



SCANTRON SERVICES | OOR

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.*