

SCANNER INSTRUCTION FORM

Form Requirement:

Please, provide an instruction form and a key for ****each group of scantrons and individual class****.

Warning: Please, be advised that *students must bubble in their name*. Names not bubbled-in will result in blank names in the output of the scantron report. If *multiple* students fail to bubble in their names, the *report will combine results as one student*. The analysis program **will not calculate multiple answer questions** and we will not modify these on your behalf. Make sure to check this before asking for your tests to be scanned.

Process and Policy:

To insure integrity of the scanning process we are implementing some new processes:

- Information Technology will not swap keys among exams or bubble-in any blank fields (even if instructed to do so).
- Tests will not be accepted outside the operating hours.
- Test will be mailed back to the teacher of record via interdepartmental mail.
- Test results will be emailed directly to the **teacher of record**.
- We will NOT provide a printed copy of the report.
- SLA for test scanning is 2 business days (defined as M-F on days that the University is open).
Note: Finals week tests should be turned in promptly since our scan volume will be high.
- Same day scans will not take place unless you make an arrangement with the IT Support HelpDesk at least one week in advance. Email ittestsscanning@tcu.edu to make the request.

Drop-off Location:

We have changed our location for test drop-off. All tests can be dropped off in the Library at the IT Support FrogPad (1st Floor East Entrance). Drop-off hours will be 8:30am-5pm on Monday thru Friday. Once the scanning is complete we will send the tests back to you via interdepartmental mail.

PLEASE COMPLETE THE FOLLOWING IN PRINT:

Faculty Name:		Email Address:	
Department:		TCU Mailbox Number:	
Date:		Number of Exams:	
Number of Questions: (bubble in all questions, even those being omitted):			
Question Number(s) being omitted:			
Comments:	Ticket Number: (Office Use Only)		