Scantron Services King's 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

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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.*