

SOUTHEASTERN UNIVERSITY
Test Lead-In Sheet

Course Information

1. Instructor: _____
2. Course #: _____
3. Course Title: _____
4. Time Class is Held: _____
5. Day: _____
6. Term: _____
7. Test Type & Number:

Exam ____
Test ____
Quiz ____
Mid-term ____
Final ____

Reports

Roster Reports:

- Name
ID#

Item Analysis:

- Standard
Detailed

Score Distribution:

- Histogram
Percentile

Class Response:

Individual Response Sheet:

- With out answer key
With answer key

Test Information

Test or Exam#: _____

9. Question Point value: _____

10. Total Possible Pts (i.e. 50 questions @ two pts a piece=100%): _____

11. Essay Points: _____

12. Grading Scale: 90 = A
80 = B
70 = C
60 = D
0 = F

Phone Extension: _____

Professors Notes:

Curve

- Yes
No

A curve is only given when the mean score of the class is under 74.5%. Subtract 74.5 from the score to get the curve needed.