



Scantron Services King's Form

SCANTRON SERVICES | OOR



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: _____

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.*