OPSCAN SERVICE REQUEST

Grading Intervals:

Results for tests received before 2:00 PM will be sent by 7:00 p.m. the next business day.
Results for tests received after 2:00 PM will be sent by 7:00 p.m. of the second business day.

Instructor: ____________________________________________________________ Office Ext: __________________________

Person Submitting Request if other than Instructor: __________________________________________________________

Results will be emailed to the Instructor’s Rockhurst email account.

Special Instructions or requests: __________________________________________________________

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Number of Questions on Test</th>
<th>Number of forms, including Answer Key</th>
<th>Questions To Skip During Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td></td>
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<tr>
<td>Test 2</td>
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<tr>
<td>Test 3</td>
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</tbody>
</table>

Notes on completing this form:

- A completed copy of this request form must accompany all tests submitted for scanning.
- The Help Desk will no longer provide blank copies of this form to those submitting tests. It is the responsibility of the faculty member to have and complete this form beforehand and bring it with the test forms to the Help Desk.
- Up to three scan requests may be made on one request form.
- Test forms must be presented face up and facing the same direction. Help Desk personnel will not sort and arrange scantron sheets.
- Please clip or rubber band forms together, with the completed Service Request form on top.
- To avoid scanning errors and/or skewed statistics during the grading process, two or more consecutive questions cannot be skipped. In addition, the last question of a test cannot be skipped. If you do not want the last question to be graded, simply do not “bubble” in an answer on that question.
- Remember to return to the Help Desk to pick up your tests after receiving the results in your e-mail.
- If sending someone to pick up tests for you, especially a student, please call the Help Desk first or send a signed note with the person picking up the tests. This person must present his/her ID card at the Help Desk at the time of pick-up.
- On your answer key, please write 0’s (zeros) on the K, L, M, N, O & P line and fill in the first line of bubbles (all the zeros) in the SPECIAL CODES section.

For special information and an example of how to complete your answer key, please see the back of this page.

Received by: ___________________________ Date: ___/___/____  □ Before 2 p.m.  □ After 2:00 p.m.

Completed by: ___________________________ Date: ___/___/____  □ E-mailed results
In the **NAME** box on the **Answer Key**, please write **Key**, followed by your course name and a description, such as **Exam 1** or **Final**. **Students** may write their names in the **NAME** box if they’d like or if the instructor so directs. However, please note it is not necessary to fill in any bubbles in the **NAME** bubble section.

**Working with “Bubbles”**

1. Bubbles must be filled in completely. Check marks, etc., cannot be read by the scanner.

2. Use a heavy lead pencil or a black or dark blue ink pen. Light lead or ink cannot read by the scanner.

3. You may skip filling in a bubble line if you don’t want a question graded, but don’t skip two consecutive bubble lines on a test. The scanner won’t read any subsequent answer lines.

4. None or one bubble per line, please.

5. Don’t ask for the last question on the test be skipped or the scanner will produce an error. Just leave that line blank.

**INSTRUCTORS:** On the **Answer Key**, please write zeros in the **SPECIAL CODES** box and fill in all the zeros on the first bubble line.

**STUDENTS:** Write your ID number in the **SPECIAL CODES** box and fill in the appropriately matching bubbles in the bubbles section.

**DEPARTMENTS, IMPORTANT! PLEASE NOTE!**

Each department is responsible for ordering its own scantron forms. The **Help Desk** does not provide forms to faculty members for tests. To order forms, please go to [www.scantronstore.com](http://www.scantronstore.com) and order form no. 221666.