

Scantron Scoring Log Sheet

Date Submitted _____

Time Submitted _____ am/pm

Professor's Name _____

TA's name _____

Prof's Phone _____

TA's Phone _____

No one authorized to pick up scans/results except Professor

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1. Result Scoring Options (Choose all that apply) \*\*Note- Raw in 2 hours, Analysis in 24 hours\*\*

Raw Scores ONLY  Convert Raw Scores to Excel document  Raw Scores and Analysis

2. Result Transmission Options (Choose all that apply) \*\*No paper handouts available\*\*

CD-R (must be provided by user)  USB storage device (Flash, memory stick, etc.)

Email results

\*  Email address for grade transmission \_\_\_\_\_ @fau.edu

\*FAU email addresses only

3. Scantron destruction/retention options (Choose ONE ONLY)

Retain Scantrons (Maximum of 2 weeks)  Destroy (Shred)

~~~~~

Pick up Name _____ Pick up Signature _____

Pick Up Date _____ Pick Up Time _____ am/pm

Testing Staff Use Only

^ Results scanned and handled by _____

^ Date Scanned _____ ^ Time Scanned _____ Log # _____

^ Results Emailed by _____ @fau.edu ^ Date/Time _____

^ Special Notes _____

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