

Scanning and Survey Office

Dropoff/Pickup: 150 Lincoln Tower, 1800 Cannon Drive

Staffed Office Hours: 8 am - 4 pm. See our website for details of after-hours dropoff.

Phone: 688-8323 Email: testing@esue.ohio-state.edu

Web: <http://www.ureg.ohio-state.edu/ourweb/scansurvey>

It is the policy of Office of the University Registrar to neither send nor receive Social Security Numbers (SSNs) in an unsecured format via email.

Batches of exams on which student SSNs appear will not be accepted for scoring.

Request Number

247

Customer: instructorname.123

Today, **Wednesday, July 09, 2008**, **Jo Shmough** dropped off **3** batch(es) of exams for scoring.

As long as the bubble sheets do not contain students' SSNs,

the scoring reports, with the options listed below, will be emailed no later than **8:03 AM** the next business day.

| |
|----------------|
| Sorting |
| ALPHABETIC |

| | |
|---------------------|-----|
| Alphabetic | Yes |
| 3 Text Files | Yes |
| Text Saved to Disk | No |
| PDF | Yes |
| PDF Print | No |
| DAT | Yes |

| | |
|----------------------------|------------------------------|
| Report by groups | No (single group) |
| Scanned Form Return | Store |
| Email1 | gradteachassist911@gmail.com |
| Email2 | loremipsum.73@osu.edu |

If no addresses are listed above, the reports will be emailed to **instructorname.123@osu.edu**.

Questions about your scanning request?

Send an email to testing@esue.ureg.ohio-state.edu that includes your request number, or phone 688-8323.

Want to reduce your wait time at the service counter?

For Dropoff

Organize your scoring packets before you arrive. A scoring packet has 4 elements:

1. a set of student answer sheets
2. a completed Exam Scoring Request Form, with a batch identifier letter (A for batch 1, B for batch 2, etc)
3. a scoring key with
 - a) the letters K, E, Y bubbled in the first 3 columns of the NAME field
 - b) the batch identifier letter printed in the 5th column of the NAME field or in the top margin
 - c) the number of test questions bubbled as a 3-digit number in columns H, I, J of the ID NUMBER field
4. a container for these papers. A manila folder is the preferred container, but an envelope or box will do.

For Pickup

Bring this receipt and photo identification with you.

Photo identification and this receipt (or knowledge of the request number) are required to pick up the scored exams. The information below is to be completed at the service desk when the exams are picked up. Please do not prefill this information.

| | | |
|-------------|---------------------|------------------|
| | | |
| <i>Date</i> | <i>Printed Name</i> | <i>Signature</i> |

Staff Use Only

| | | | | | | | |
|-----------------------------|--------|------------------|------------|-------------|---------------|-----------------------|--|
| ID Type (circle one) | BuckID | Driver's License | Recognized | Called Dept | Passport/Visa | Staff Initials | |
|-----------------------------|--------|------------------|------------|-------------|---------------|-----------------------|--|