



SCANNING

Academic Services Scanning Center Information Sheet

Lyons Hall 101 | Monday – Friday | 9:00am – 5:00pm

Contact Person: Jenna Burke | 617-552-4984 | scanning@bc.edu

Contact Information

Department _____ Course Number _____

Professor _____ Email _____

Secondary Contact _____ Email _____

Test Information

PLEASE INCLUDE ANSWER KEY(S) FILLED OUT WITH A #2 PENCIL

Form used (check one) ☐ Blue or ☐ Green Drop off date _____

Number of questions _____ Number of examinees _____

Number of versions _____ Omit any questions? _____

Special Instructions _____

How would you like to receive the results? (Check one or more)

- ☐ Microsoft Excel Standard Report ☐ PDF Standard Report
- ☐ PDF Standard Report **WITH** individual student scores (one page per student)
- ☐ PDF of **JUST** the individual student scores (one page per student)

*Reports will be shared with instructors via BC
Google Drive, sent to BC email addresses only*

How would you like the scantron sheets returned to you? (Check one)

- ☐ Pick up in person ☐ Interoffice mail *note, not as secure*
- To be picked up by _____ Campus address _____

Academic Services Office Use Only

Job picked up by _____ Pick up date _____

File name(s) _____ Counts _____

Professor contacted date _____ Initials _____

Notes _____

