



Request for Test Scoring Service

Important: The University of Guelph Central Login ID that is submitted on this form is what you use to login to the CCS Online Test Scoring System to work with your Scanner File, generate reports, etc. **The same Central Login ID that is filled out below must also be shaded in on the E-MAIL ID area on the Answer Key, so it can be scanned.** Instructions to fill out the header sheet and answer key can be found on our website: http://www.uoguelph.ca/ccs/resources/instructional/test_scoring.shtml

An email notification will be sent to your University of Guelph email address, when your Scanner File is ready – normally within 1 to 2 business days. After receiving the email notification, you can login to the CCS Online TestScoring System with the University of Guelph Central Login ID supplied on this form. Once you have logged in, you can prepare your reports, any required marks files for importing your grades into Blackboard, Desire2Learn, WinMarks, etc. The CCS Online Test Scoring System is found here:

<https://testscoring.ccs.uoguelph.ca>

After logging in, click the *View User Guide* link, if you need help using the online system.

Test Scoring sheets not picked up within 10 business days from date of submission will be returned by campus mail/Grounds to the Dean’s Office of the College. CCS assumes no responsibility for Test Scoring sheets lost or damaged when being returned by campus mail/Grounds.

PLEASE COMPLETE ALL OF THE FOLLOWING (please see over for FAQs):

1. Name: _____ Phone: _____
2. University of Guelph Central Login ID: _____
3. Requested Scanner File Name (8 characters max): _____
4. College to return Exams: _____

Signature of Instructor acknowledging both: (a) CCS is not responsible for any Test Scoring sheets not picked up within 10 business days and (b) your University of Guelph Central Login ID supplied in 2. above is correct and matches what is shaded in on the E-Mail ID field of the Test Scoring Answer sheet.

NAME (please print): _____ **SIGNATURE:** _____

If you have any questions regarding the Test Scoring service, please contact the CCS Help Centre at x58888 or look online: <http://www.uoguelph.ca/ccs>

CCS Use Only

Log#: _____	# Forms Read: _____
Received by: _____	Completed by: _____
Time: _____ Date: _____	Time: _____ Date: _____



CCS Test Scoring Service

Frequently Asked Questions

PLEASE NOTE:

To ensure security for your test information, it is **extremely important** that you supply the correct Central Login ID on both this form and also shaded in on the E-Mail ID area of your Test Scoring Answer Sheet. The Central Login ID supplied in both places must be the same.

1. What is my University of Guelph Central Login ID ?

Members of the U of G community are entitled to a Central Login Account from CCS. Depending upon your designation at Guelph, your Central Login Account gives you access to a variety of computing services on campus such as: Gryph Mail, internet, software downloads, website publishing, [Blackboard](#), ResNet, computer labs and printers.

Be sure to enter your University of Guelph Central Login ID on this form, and also shade it in on the E-Mail ID area on your Test Scoring Answer Sheet. It is this Central Login ID that you use to access your test results in the CCS Online TestScoring System. If you are unsure what your Central Login ID is, please contact the CCS Help Centre at x58888.

2. What email address will the notification that my Scanner File is ready, be sent to ?

The email address associated with your Central Login ID in the University of Guelph's central Directory. Contact directory@uoguelph.ca with any corrections or updates to your listing.

3. What if I supply an incorrect Central Login ID, or the Central Login ID on this form and the one shaded in on E-mail ID area of the Test Scoring Answer sheet are different ?

Someone else may be able to access your confidential test information. Your signature on this form is your acknowledgement that you have supplied the correct Central Login ID on both this form and also shaded in on the E-mail ID area of the Test Scoring Answer Sheet. The same Central Login ID must be entered in both places and they must be the same.