



OFFICE OF INFORMATION TECHNOLOGY

SCANNING SERVICES SUBMITTAL FORM

Please read the reverse of this form before submitting your documents for scanning.

Part I (required)	
Date	Document bag number (if applicable)

Part II Course Information (required)	
Instructor name (as appears in MyMav)	Instructor email
Instructor ID	Phone number
Course (e.g. BIOL 1441)	Section number (e.g. 001)

Part III Results (check only one)	
<input type="checkbox"/> Exam reports and data (key required) <ul style="list-style-type: none">Includes answer key analysis, exam analysis report, roster report, student score report, and score distribution; in .pdf and .csv formatsSee go.uta.edu/scanning for detailsResults will be sent to instructor assigned to course per MyMav; results cannot be sent to student addresses	<input type="checkbox"/> Raw data (key not required) <ul style="list-style-type: none">Single .csv file with sequence, name, ID number, and responses (in one cell).csv format onlyPlease specify file name in commentsResults will be sent to @uta.edu address provided above

Part IV Exam Properties (required for exams)	
Number of keys (if greater than one)	Last item bubbled in on key (total number of questions)

Part V Comments

Part VI Delivery
Drop off location (University Mail Services departmental mailbox number)

Part A OIT USE ONLY



SCANNING SERVICES POLICIES AND PROCEDURES

Scantron Forms

- Currently only Scantron **forms 4521 and 6703** (and their generic equivalents) are accepted.
- We **cannot** process form 882-E (and its generic equivalents) at this time.
- Scantrons should be filled out in graphite pencil (#2/HB or darker). Scantrons filled out in ink cannot be scanned and will not be duplicated in graphite.
- Scantrons should face the same direction and must be free of tears, creases, and stray marks of any kind. These may delay or prevent the scanning of documents.
- Students who attempt to turn in skewed, torn, creased, wrinkled, or dirty Scantrons should be encouraged to transfer their responses onto a new document.
- Unscannable documents will be returned unscanned. We cannot score them manually.
- We cannot provide digital copies of unscannable scantrons for manual scoring.
- Please ask students to erase cleanly. Poorly erased responses may be scanned incorrectly.
- Repeated scanning of the same documents causes smearing and undue wear on forms and may result in erroneous results. Please do not submit the same documents for scanning repeatedly.
- Scantrons are scanned “as-is.” Scanning services will not fill out any information on behalf of faculty or students.
- It is imperative that students bubble in their names and student ID number correctly.

Drop Off and Delivery

- Scantrons should be placed in a sealed manila envelope.
- Scantrons may be dropped off during at the UC computer lab in the loft area of the second floor of the [E. H. Hereford University Center](#) at the secure black parcel box along the northern end of the computer lab.
- Scantrons dropped off before 10:00am Monday through Friday are usually scored and returned the same business day.
- Scantrons dropped off after 10:00am will be scored and returned before 5:00pm the following business day.
- Scantrons are not scanned on Saturdays, Sundays, university holidays, or when the campus has been closed due to inclement weather or any other event.
- Scanning Services may increase frequency of scanning the week preceding final exams and the week of final exams.
- Documents will be returned to you via University Mail Services.

Keys

- Multiple keys may be submitted, however please label and clip each key and its respective scantrons together.
- Keys should be free of tears, creases, and stray marks of any kind. Unscannable keys will not be duplicated and instructors will be asked to provide a new key.
- Key creation instructions can be found at <https://www.uta.edu/oit/cs/its/services/scanning.php>

Results

- Details about reports provided can be found at <https://www.uta.edu/oit/cs/its/services/scanning.php>
- Scanning Services cannot provide printed copies of results.
- Exam results will be emailed to the instructor officially assigned to the course in MyMav to their @uta.edu address.
- Exam results can only be sent to @uta.edu addresses. They cannot be sent to @mavs.uta.edu; @retired.uta.edu; or personal (@gmail.com, @icloud.com, etc.) addresses. All faculty and staff, including teaching assistants, are conferred an @uta.edu address upon their assignment. If you or your teaching assistant do not have access to an @uta.edu account please contact the OIT Help Desk at +1 (817) 272-2208; helpdesk@uta.edu; <http://uta.service-now.com/selfservice>; or in person at northern wing of the first floor lobby at the Central Library. Positive identification will be required.