Scantron Services 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
- Scantron forms must be dropped off/picked up at WSSB RM 2140

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.*