

OMR Exam Scanning Requisition Form

April 2017

Dalhousie Printing Services
Life Sciences Centre, room 224
examscanning@dal.ca
902-494-6428

Name: _____

Department: _____

Course Name: _____

Exam Date: ____ [DD] ____ [MM] ____ [YY]

Phone: _____

Dalhousie Email: _____

Note: results will be sent only to a Dalhousie email address

Account Number: _____ 8615

Note: account number required to process requisition

Intake:

Chris Crace Roddy Courier

Other: (specify) _____

Drop off: (name) _____

(initial) _____

Requested Services:

Scan & Process Exam (results will be emailed)
\$0.15/answer sheet, (min. \$6 per job) plus \$4 per run

Printed Results of Student Reports
\$0.05 per single-sided sheet

Answer Sheet Return Method:

Pick Up

Courier (\$5.00 fee)

Printing Services Courier (Chris)

Dean of Medicine Courier (Roddy)

Office Use Only

Number of Versions: _____

Job Number: _____

Number of Sheets: _____

Total Sheets: _____

Date Received: _____ By: _____

Date Scanned: _____ By: _____ Scanning: \$ _____

Date Processed: _____ By: _____ Processing: \$ _____

Emailed Results: _____ By: _____ Other: \$ _____

Total \$ _____

General Information

Exam Name: _____

Number of Examinees: _____

Number of Last Question: _____

Report Specifications

Point Value per Question: 1 point Other (e.g., 0.5): _____

Note: use this feature to calculate an overall exam score desired to be other than 100

For varying point values, please indicate (e.g., Questions 1-50=1 point, Questions 51-60=0.5 points):

Student Grade Report (PDF) *formerly *Student Reports* Yes No

Categories: Yes No If yes, please indicate number of categories and the questions in each category:

Category Number	Category Name	Questions in Each Category (e.g., 1-15)
1		
2		
3		
4		
5		
6		
7		
8		
9		

Answer Key Changes or Other Notes:

For detailed information on how to complete this form and for additional information regarding OMR Exam Scanning, please visit our website: dal.ca/printcentre.

To order answer sheets, please email us at examscanning@dal.ca indicating your preference for 5-answer (\$50.00 for 500) or 10-answer (\$60.00 for 500) sheets.