**Office of Student Services**  
**Scanning Services Center**  
**Information Sheet**

Lyons 101    617-552-2159    scanning@bc.edu  
Monday through Friday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

<table>
<thead>
<tr>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
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<tr>
<td>Professor:</td>
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<tr>
<th>Test Information</th>
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<tbody>
<tr>
<td>Number of Test Items:</td>
</tr>
<tr>
<td>Number of Test Versions:</td>
</tr>
<tr>
<td>Course Number of Test:</td>
</tr>
</tbody>
</table>

Please include your answer key(s) filled out with a no. 2 pencil.

What information would you like to receive?  
- [ ] Raw scores only,  
- [ ] Standard report in MS Word Document (e-file or print out)  
- [ ] Standard report in MS Excel electronic file (e-file only)

How would you like to receive the test information?  
- [ ] Printout  
- [ ] Send file to email account  

Email address: ___________________________

How would you like to get back students’ answer sheets?  
- [ ] Pick up in person  
- [ ] Sent back via campus mail  

Campus address: ___________________________

Job picked up by: ___________________________  
Date: ___________________________

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**For Office Use Only**

File name: ____________________________________  
Counts: ________________

Professor contacted? By Phone? Date: ___________  
By email? Date: ___________  
Initial: _________

Notes:

Problem items: ___________________________________________

Additional Information: ____________________________________