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: __________________________

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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.