

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. You can write in pencil
so that you may use this envelope again.*

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: Please bring a photo ID when picking up answer sheets.)

****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****