## OMR REQUEST FORM SAMPLE

**FORM MUST BE COMPLETED AND HANDED IN WITH EVERY EXAM PACKAGE**

### MANDATORY INFORMATION

- **Department**: Faculty
- **Course Code**: F1AA3
- **Day or Evening Class**: E
- **Section**: C01
- **Session / Term**: Fall/Winter
- **# of Questions**: 15
- **# of Scantrons Submitted**: 350
- **Instructor Name, Email & Extension**
  - Dr. Professor, prof@mcmaster.ca, 24446
- **Contact Name, Extension & Email**
  - Tyler Adams, ta@mcmaster.ca, 24447

### OPTIONAL INFORMATION

- **Multiple Versions**: Yes (Be sure to indicate # of versions)
  - 3 versions
- **Weighted Questions**: Yes (File must be supplied on CD)
  - 1AA3template.csv
- **Zero Out / Delete Question(s)**
  - Version 1: 7, 8
  - Version 2: 22, 23
  - Version 3: 6, 10
  - Version 4:
  - Version 5:
- **Keep Sorted / Separated**: Yes

### OMR Request Form

For detailed instructions on how to submit an OMR (Optical Mark Recognition) test or exam for processing, please visit the McMaster MPS website at [http://mps.mcmaster.ca/omr.html](http://mps.mcmaster.ca/omr.html). You must fill in all applicable fields and sign the form. Bring this Form with the Answer Keys, Student Scantron Sheets and a blank CD to Media Production Services, located in DSB B111. For inquiries and updates, please contact MPS Customer Service at x24446.

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<th>Course Code</th>
<th>Day/Eve</th>
<th>Section</th>
<th>Session Offered</th>
<th># of Questions</th>
<th># of Scantrons</th>
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<tbody>
<tr>
<td>Dr. Professor</td>
<td><a href="mailto:prof@mcmaster.ca">prof@mcmaster.ca</a></td>
<td>24446</td>
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<th>CONTACT/AUTHORIZED PERSON</th>
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<th>Extension</th>
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<tbody>
<tr>
<td>Tyler Adams</td>
<td><a href="mailto:ta@mcmaster.ca">ta@mcmaster.ca</a></td>
<td>24447</td>
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<td>Dr. Professor</td>
<td>Initiated</td>
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Media Production Services
Degroote School of Business, DSB B111
Customer Service x24446
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<th>Instructor's Signature</th>
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<th>Version Number</th>
<th>Number of Questions</th>
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<td>Dr. Professor</td>
<td>F1AA3</td>
<td></td>
<td>0 1 1 5</td>
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</table>

**Answers**

Use HB black lead pencil only.
Do not use ink or ballpoint pens.
Make heavy black marks that fill the circle completely.
Erase cleanly any answer you wish to change.
Make no stray marks on the answer sheet.
STUDENT SHEET SAMPLE

MANDATORY INFORMATION

Student Number
Student Name (Printed)
Student Signature
Instructor’s Name (Printed)
Course Code (Printed)

Marking Directions
If you change an answer, make sure it is erased completely or the scanner will read double answers.

Answers

Version Number
(Must be left Blank)

Use HB black lead pencil only.
Do not use ink or ballpoint pens.
Make heavy black marks that fill the circle completely.
Erase cleanly any answer you wish to change.
Make no stray marks on the answer sheet.

EXAMPLES
Wrong
Wrong
Wrong
Wrong
Wrong

Correct