

Exam Scanning and Scoring Request Form

(For Staff Use Only)

Cathedral of Learning G-33

M-F 8:30 a.m. 5 p.m.

tests@pitt.edu
412-624-6146

- 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

How Many Versions

Special Instructions:

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.

NOTE: *If requesting a key from a previous semester, please provide the term number below.*