
Office of the Registrar – University Policy
Carter Rhodes Memorial Testing Center

Policy Description

For teachers and researchers in the Emory community, we offer fast, accurate, and free scanning and [reports](#) of Optical-Mark answer sheets. These Scantron [answer sheets](#) are available in our office for your convenience and can be used for classroom examinations, instructor and meeting evaluations, and surveys.

We are no longer a testing site for the LSAT, GRE and similar examinations. Learn more information about [where such tests are given](#).

Our Services

For instructors and researchers at Emory, we offer:

Electronic Scanning of Optical-Mark Forms Available For

- Multiple-choice and true/false examinations
- Course, instructor, meeting, and seminar evaluations

Answer Sheet Supply

- Standard answer sheets are available at [our office](#).

Results Provided in the Form of (depending on the job) [reports, spreadsheet, and raw datafiles](#).

Scheduling Process

We are located on the first floor of the B. Jones building, in the University Registrar's Office. The address is 100 Boisfeuillet Jones Center, 200 Dowman Drive, and we are open from 8:30 a.m.- 4:30 p.m., Monday through Friday. However, we generally do not begin scoring exams after 4 p.m.

We offer two scheduling options to meet your examination needs:

- **When you need your results within 24 hours or less, please make an appointment at least one business day in advance at registr@emory.edu or by calling 404-727-7780.**
 - **Important notes about appointments:**
 - Please arrive within 20 minutes of your scheduled appointment
 - Use different cover sheets for different classes, to ensure accuracy of results. Hardcopy cover sheets are available at the front desk.
 - If you have questions or would like to speak with T&E staff during your appointment, please feel welcome to make an appointment between 8:30-12:30 or 1:30-4:30. Please note that we are at lunch 12:30-1:30 and will not be available to answer questions during that time.
 - **Appointments occurring before 2pm will almost always receive same day results, but please let us know in advance if this is your preference, and we will be happy to do everything we can to accommodate your request.**

- **When 48 hours is an acceptable turnaround time, please feel welcome to walk in anytime during normal business hours (M-F 8:30-4:30)! We will always return your results as soon as possible, but please allow 48 hours to ensure you receive quality results.**

Once your exams have been processed, we will email your results via registr@emory.edu and let you know that answer sheets are ready to pick up.

- Please note that due to FERPA regulations, student answer sheets can only be released to an instructor of record or department administrators and cannot be delivered via campus mail.

Policy Details

- We ask that you complete a cover sheet for each class's exam, as it ensures data accuracy during processing.
 - Hardcopy cover sheets are available at the front desk and can be emailed upon request.
 - We are happy to keep your cover sheet upon request! We simply ask that you ensure all information is up to date each time.
- **During processing, we save back up images of each and every Scantron answer sheet on two separate hard drives.** This way, if a student ever feels their grade misrepresents their actual answers, we can look back on the original Scantron image. We keep these through the following semester and are more than happy to share individual sheets with you upon request, either via Emory Box or via email.
 - **With this in mind, we are happy to provide you with confidential recycling of your Scantrons upon request, saving you a trip.** Please note that the cover sheet provides a space for you to indicate interest in this service, but we will not ever do so without your consent.
- Please note that, regardless of the # of student answer sheets, the processing time varies based on the # of versions, multiple responses, and multiple point values you have. For example, a class with 200 student answer sheets on one version will process twice as fast as a class with 20 answer sheets and multiple versions. Since we serve every school on campus, our daily business is usually a mix of all methods, in addition to processing alterations that you request after receiving your results.
- Please bring your answer sheets to us in **scanner-ready** condition. The circles under the letters of students' names and ID numbers must be properly darkened, or you risk having an answer sheet with no identifier. The sheets should all be flat and turned in the same orientation; you can ease this arrangement process by taking advantage of the cut corner on standard answer sheets. If the exam has multiple versions, each version's set of answer sheets should be stacked separately.
 - Within reason, we can do some editing of answer sheets and identifying data. However, jobs that are improperly prepared and will cause delay to other users of our service and will be returned for correction by you.
 - Please see additional ["Common Errors and Problems"](#) on our website

Have questions? Please feel welcome to view the [FAQ page](#) and additional information on our service at www.registrar.emory.edu/faculty-staff/testing-evaluation or call 404-727-7780