

# SCANTRON SUBMISSION FORM



## Checklist for submitting completed scantrons:

- ☐ **ALL FORMS ARE THE SAME.** For example, if using the 80 question form all scantrons, including the key, need to be an 80 question forms. If other forms (ie., 100 or 150 questions) are used, it will cause serious errors in the processing of the exam.
- ☐ **ALL FORMS ARE FACE UP.** The completed scantrons must be the same orientation. If forms are placed in the stack upside down or backwards it can cause a delay in the processing of the exam.
- ☐ If different versions of an exam, **MAKE SURE THE DIFFERENT VERSIONS ARE SORTED INTO SEPARATE BUNDLES.** For example, all version A are grouped together and all version B are grouped together. If mixed together, this can cause an issue with the results.
- ☐ **BELOW ROUTING INFORMATION IS FILLED OUT.** This information instructs Campus Print on where to email results, send marked scantrons and what account to charge for the service.

### PLEASE ENSURE FORM IS COMPLETED

Number of Scantrons: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Department / Billing Account: \_\_\_\_\_

Delivery Location: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

# SCANTRON ORDER FORM



Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Account: \_\_\_\_\_

- Scantrons require **ONE WEEK** to process
- If you need your order processed faster, there will be a **RUSH CHARGE** of \$15.00
- There is a minimum scan charge of \$25.00
- **RESULTS WILL BE SENT VIA EMAIL** to the address provided on this form

## **SCANTRON OPTIONS:**

*Please indicate which scantron option you would like and the quantity you want sent to your department.*

- |                                               |                    |                 |
|-----------------------------------------------|--------------------|-----------------|
| <input type="checkbox"/> <b>150 Questions</b> | <b>A,B,C,D,E</b>   | Quantity: _____ |
| <input type="checkbox"/> <b>100 Questions</b> | <b>A,B,C,D,E</b>   | Quantity: _____ |
| <input type="checkbox"/> <b>80 Questions</b>  | <b>A,B,C,D,E,F</b> | Quantity: _____ |
| <input type="checkbox"/> <b>RUSH ORDER</b>    |                    | \$15.00 _____   |

Campus Print Use Only

## **PLEASE RETURN:**

- First scantron marked as "answer key" (*with the correct answers*)
- All completed scantron sheets
- Any unused scantrons to Campus Print (*you will receive a credit for them*)

DATE RECEIVED: \_\_\_\_\_ DATE PICKED UP: \_\_\_\_\_

## **FOR CAMPUS PRINT USE ONLY:**

Number of Scantron Sheets: \_\_\_\_\_ @ 20¢ each      Total Billed \$ \_\_\_\_\_

Number of Sheets Scanned: \_\_\_\_\_ @ 35¢ each      Total Billed \$ \_\_\_\_\_

Scanning Charge:    ☐ \$25.00 Minimum Charge      ☐ \$15.00 Rush Charge