



Scantron Basic Service

No changes / No marking / No Fees

- Complete an answer key for each section in pencil (Student ID must be all 9s).
- Paper clip each group of exams (or separate with a folded blank sheet).
- Place in an intercampus envelope for scanning.
- Delivery is Monday through Friday at 11:30a.m.

SCANNING REQUEST FORM

Date: _____ Time: _____

.....
Instructor Information (please print)

Name: _____ Phone: _____

E-mail (from Western Directory): _____

OWL Login (must be Faculty or Staff User ID only): _____
.....

Course Name/Number/Section: _____

Number of Exam Sheets (including answer sheet): _____

Submitted by: _____ Phone: _____

****Condition of the forms may affect the ability of the machine to perform the scan.***