_____
Ticket Closed:	_____
Release Date:	_____
Signature:	_____

Exam Information

Exam Date: _____

Number of Answer Keys: 1 2 3 4

Number of student sheets: _____

Multiple Answer Questions:
(write the question #'s) _____

Treat Multiples as: AND OR N/A

Special Instructions: _____

Report Options, check all that apply

PDF*	Excel
<input type="radio"/> Full PDF Report Batch Reports included: Test Analysis, Student Statistics, Class Frequency, Student Response, Student Grade, Condensed Test.	<input type="radio"/> Gradebook <small>* <input type="checkbox"/> In consideration of limited resources, if a paper copy of the PDF reports is required check here.</small>

**ATTENTION: This sheet should be
 emailed to helpdesk@lakeheadu.ca**



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