Date: **Testing and Evaluation**

***Cover Sheet***

*Requestor Info*

Instructor Name:

Contact Number:

Email address:

*Exam/Survey Info*

Dept. Name and class # (for ex: BIOL 142):

Key(s) Included: Yes No - this is a survey

Key(s): How many:

Since we keep backup images of each student answer sheet, are you interested in having your exams confidentially recycled after processing? Please initial your selection below:

 Yes, but please upload the PDFs of student Scantrons to Emory One Drive.

 Yes, and I do not need e-copies.

 No, I will pick them up after you email results and do not need e- copies, and I understand that I will be asked for my Emory ID.

 No, I will pick them up after you email results but please also upload e- copies to Emory One Drive, and I understand that I will be asked for my Emory ID upon hardcopy pickup.

**Have questions for T&E staff?**

**Please feel welcome to email** **testingandevaluation@registrar.emory.edu** **or call 404-727-7780 anytime!**