Please Print

Department Name: _______________________________ Phone#: _______________________________

Instructor’s Name (Same as the key): _______________________________

Instructor’s Phone: ___________________________ GSU email: _______________________________

This envelope contains:

Number of Keys: ______________  Number of Groups: ______________

☐  INSTRUCTOR PICK UP ONLY:
   Only the requesting instructor will be allowed to receive this package.
   Exams will be held for a maximum of 30 days.
   Exams left beyond 30 days of drop off are subject to shredding without notice.

Note:

INSTRUCTIONS:

ONLY THE NCS PEARSON, 4521, 200 ITEM, BLUE FORM IS ACCEPTED

•  Drop off Location - Scantron exams should be dropped off at the Counseling and Testing Center located at 75 Piedmont Ave N.E. (Citizens Trust Building), Suite 200 (2nd Floor). A secondary drop-off point is located at the Dean of Students Office, Suite 300 of Student Center East. Both locations are available 8:30 a.m. - 5:15 p.m., Monday - Friday, excluding holidays or departmental closures. Exams will not be accepted via interoffice mail.

•  Test Form Completion - Please provide a completely coded answer key (in #2 pencil only) for each individual group of tests or surveys. A minimum of 5 answer sheets is required per group, plus the key. Only the key should have the instructor's name and all (9s) in the Identification Number area (A thru J) bubbled in. Only one answer per question. All forms must face the same direction with the key on top. Please do not attach sticky notes to test sheets. Individual groups should be separated by clips (not on the barcode). Sample test key on the reverse side.

•  Scores & Reports - All scores and reports are emailed within 24 business hours (3 work days) of drop off in the Counseling and Testing Center. Drops made at the secondary location may have a one-day delay due to an additional procedural step.

•  Pick-Ups - Scantron exams should be picked up within 10 business days of the receipt of emailed reports. Please note that all persons picking up tests from the Counseling and Testing Center will be requested to provide official identification (Panther ID or Drivers License). The last 4 digits of which will be recorded for validity.

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