

# REQUEST FOR TEST OR SURVEY SCANNING

## 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: \_\_\_\_\_ Email Address: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

*Choose one of the following:*

Test Scanning

Course Name: \_\_\_\_\_

Section Number: \_\_\_\_\_

Test Version (if applicable): \_\_\_\_\_

Make one report for multiple test versions.

Survey Scanning

Special Requirements (include point values):

Signature of Requestor:

**You will get a service email from [scantron@uark.edu](mailto:scantron@uark.edu) when your reports are uploaded to SharePoint. Scantrons not picked up within 30 days will be shredded and recycled.**

Exams can be delivered to Gibson Annex, Monday-Friday 9 a.m. to 4 p.m., or the drop-off box in the ADSB vestibule by the entrance to UAPD.

## IT SERVICES USE ONLY:

Scan completed by: \_\_\_\_\_ Date scanned: \_\_\_\_\_

Checked SharePoint for 5 reports (101-Student Statistics, 150-Student Grade, 320-Test Item Statistics, Textual Date and Grade, and Blackboard Gradebook)

Emailed instructor about scanning completion

Second email about pick-up policy (Date: \_\_\_\_\_ Initials: \_\_\_\_\_)