

INSTRUCTIONS FOR SUBMISSION: SCANTRON FORMS SCANNING

PLEASE READ THE FOLLOWING CAREFULLY:

When submitting Scantron forms for scanning, please ensure that:

- You are expected to review the forms for any issues before submitting for scanning and processing.
- Check that any forms are not torn or folded, are face-up and in the same direction, stacked neatly, and have no staples, paperclips, post-its or other papers within.
- The **Answer Key** for exams is on top and filled in with pencil only and that only one answer has been filled in for each question. **Multiple-choice is not offered.**
- Responses have been filled in **with pencil only** and corrections have been erased completely or they may not be read correctly.
- Teaching Assistant and Course & Instructor evaluations have been separated and that there is a red **Instructor/TA Identification Sheet** completed for each Instructor or Teaching Assistant.
- For exams, the instructor's SFU email address is **written clearly** on the scoring request form. This is the **SFU Computing ID** (e.g. jk100@sfu.ca) and **not the email alias**. Illegible writing may result in delayed exam results. Non-SFU or multiple email addresses are not accepted.
- Provide a contact telephone number and ensure any voicemail is activated.
- There are two options available for reporting. The default (SCORE) sends an email detailing the student number and resulting score. A hardcopy report is also generated with more detailed statistics returned with the original forms. An alternative (SCORE2) emails the entire report in electronic format. Please indicate if you require this in the **Special Requirements** area of the workorder ("**Score2 report requested**").
- Raw data can also be requested in addition to the report ("**Raw Data requested**").
- We do not handle conversions to other formats such as MS Excel.
- If there are multiple sections for a course, identify each section uniquely.
- If you wish to apply weighting to questions, use whole numbers and not fractions.

**IMPORTANT: DOCUMENT SOLUTIONS IS NOT RESPONSIBLE
FOR LOST, DAMAGED OR DELAYED EXAMS.**

ORDERING BLANK FORMS: SCANTRON FORMS SCANNING

DOCUMENT SOLUTIONS PROVIDES BLANK FORMS FOR YOUR
SCANTRON FORMS SCANNING AND REPORTING.

There are two ways to get blank forms for your scanning needs.

- You can go to Document Solutions at either locations in Burnaby [Maggie Benston Centre • Room 0000] or Surrey [Central City Mezzanine • Room 2950] and make a request.
- You can place an order in the Document Solutions **eStore** [WebCRD Job Management System] and the forms will be shipped to you.

There are five types of forms available

- Course and Instructor Evaluation Form
- Teaching Assistant Evaluation Form
- General Purpose Answer Sheet (1-sided)
- General Purpose Answer Sheet (2-sided)
- Course/Teaching Assistant Identification Form

For Course and Instructor Evaluation Forms and Teaching Assistant Evaluation Forms, each job submission must be associated with a Course/Teaching Assistant Identification Form.

DOCUMENT SOLUTIONS' HOURS OF OPERATION ARE:

Monday to Friday, 8:30am – 4:30pm
(excluding Statutory and University holidays)

**JOB SUBMISSIONS, ORDERING OF BLANK FORMS AND
SPECIAL REQUESTS CAN BE MADE AT:**

Burnaby: Maggie Benston Centre Room 0000
Surrey: Central City Mezzanine Room 2950