**Scantron Scoring Request Form**

This form is used to request Electronic Scanning of The SCANTRON Test Forms by the

Help Desk. Please fill in **completely!**

 **(Use 1 sheet per course/section unless ONE answer key is being used for all sections.)**

**Professor/Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@jcu.edu**

**Contact Phone #: (216) 397-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #: (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (How it appears in banner)**

**Section#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Personnel to Transport:** (please print name) How do we identify this person?

**Who shall we notify upon completion?**

 Professor Secretary Ext: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is grading by a Student Supervisor acceptable?** Yes No

**Reports:** (Choose one option) **How many questions are on the test?**

 Email Print 50 or less 50 – 100 100 or more



**Are there any questions with more than 1 CORRECT answer?** Yes No **(Ex: A&B/AorB)**

**Reports Requested: ALL**

 Answer Key Class Response Item Analysis







 Roster Report Score Distribution Student Test Report







**Office use only: Completed By / Date / Time**

Scantron Procedures for Instructors

1. Student Answer Sheets must have an ID number in the ID Number box in the upper left hand corner of the form, or the system cannot scan the sheet**.**
2. **Students are to enter only the numeric portion of their Banner ID, and include the leading zeroes.**

**i.e. 00046728**

1. Please ensure that all answer keys and the Scantron Score Sheets include:
	1. Student’s Name - Be sure they Bubble-In the letters below their name if you want to know who’s exam it is!
	2. The FORM (version) *ex: A, B, C, D. - if there are multiple answer keys.*
2. Answers must be completely filled in and darkened with **No. 2 pencils only** or the system will not scan them.
3. Please use only the Scantron Testing Request Form that ITS provides.
4. Please deliver the Scantron Score Sheets to the Helpdesk in a packet that includes:
	1. Scantron Scoring Request Form
	2. Clearly Labeled Answer Key
	3. Scantron Score Sheets

**If you prefer that class sections do not get intermingled, it’s best to put each class section in a separate packet, otherwise the sections will be scored together – which some instructors don’t mind.**

1. Scantron packets must be hand delivered to the Helpdesk by authorized personnel.
2. At the Helpdesk there will be a SIGN-IN /PROCESSING SHEET. Please remind the person dropping off the test packets to hand them to Help Desk personnel sitting behind the counter and to sign the drop off sheet.
3. All Scantron Score Sheets will be processed by the Helpdesk within 24business hours of drop off time.
4. To ensure that we are able to meet the 24 business hour processing time frame you must select either emailed **or** printed, but not both. (Note: We often have them completed on the same day, but we can’t guarantee it.
5. Once Scantron ScoreSheet packets are processed and you are notified of completion, you will have 24 hours to pick-up from the Helpdesk, after which they will be sent to your department via Campus Mail.

NOTE: *The Scantron machine is very sensitive to the physical condition of the Scantron Score Sheets. Please do not bend, fold, tear, or subject to moisture or other contaminants as this will jam the Scantron machine and leave us no choice but to have the professor/instructor grade the tests manually.*