



REQUEST FOR SCANNING OF ANSWER SHEETS

PLEASE PRINT

COURSE CODE		SECTION		DATE / TIME DUE	
EXAM INFORMATION			IMPORTANT		
DATE OF EXAM			Scanned answer sheets may be claimed starting 0800H of the following working day, if request is received within cut-off time of 1400H.		
TIME OF EXAM					
FACULTY INFORMATION			Requests received after cut-off time shall be considered as received the next working day.		
NAME					
ID NO.			PROCESSED BY		
DEPARTMENT					
SIGNATURE			DATE / TIME		
ANSWER SHEET INFORMATION					
STARTING NO.			RESULTS		
ENDING NO.			RELEASED BY		
NO. OF SHEETS			DATE / TIME		
SUBMITTED BY			RECEIVED BY		
DATE / TIME			DATE / TIME		

revised 04/25/2009



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