

# ONE SET OR VERSION

## SCANNING REQUEST FORM

Date: October 4, 2017 Time: 9:05 a.m.

Instructor Information (please print)

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

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

OWL Login (must be Faculty/Staff User ID only): userid  
(for the DAT file)

Course Name and Number: CRS 1234 (001)

Number of Exam Sheets (including answer sheet): 55 ← must include count

Submitted by: Add T.A./Staff person's name Phone: ext. or cell phone

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

\* Add any additional info here

# MULTIPLE SETS OR VERSIONS

## SCANNING REQUEST FORM

Date: October 4, 2017 Time: 9:05 a.m.

Instructor Information (please print)

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

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

OWL Login (must be Faculty/Staff User ID only): userid  
(for the DAT files)

Course Name and Number: CRS 1234 (001)

Number of Exam Sheets (including answer sheet): \* v111-52 v222-56  
→ must include counts

Submitted by: Add T.A./Staff person's name Phone: ext. or cell phone

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

\*or add count on side

v111-52

v222-56

v333-54