

All scantrons must be dropped off at the ITS Administration Office (SSB 4300). Office hours are Monday to Friday from 8:30a.m. to 4:30p.m. (excluding Western holidays). You are given a receipt when the exam sheets are dropped off and this receipt (or photo ID) is required to pick them up.

- the ITS-managed scanning machine reads *PENCIL* markings only
- if an answer key is included, fill-in all the '9's under the 'Student Number' section of its form

A request form must be filled out when you drop off your exams (see page 2 for more details).

ITS SCANEX REQUEST

Date: _____ Time: _____

Instructor Information (please print)

Name: _____ Phone: _____

E-mail (from Western Directory): _____

OWL Login (must be Faculty/Staff User ID only): _____

Course Name and Number: _____

Number of Exam Sheets (including answer sheet): _____

Submitted by: _____ Phone: _____

*Condition of the forms may affect the ability of the machine to perform the scan.

Course Instructor(s)

The Western email address of the person who will be processing the DAT file.

T.A. or staff person's information goes here

Add the Western **userid** of the person who will be processing the DAT file:
userid@uwo.ca

The sheet total **must** be added; the next page demonstrates what to do for multiple versions.



Scantron forms are usually processed within 24 hours. Once the Scantron forms are scanned, a data file is uploaded to the OWL Drop Box and an email notification is sent:

To: userid@uwo.ca
Subject: Scanex Results Uploaded

Sep 14, 2016 7:00 pm
 userid
 s1111_userid.dat
 10 pages CB
 --

You must log in to OWL (<https://owl.uwo.ca/>) to retrieve your file(s). Click on the SCANEX-FREE tab at the top of the OWL window. Your files will be located in the Drop Box.

PLEASE NOTE!
 Your scantron forms are not available as soon as you receive the 'scanex' email. The forms are ready for pick up the next business day.

What is the DAT file?

It is a raw data file that can only be read using specific marking software.

Does this DAT file provide me with each student's grade?

No, it only contains the raw data from each scantron form. This includes the student number, the section, exam code and anything else that was bubbled in on the scantron sheet.

Where do I get information about how to process the DAT file?

Refer to the Quick Reference Guide (PDF) at: <http://www.uwo.ca/its/scanex/resources/>

Submitting Scantron Forms

Request Form Samples (<http://www.uwo.ca/its/scanex/basic-form.pdf>)

#1: Submitting one set of exams

ITS SCANEX REQUEST

Date: February 2/16 Time: 9:05 a.m.

Instructor Information

Name: Add Instructor's name (one or more) Phone: x 8 - - - -

E-mail (from Western Directory): userid@uwo.ca

OWL Login (must be Faculty or Staff User ID only): userid

Course Name and Number: CRS 1234 (001)

Number of Exam Sheets (including answer sheet): 55
(if included)

Submitted by: T.A./Staff Person Phone: ext./cell phone

**Condition of the forms may affect the ability of the machine to perform the scan.*

*
Add any
other info
here

You **must** include the total number of forms

#2: Submitting multiple versions (or sections) of an exam

- separate scantron forms into sets (grouped per version or section)
- use a clip or folded sheet to keep each set separate

ITS SCANEX REQUEST

Date: February 2/16 Time: 9:05 a.m.

Instructor Information

Name: Add instructor's name (one or more) Phone: x 8 - - - -

E-mail (from Western Directory): userid@uwo.ca

OWL Login (must be Faculty or Staff User ID only): userid

Course Name and Number: CRS 1234 (001)

Number of Exam Sheets (including answer sheet): v111-52 v222-55

Submitted by: T.A./Staff person Phone: ext./cell phone

**Condition of the forms may affect the ability of the machine to perform the scan.*

*
or use
side

v111
52

v222
55

v333
56