



TESTING CENTER EXAM SCANNING REQUEST FORM

OFFICE USE ONLY

Date & Time Received: _____ Envelope # 1 of _____

LOG Page # _____ Row# _____ Scan Count _____

updated 05/03/2023

INSTRUCTIONS:

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

[please note Form 4521 from TestingForms.com will not scan]

- **Drop off Location** - Scantron exams should be dropped off at the Testing Center (75 Piedmont Ave N.E., Suite 200 (2nd Floor)). This location is available 8:30 a.m. - 5:00 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 group of tests or surveys. A minimum of 5 answer sheets is required per group, plus the key. **Only the key** should have the instructors name and all (9s) in the Identification Number area (A thru J) bubbled in. 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). **A sample test key is on the reverse side.**
- **Scores & Reports** - All scores and reports are emailed within **24 business hours (3 work days)** of drop off in the Testing Center.
- **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 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. **EXAMS LEFT BEYOND 30 DAYS OF DROP OFF ARE SUBJECT TO SHREDDING WITHOUT NOTICE.**

PLEASE PRINT ALL INFORMATION

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.

TEST SCANNING

SURVEY SCANNING

Special Instructions:

NAME (Last, First, M.I.)

Smith Jane

26x26 grid of bubbles for letter entry, with 'S', 'M', 'I', 'T', 'J', 'A', 'N', 'E' filled in.

SEX (M/F)

GRADE OR EDUCATION (0-16)

GENERAL PURPOSE - SCANTRON® - ANSWER SHEET
SEE IMPORTANT MARKING INSTRUCTIONS ON SIDE 2

100 numbered bubbles for answer entry, arranged in a 5x20 grid.

BIRTHDATE, IDENTIFICATION NUMBER, and SPECIAL CODES sections.

SAMPLE EXAM KEY