Effective Fall 2018, the scanning of exam scantrons has been moved from ITS to Academic Affairs. The COSS Dean’s Office has purchased a scanner and has developed a process for the grading of these exams. The scantron machine only accepts the below two types of scantrons. Both of these scantrons may be purchased in the UWG bookstore. The scantrons produce different results so examples of reports are listed below.

(1) Small green scantron (Form 882-E: 100 questions)

Scoring results:

- NO student ID generated since not bubbled on scantron
- Physical exam results will be printed on the scantron by the machine (NO report will be given unless requested by the faculty member. Specific student information cannot be provided on this digital report – click here to see full report example)
(2) Large blue scantron (Form SC982-E: 100 questions or SC984-E: 200 Questions)

Scoring results:

- Student ID generated if bubbled in on scantron, no names will appear
- Physical exam results will be printed on the scantron by the machine
- A sample of the report is below - click here to see full report example
COSS Process

Faculty or Departmental Assistants should bring the scantrons and grading key to the COSS Dean’s office, Pafford 336 and complete the required form. Dean’s office staff will scan the scantrons, email the faculty member a report that is generated and return the scantrons to the appropriate academic department once complete. Please allow at least 2 business days for this process.

For questions, please contact:

Erin Brannon  
ebrannon@westga.edu  
678-839-5172

Melanie McLean  
mmclean@westga.edu  
678-839-5170

NOTE: The large pink scantron (Exam System II forms 229629 and 229633) will have to be scanned by the faculty member in Academic Testing Services, Strozier Hall Room 119. Instructions for training and scheduling an appointment to scan can be found here.

For ease and efficiency, we strongly recommend that faculty use one of the two scantrons that can be scanned in the Dean’s office.

Scantron Grading Request Form

Date:

Professor’s Name:

Course Title and Number:

How many test versions?

1 2 3 4 Other: __________

Building and Office Number of Professor:

*Contact Information (email and extension): *Required

For office use only:

Time In:

Time Out:

*Please allow up to 2 business days to process test request*