



# OPSCAN **CHANGE FORM**

Use this form to make changes to an exam already processed.

COURSE INFORMATION						
SUBJECT			COURSE #			SECT
Indicate below if course is offered under another dept. (cross listed).						

Date: \_\_\_\_\_

Time \_\_\_\_\_ AM or PM

Exam # \_\_\_\_\_ Rev # \_\_\_\_\_

Enter the appropriate exam number

Semester: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ PH: \_\_\_\_\_

Instructor Email: \_\_\_\_\_@stonybrook.edu

TA's Name & Email: \_\_\_\_\_

### Changes to Grading Criteria

Changing an answer. Indicate change in boxes below. If necessary, attach new key.

Weighting Questions. Indicate points per item \_\_\_\_\_ and max points \_\_\_\_\_.

Adding students. Attach/Include additional form for each student.

Dropping questions. List any items dropped/omitted in boxes below.

Check one of the following  zero credit  auto credit

Multiple Answers: List Q#'s and all acceptable answers in boxes below.

→ Treat Multiples As: **AND OR**

Key1/A	Key2/B
Key3/C	Key4/D

Instructor Signature or \*TA (\*Print Name & ID #)

Campus Zip

### STAFF USE ONLY

Date Scanned	Processed by	Rescored-Results Emailed	Exam ID:	Date Mailed Back
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