CTC Scanning Request Form

☐ TEST SCANNING  ☐ SURVEY SCANNING

Please Print

Dept. Name: _______________________________________________ Dept. Phone# ____________________________

Instructor’s Name (Same as the key): ____________________________________________

Instructor’s Phone: ______________________________ GSU email: ________________________________

INSTRUCTIONS:

ONLY NCS PEARSON, 4521, 200 ITEM, BLUE FORM IS ACCEPTED

- Pick up and drop off tests and reports at Counseling and Testing Center located at 75 Piedmont Ave (Citizen’s Trust Building), Suite 200 (2nd Floor). Secondary drop-off point at Dean of Students Office, Suite 300 of the Student Center Building.
- Please provide a completely coded answer key for each individual group of tests or surveys in #2 pencil only. A minimum of 5 answer sheets is required per group plus the key. All forms must face the same direction with the key on top. Please do not attach sticky notes between test sheets. Individual groups should be separated by clips (not on barcode) or enveloped.
- All reports are emailed within 24 business hours of drop off in Counseling and Testing Center (Mon. thru Fri. excluding holidays and departmental closing). Mailed tests will not be accepted.
- Original scan forms should be picked up within 10 business days of scan completion. Originals left beyond 30 days are subject to shredding without notice.

Number of Keys ____________ Number of Groups ____________

Total number of test forms including keys ________________________

SPECIAL INSTRUCTIONS:

☐ PRINTED: Only the Student Grade Report will be printed.

☐ INSTRUCTOR PICK UP ONLY – Test will be held for a maximum of 30 days. Originals left beyond 30 days are subject to shredding without notice.

Notes:

Important Notice:

- Emailed reports will come from Counseling and Testing (ctcscanninggroup@gsu.edu) please check your junk mail trash bin and spam folder for this address.
- Find this form at: http://counselingcenter.gsu.edu/testing/scanning-scoring/

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