



SCANTRON SERVICES | OOR

# Scantron Services Huron 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: \_\_\_\_\_

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**Instructor Information (please print)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail (*from Western Directory*): \_\_\_\_\_

OWL Login (*must be Faculty/Staff User ID only*): \_\_\_\_\_

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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.*