

Checklist for Scan Forms Drop Off

- Has your semester request file been set up? If not, please fill out the **Request File Set-up Form** to activate your account with us.
- Have ALL questions on the **Job Request Form** been answered? In not, contact our office to provide this information.
- Are all student sheets turned in the same direction, with cut corners of the sheets at top right?
- Are answer key(s) on top of student sheets?
- Are answer key(s) clearly identified?
- Are instructor and course names included with answer key(s) ?
- Are any score changes separate and identified?
- Have you included any **unscrambler** or **weighting forms** with your test set-up information?

Schreyer Institute for Teaching Excellence

- ◆ Scanning Operation ◆
- ◆ 105 Pollock Building ◆
- ◆ University Park, PA 16802 ◆
 - ◆ 814-863-2802 ◆
 - ◆ scan@psu.edu ◆

www.schreyerinstitute.psu.edu/Scanning/
www.testing.psu.edu

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