**ITC SCANNING REQUEST FORM**

Return to the Carruthers Hall ITC Quality Assurance Window.

Instructor: Please complete this form and submit it with the completed Scantron sheets to be scanned to the Carruthers Hall ITC Quality Assurance Window between 7 AM and 12 PM and 1 PM and 4 PM, Monday-Friday (University holidays excepted). You must pick up your bubble forms within 10 days of scanning or they will be recycled.

Thank You.

Please Print Legibly

1. Instructor’s Name and Computing ID \_\_Michael Fowler mf1i\_\_

2. Course Information. The following information is required to identify your exam results:

1. Mnemonic: \_\_\_\_\_PHYS\_\_\_\_\_\_\_\_
2. Number: \_\_\_\_\_\_\_1425\_\_\_\_\_\_
3. Section: \_\_\_\_\_\_\_1\_\_\_\_\_\_\_\_\_
4. Term: Spring Summer Winter Fall (please circle one)
5. Exam Name: \_\_\_Final Exam\_\_\_\_\_\_ (please use only alpha numeric characters)
6. Date Given: \_\_\_5/13/2010\_

[ ] Check here if you are a **new** user and complete the following information:

1. Instructor’s Name and Computing ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you want to allow others the ability to view and score your exam, you can do so by supplying their name and computing ID in the space provided. Access to the designated individuals will apply to all of your exams.

Designated TA Name and Computing ID \_\_\_\_\_\_Stephen Thornton stt

Designated TA Name and Computing ID \_\_\_\_\_\_\_Donal Day dbd\_\_\_\_

Designated TA Name and Computing ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_