

CHECKLIST FOR SCAN FORMS DROP OFF

- Please make sure all student sheets are facing the same direction.
- Answer keys are placed on the top of the student sheets.
- Complete the Scanning Operations Job Submittal Form.
- You may complete the Item unscramble form if you have multiple keys and want a single exam analysis report across all versions. This is not required, but if not completed you will receive an exam analysis per key form.

There is an after-hours drop box available in the Testing Center Lobby until 11:00 p.m., Monday through Friday.

Please allow 2-3 business days for scanning.