
REQUEST FOR TEST OR SURVEY SCANNING

Detailed instructions for the preparation, pick-up and drop-off of materials are online at <http://its.uark.edu/classroom/scantron>.

Instructions:

- Fill out all requested fields. If you are completing this form on behalf of an instructor, enter the instructor's information below.
- Print the form. The completed form cannot be saved or submitted online. The information will be lost if it is not printed.
- Include one copy of this printed form per answer key with scantrons.
- Place scantrons in a manila envelope (one envelope per answer key).
- Do not send scantrons through campus mail.
- Do not use staples, paper clips, labels or rubber bands, which can mutilate forms and result in delayed processing and/or improper scoring.

Name:

Department:

Email:

Date:

Phone:

<i>Choose One of the Following:</i>	
Test Scanning Course #: Section #: Test Version #(if applicable): Generate Blackboard Learn Import File	Survey Scanning
Special Requirements (include point values):	
Signature of Requestor:	

Please note that any scantrons not picked up within 60 days will be shredded and recycled.

Deliver exams for scoring to:
IT Services Help Desk
155 Razorback Rd. ADSB 100A
Monday through Friday, 7 a.m. to 5 p.m.

FOR IT SERVICES USE ONLY:	
Scan completed by: _____	Date: _____
Picked up by: _____	Date: _____