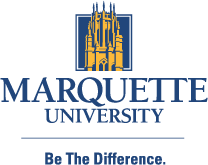
**INFORMATION TECHNOLOGY SERVICES**

MARQUETTE OPTICAL SCANNING & SCORING FORM 1: PRINTED EXAM SHEETS REQUEST FORM

**Two Business Days Turnaround**



|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IMPORTANT:** To assure prompt processing, this form must be filled out completely.  Scanning is processed Monday through Friday between 8 a.m. and 3:30 p.m.  Scanning requests will be completed within two business days from time of submission.  Please bring your MUID for pickup. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Date: |  | | | | | | | | | | |
| Faculty Name (please print): | | | |  | | | | | | | |
| Department: | |  | | | | | | Telephone: | | |  |
| Faculty Email Address: | | |  | | | | | | | | |
| Faculty Signature: | | |  | | | | | | | | |
|  | | | | | | | | | | | |
| Additional person(s) authorized to pick up forms: | | | | | | | |  | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **CLASSES WITH SAME SECTION NUMBER CANNOT BE COMBINED!**  **If you want multiple sections graded together, list all section numbers together on a single form.**  If you have multiple sections that will be graded separately or more than one exam, fill out additional forms. | | | | | | | | | | | |
| Exam Number **(ex. 1, 2, or Final):** | | | |  | | | Testing Date: | |  | | |
| Course Subject **(ex. ENGL):** | | | |  | | | | | | | |
| Course Catalog Number **(ex. 1001):** | | | |  | | | | | | | |
| Course Section Number **(ex. 101):** | | | |  | | | | | | | |
| Class Number\* **(ex. 2553):** | | | |  | | | | | | | |
|  | | | | | | | | | | | |
| **\***Class number is unique to each course and section | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Number of Answer Key Sheets Requested (max 9): | | | | | | |  | | | | |
| Additional Blank Answer Sheets Requested (max 10): | | | | | | |  | | | | |
|  | | | | | | | | | | | |
| **If more than one answer key printed, students must fill in which answer key was used.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **For Exams with less than 50 Enrolled Students, Student Answer Sheets are Always Preprinted with MUID and Name.** | | | | | | | | | | | |
| Are there more than 50 students in your class? **(Yes/No)** | | | | | | | | |  | | |
| If Classes have more than 50 Students: Student Answer Sheets Should be Preprinted **With or Without** MUID and Name: | | | | | | | | |  | | |
|  | | | | | | | | | | | |
| Return Forms via Campus Mail? **(Yes/No)** | | | | |  | If Yes, Specify Location: | | | |  | |
| **Please note we are unable to guarantee turnaround time when sent via campus mail.** | | | | | | | | | | | |
| Any questions?  Please contact IT Services TSAR Team via voicemail at 8-7799 or e-mail [TSAR@marquette.edu.](mailto:TSAR@marquette.edu)  **Two Business Days Turnaround** | | | | | | | | | | | |

Marquette I.T. Services Revision: September 24, 2021