

UMKC Information Services

Exam Scanning Request

The exam scanning program will produce several reports, including an individual student error report and a question analysis report. Reports are available in electronic or printed formats. Please complete the items indicated below and include this form with your exam sheets and answer key.

Submitted by: _____ Faculty Student Staff

Phone: _____ Instructor: _____

Department/Course Number: _____

Highest Number of Questions (1-200): _____ List Exam versions (if applicable): _____

Exam Name: _____

Skip Question(s): _____

Point Value(s) Do not include skipped questions.

Points for Question(s): _____

Points for Question(s): _____

Points for Question(s): _____

Points for Question(s): _____

Points for Question(s): _____

Points for Question(s): _____

Special Instructions (partial credit, extra credit, etc.) Provide details below:

Select Report Format(s) Below:

Printed Reports: All All except Individual Student Error report

Send electronic reports to your UMKC email

UMKC email address: _____

Sheets Received and Scanned Date: _____ Initials: _____
(IS Staff)

Exam Sheets and Results Picked Up Date: _____ Initials: _____