SCANTRON SCANNING REQUEST FORM

Carleton University

1) INSTRUCTOR INFORMATION

Instructor Name:	Instructor Department:
Instructor Email Address: Carleton email address only	

2) SCANNING INFORMATION

Term: Fall Winter Summer	Subject: (e.g. PSYC)	Course Number: (e.g. 1001)	Course Section(s): (e.g. A/B)
Exam Type: **Single Correct Answer:** One correct answer per question. **Multiple Correct Answer:** More than one correct answer per question.	Number of Exams Submitted: This number MUST be exact. Exclude Answer Key(s).	Number of Versions/Answer Keys:	Number of Questions: Include eliminated & bonus questions if applicable.
Eliminated Question(s): (e.g. Q30-31)	Bonus Question(s): (e.g. Q30-31) Bonus Type: **Point regardless of answer** **Point only if answered correct**	Points per Question: Default is 1 pt. Different pts. can be allocated.	Maximum Point Value: Maximum grade value.

3) BRIGHTSPACE UPLOAD INFORMATION

Would you like TLS to upload grades to Brightspace? Grades will be hidden.   **Yes   No**   If 'Yes', please complete this section.
Grade Item Name:

How would you like the grades to be uploaded? Choose one. If grade item already exists in Brightspace, choice MUST match 'Maximum Grade Value' or upload will not be completed.	**Points Grade (/Max Point Value)** Grades will be displayed to students as a point value (e.g. 7/10)	**Percent Grade (/100%)** Grades will be displayed to students as a percentage (e.g. 70%)

OFFICE USE ONLY

	Submitted By: Print Full Name	**Date Submitted:**	**TLS (Time):**	
Batch #1	**Processed By:** Print Full Name	**Date Processed:**	**TLS:**	
	Picked Up By: Print Full Name	**Date Picked Up:**	**TLS:**	
	Submitted By: Print Full Name	**Date Submitted:**	**TLS (Time):**	**Number of Exams:**
Batch #2 If applicable	**Processed By:** Print Full Name	**Date Processed:**	**TLS:**	
	Picked Up By: Print Full Name	**Date Picked Up:**	**TLS:**	

Information is required for quality assurance. It ensures optimal service and the integrity of results. Questions? Contact **scantron@carleton.ca**