**Professor's Name:_______________________________________________**  
**Course No.:____________________________________________________**  
**Department:____________________________________________________**  
**Course Title:__________________________________________________**  
**Phone Number:________________________________________________**  
**Email:________________________________________________________**  
**Exam Name:____________________________________________________**  
**Exam No:_______________________________________________________**

- Essay - Max. Score: ______  
- Omitted questions (please list below)  
- List class sections if you have more than one section  
- List class versions if you have more than one version  

**Reports Needed**  
- Email Reports: ☐ Roster ☐ Class Response ☐ Item Analysis ☐ Score Distribution  
- Paper Reports: ☐ Roster ☐ Class Response ☐ Item Analysis ☐ Score Distribution  
- Convert for Blackboard Gradebook Upload  

**Score Format:** ☐ Raw ☐ Percentage

- Special instructions (if any): ________________________________________________  
  ________________________________________________  
  ________________________________________________

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**Please Pick Up Graded Exams Within 48 Hours**

**Sign After Exams Are Returned**

I, hereby acknowledge that I have received all my exams from Exam grading and upon reviewing them, I agree that they have all been graded to my specifications, including the special instructions.

Signature: ________________________________

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**OFFICE USE (Do not write Below)**

- Time Received: _____:____ AM ☐ PM ☐
- Course ID: ________________________________
- No. Of Sheets: ________________________________
- Time Started: _____:____ AM ☐ PM ☐
- Time Finished: _____:____ AM ☐ PM ☐

**Comments/Errors:**

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Office of Information Technology Service (UCIT)  
Job No. E