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

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**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.*