Scantron Services Brescia Form

Office Location: Student Records and Exam Services RM 2140, Western Student Services Building (1393 Western Road)

Office Hours: 8:30am to 4:00pm (closed weekends and holidays)

- The scanning machine reads PENCIL markings only
- If an answer key is provided, bubble-in all the ’9’s under the Student Number
- Delivery is Monday to Friday

SCANNING REQUEST FORM

Date: ___________________________ Time: ___________________________

Instructor Information (please print)
Name: ___________________________ Phone: _________________________
E-mail (from Western Directory): _______________________________________
OWL Login (must be Faculty/Staff User ID only): ___________________________

Course Name and Number: ___________________________
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.