

Test Scanning Form

UAH Instructional Testing Services
Wilson Hall, Room 225
(256) 824-6725
testing@uah.edu

THIS FORM MUST BE COMPLETED WHEN SUBMITTING AN EXAM FOR SCANNING

Instructor Name _____ Phone _____

Campus Address _____ *Email _____@uah.edu

**Test Title (i.e. EH101-01 Exam 1) _____ Date _____

Special Instructions _____

**We can only send test results to UAH email addresses.*

*** Test title MUST include course prefix, number, section, and test name!! Write in pencil so that you may use this envelope again.*

Please select from the following:

- Alphabetical Order Scanned Order
- PDF Reports Excel Reports PDF and Excel Reports

Do any questions have multiple answers?

- No
- Yes, and they must select ALL answers *If yes, mark question numbers* _____
- Yes, and they may select ANY answers *If yes, mark question numbers* _____

Before submitting your exam for grading...

- Complete your answer key, write KEY in the TOP margin, and place on top of stack.
- Do not bubble "NAME" on key, this field remains blank for scanning.
- Do not mark in the side or bottom margins.
- Make sure all the sheets are facing the same direction with the cut corner to the top right.
- Complete the top portion of this form.
- Drop off your exam to Wilson Hall, Room 225 (if after hours, please use the drop box).

After submitting your exam for grading...

- Check your email- your test results will be emailed to your UAH email address.
- Check your spam folder if you have not received your test results within 48 hours.
- Return to Wilson Hall, Room 225 to retrieve your answer sheets (NOTE: Exams not retrieved from our office within two weeks of the scan date will be returned to the campus address marked on this form. To maintain the security and integrity of your exam, the answer key will be destroyed prior to mailing.)

****If you have DSS students (who tested with Testing Services) to score with this packet, please attach the name/names inside scan envelope to ensure proper processing****