### ABOUT YOUR SCANTRON FORMS

- All entries on the Scantron form must be entered in PENCIL.
- Entries in pen will not scan at ITS.
- Any other stray markings will also alter how the scanner reads the form.
- If an answer key is submitted, the '9's under 'STUDENT NUMBER' must be filled in.
- Scantron forms/exam booklets are ordered through Facilities Management.
  Phone: 519-661-2111 ext. 88706