SCANNING SUBMITTAL FORM (Please print all requested information clearly in block letters)

Date: ______________

Instructor name (required): ____________________
Instructor ID (required): ______________

Department (required): _____________________
Telephone number (required): ______________

Course ID (required for test scanning): ______________________

Email address where results will be sent (required and must be a UTA faculty/staff email address):
__________________________________@uta.edu

[ ] Data Entry  (Enter filename for output in the comments section below)

[ ] Test scanning (Choose below the information you want printed on student test reports.)

( ) Student scores only

( ) Student scores, which questions missed, student response to questions missed, and correct answer to questions missed

For tests, what is the number of the last item bubbled in on the key? _____________

Comments:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Person(s) who may pick up scanned sheets after they have been processed (if other than the instructor):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Signature of person who picks up the processed scan sheets with date (required):
_____________________________________________________________________________________
Date: ______________

MUST SHOW PHOTO ID!!  [BAG # _____________ ]