

# UNIVERSITY OF WINNIPEG

## EXAM SCANNING SUBMISSION FORM

[Available at: <http://www.uwinnipeg.ca/index/cms-filesystem-action/pdfs/tsc/exam-scanning-submission-form.pdf>]

### Instructions for Exam Submissions:

1. Fill out submission form for each individual exam. Any exam without a submission form will NOT be scanned.
2. Separate inter-department envelopes should be used for each exam.
3. Before you arrive **at Dean's Office (3C16)**, place your exams in a self-addressed inter-department envelope only. Make sure that you print your name and department clearly on the envelope.
4. Drop the exam envelopes in the Exam box.
5. Exams can be dropped between 8:00AM-12:00 noon and 1:00PM-4:00PM only. You can drop your exams only during this time. If you come outside this time, or for whatever reason the door is locked, do NOT leave the exam envelopes outside the door. They will NOT be scanned.
6. Exams brought in before 9 AM will be emailed the same day by 3:00 PM. Exams brought in after 9:00 AM will be emailed by 3:00 PM the following business day.
7. The original exam bubble sheets will be sent by internal mail only.
8. Please print your name clearly on the sign in sheet.

### Instructions for Marking:

1. Answer keys should be filled in with pencil. Answer keys filled with pens or stickers will NOT be scanned. Clearly print the words "Answer Key" at the top of the Answer Key page.
2. Scanner is not able to recognize bonus questions. All questions are treated equally.
3. Scanner is not able to recognize multi-answer questions.

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Today's Date : \_\_\_\_\_ Time : \_\_\_\_\_

Instructor First Name : \_\_\_\_\_ Last Name: \_\_\_\_\_

Instructor Phone No : \_\_\_\_\_

Department : \_\_\_\_\_

Number of Questions : \_\_\_\_\_ (the number of the last question/answer)

Results will be emailed in PDF and xls format to a valid **UofW Email address only**. For data security reasons we cannot email to personal email addresses (e.g. Hotmail, Gmail) under any circumstance.

In addition the original exam bubble sheets will be sent via inter department mail. Make sure you have printed you name and department on the inter-department envelope. Please ensure you print your **First and Last Name legibly** or you may not receive Email due to spelling errors.