

OPSCAN SERVICES

Job Ticket for Exams

Please note: A separate **Job Ticket, Test Header** and **Answer Key** is **required** for each version / batch being evaluated.

This form was not intended for online use. Please download this form to your computer, fill in the form digitally, print the completed form and then include it with the exam batch. The OpScan Services team will then scan the exams and upload the results reports to a secure OneDrive folder. You will receive an email notification when the files have been uploaded.

CUSTOMER CONTACT INFORMATION *(The person to contact by phone or email about this job.)*

NAME: _____ PHONE: _____

EMAIL: _____

INSTRUCTOR & COURSE INFORMATION *(Must be the instructor and course on record in SPIRE.)*

DEPARTMENT: _____ INSTRUCTOR: _____

COURSE NAME: _____ SECTION: _____

UMASS NetID: _____

6-Digit "TEST ID NUMBER" also used on Test Header Sheet:
Use "0" followed by the 5-digit SPIRE Course ID Number

TEST NAME: _____

ADDITIONAL NOTES:

RETURN ADDRESS FOR DELIVERY OF SCORED EXAM SHEETS (REQUIRED):

To the ATTENTION of: _____ DEPARTMENT: _____

STAFFED CAMPUS DELIVERY ADDRESS: _____

Room # and Building

:: THIS SECTION FOR UMASS OPSCAN SERVICES STAFF ONLY ::

Received by OpScan Services BY: _____ DATE: _____ TIME: _____

Exam(s) Scored & Results Emailed BY: _____ DATE: _____ TIME: _____