DATE: ______________  TIME: ________________

INSTRUCTOR NAME: ___________________________________  DEPT: _______  COURSE #: _______

☐ SCORES ONLY  (Scores are printed on side of Scantron form only - no email - go to picked-up by section and sign)

EMAIL ADDRESS(S): __________________________________@wmich.edu

__________________________________________________________________________@wmich.edu

☐ EXAM # ______
☐ QUIZ # ______
☐ MIDTERM
☐ FINAL
☐ OTHER ______________

☐ EXCEL SPREADSHEET

☐ STANDARD (alpha and id list, stat report, short report, and tally)
  OR
☐ LONG (alpha and id list, stat report, short report, long report, and tally)

RETURN FORMS:

☐ CAMPUS MAIL TO MAIL STOP: ______________  (Default return method if nothing checked)
  OR
☐ PICK-UP (Answer sheets not picked up after one week will be sent by campus mail to the instructor listed above)

PICKED-UP BY: ___________________________________  DATE: ______________  TIME: ________________

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OFFICE USE ONLY

NOTES: ____________________________________________________________

__________________________________________________________________________

NUMBER OF SHEETS PROCESSED: ______________

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