

# WTS Scantron Basic Service

**No changes - No marking - No Fees**

**Office Location:** Suite 4300, Support Services Building (1393 Western Road)

**Office Hours:** 8:30am to 4:30pm (closed weekends and holidays)

- the WTS-managed scanning machine reads PENCIL markings only
- if an answer is provided, bubble-in all the '9's under the 'Student Number' on that form
- Scantron forms must be dropped off/picked up at the WTS Administration Office (SSB 4300)
- **NEW!** Scantron forms are purchased through Staples (see Mustang Market for details)
- exam booklets are purchased through Facilities Management Stores (x88706)

## SCANNING REQUEST FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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### Instructor Information (please print)

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

E-mail (from Western Directory): \_\_\_\_\_

OWL Login (must be Faculty/Staff User ID only): \_\_\_\_\_

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Course Name and Number: \_\_\_\_\_

Number of Exam Sheets (including answer sheet): \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*Condition of the forms may affect the ability of the machine to perform the scan.*