



Submitting your Exams

A request form must be filled out when you drop off your exams

- All Scantrons must be dropped off at the WSSB (RM 2140). Office hours are Monday to Friday from 8:30a.m. - 4:00p.m. (Excluding Western holidays).
- Photo ID is required to pick them up

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.

Callouts:

- Course Instructor(s) → Name field
- The Western email address of the person who will be processing the DAT file. → E-mail field
- T.A. or staff person's information goes here → Submitted by field
- Add the Western **userid** of the person who will be processing the DAT file: **userid@uwo.ca** → OWL Login field
- The sheet total **must** be added; the next page demonstrates what to do for multiple versions. → Number of Exam Sheets field

Scantron forms are usually processed within 24 hours. Once the forms are scanned, a data file is uploaded to the OWL Drop Box and an email notification is sent.



Submitting your Exams

SAMPLE #1:
Submitting one
set of exams

ITS SCANEX REQUEST

Date: February 2/16 Time: 9:05 a.m.

Instructor Information

Name: Add Instructor's name (one or more) Phone: x 8 - - - -

E-mail (from Western Directory): userid@uwo.ca

WebCT OWL Login (must be Faculty or Staff User ID only): userid

Course Name and Number: CRS 1234 (001)

Number of Exam Sheets (including answer sheet): 55
(if included)

Submitted by: T.A./Staff Person Phone: ext./cell phone

**Condition of the forms may affect the ability of the machine to perform the scan.*

*
Add any
other info
here

SAMPLE #2:
Submitting
multiple
versions (or
sections) of an
exam.

*Please group
per version or
section.

ITS SCANEX REQUEST

Date: February 2/16 Time: 9:05 a.m.

Instructor Information

Name: Add instructor's name (one or more) Phone: x 8 - - - -

E-mail (from Western Directory): userid@uwo.ca

WebCT OWL Login (must be Faculty or Staff User ID only): userid

Course Name and Number: CRS 1234 (001)

Number of Exam Sheets (including answer sheet): v111-52 v222-55

Submitted by: T.A./Staff person Phone: ext./cell phone

**Condition of the forms may affect the ability of the machine to perform the scan.*

*
or use
side
v111
(52)
v222
(55)
v333
(56)