

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

### **Policy Description**

For teachers and researchers in the Emory community, Testing and Evaluation offers fast, accurate, and free scanning and [exam](#) and [survey](#) reports of Optical-Mark answer sheets. These Scantron [answer sheets](#) are available at the Office of the Registrar for customer convenience and can be used for classroom examinations, instructor and meeting evaluations, and surveys.

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

### **Testing and Evaluation Services**

For instructors and researchers at Emory, Testing and Evaluation offers:

#### **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 [the office by appointment only](#).

**Results provided in the following formats** (depending on the job) PDF [reports, spreadsheet, and raw data files](#).

### **Scheduling Process**

The service is located on the first floor of the B. Jones building, in the Office of the University Registrar. The address is 100 Boisfeuillet Jones Center, 200 Dowman Drive, and the office is open 8:30 a.m.-4:30 p.m., Monday through Friday. **Two scheduling options are available:**

**When results are needed within 24 business hours or less**, please request an appointment at least one business day in advance through the [Calendly online scheduling portal](#), via email at [testingandevaluation@registrar.emory.edu](mailto:testingandevaluation@registrar.emory.edu), or by calling 404-727-7780

- Please note that the appointment will be confirmed using Calendly's online scheduling system.
  - **Important notes about appointments:**
    - Please arrive within 20 minutes of the scheduled appointment
    - One appointment reserves time for scanning and reporting for one exam or survey. If additional class's exams/surveys need to be scanned, please make additional appointments.
      - Please note that customers are welcome to print the confirmation email received from Calendly to use as a cover sheet. However, if the Calendly confirmation email is not used as a cover sheet, one of the standard intake forms must be used; blank, hardcopy cover sheets are available at the front desk and also on our website.

**When 48 business hours is an acceptable turnaround time**, please feel welcome to walk in anytime during normal business hours (M-F 8:30-4:30)! Time is dedicated for processing drop offs each day, but please note that this is first come, first served. The staff will always return results as soon as possible, but please allow 48 business hours for processing.

### ***Scanned Exams and Evaluations***

Once exams or evaluations have been processed, results will be emailed via [testingandevaluation@registrar.emory.edu](mailto:testingandevaluation@registrar.emory.edu). **As noted on the cover sheet, there are two options in regards to what is done with hardcopy sheets after scanning:**

- If the instructor selects “no” to confidential recycling, then scantrons will be held for pick up filed by instructor last name for four weeks. They can be picked up [by appointment only](#). Please note that due to FERPA regulations, student answer sheets can only be released to an instructor of record or department administrators with EmoryID.
- Instructors can “opt in” to confidential recycling by initialing “yes” in the appropriate place on the cover sheet. They will then be recycled at COB the Monday following scanning.
  - Please note that during processing, back up images of each and every Scantron answer sheet are saved on two separate hard drives. This way, if a student ever feels their exam grade misrepresents their actual answers, the original Scantron image is available for the instructor to view. They are kept through the following semester and individual sheets can be shared with instructors upon request, either via Emory One Drive or via email. Even better, ALL the e-copies can be uploaded to Emory One Drive upon request on the coversheet.

### ***Additional Details***

- Please complete a cover sheet for each class’s exam or evaluation, as it ensures data accuracy during processing.
  - Hardcopy cover sheets are available at the front desk and digital copies are available online. As noted above, instructors who schedule appointments are also welcome to print their Calendly confirmation email to use as a cover sheet.
- Please bring a [completed key](#) for each test version of exam.
- Please bring exam answer sheets in **scanner-ready** condition. The circles under the letters of students’ names and ID numbers must be properly darkened, or there is a risk of having an answer sheet with no identifier. The sheets should all be flat and turned in the same orientation; there are cut corners on standard answer sheets to assist with this. If the exam has multiple versions, the instructor is also welcome to bring them all in one stack.
  - Within reason, we can do some editing of answer sheets and identifying data. However, jobs that are improperly prepared will cause delay to other customers and will be returned to the instructor for correction
  - Please see additional [“Common Errors and Problems”](#) on the website

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