

Time In	(For Staff use Only)	Job Number _____
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University of Pittsburgh Testing Center

Scanning Request Form

Cathedral of Learning G-33
M-F 8:30 a.m. 5 p.m.

Tests@
pitt.edu

- Student Answer Sheets and Keys must be filled out with a #2 pencil
- Make sure the Key bubble is completely filled on any keys submitted
- Results are returned electronically within 24 hours (excluding weekends & holidays)
- Contact us via tests@pitt.edu with any questions or concerns
- Please print clearly when filling out the form

Instructor Info

Name

Department

Course #

Phone

E-mail

Contact Person Info *(optional)*

Name

Phone

E-mail

Form Info

Type Test Survey/Questionnaire

Test Name

Date

Number of Questions

Key Info (for multiple uses only)

Use previously saved key

The key that will be used will be based on information provided on this form (Instructor Name, Department, Course #, and Testing Name)

Students in Testing Center

Check this box if you have any students taking the exam at the Testing Center. If this exam has multiple versions, please write the version each student will use below.

Special Instructions: