**INFORMATION TECHNOLOGY SERVICES**

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

**Two Business Days Turnaround**



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| **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: |  |
|  |
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| **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.**Two Business Days Turnaround** |

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