



"EHD Staff Use Only"

Date:
Time:
Received by:
Ticket #:

Number of Questions:
Number of Blanks:
Blank Questions:

Scantron Exam Request Form 2016-17

COMPLETE AT TIME OF DROP OFF

Faculty Name: Date: Email Address:

Phone Number: Number of Keys: Student Picking Up Exam:

Department Code (i.e. ACC): Course Number (i.e. 100): Section Number (i.e. 01):

PLEASE NOTE

- 1. Put the exam to be scored in a large identifiable envelope.
2. Give it personally to an Eagle Help Desk pro staff or student worker.
3. Make sure the name, department, class, section, instructions, and exam key are legible and clearly identified. The key should not have any extraneous marks or erased areas.
4. Clearly identify and highlight the exam key.
5. Please note if your exam has to be scored by a specific date.
6. For complex scoring make sure the directions are clearly written and easily understandable.
7. Try to avoid dropping off exams late Friday afternoons or before holidays. The earlier the exam is received, the more likely it can be scored promptly.
8. Every attempt will be made to score the exam quickly and accurately.
9. Exam results are emailed to the instructor from itsops@uwlax.edu email address.
10. Exam turn-around time is typically 48 hours and potentially longer during peak times during mid-terms and finals.
11. All reports are sent automatically via email.

COMPLETE AT TIME OF PICKUP

Faculty Signature: Date:

Student Signature: Date: