



Scanning Drop Off Checklist

A drop box is available in the Pollock Testing Center lobby. Lobby hours vary depending upon when the Center is actively conducting testing.

1. Print the request form
2. Prepare the scanning packet in the following order:
 - a. Request form
 - b. Additional instruction forms (e.g., weighting, unscrambling), if applicable
 - c. Answer keys (in order, starting with key "A")
 - d. Student response sheets (face-up with all sheets oriented in the same direction)
3. If you are using half sheets, wrap the request form around the sheets
4. Use a rubber band or paper clip to secure the packet

Please allow 2-3 business days for processing. If you have questions, please ask one of our Testing Support Representatives or email us at scan@psu.edu.