



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>. 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.

DEPARTMENT	COURSE CODE	DAY/EVE	SECTION	SESSION OFFERED	# OF QUESTIONS	# OF SCANTRONS	TESTS SCANNED
				<input type="checkbox"/> Fall/Winter <input type="checkbox"/> Spring/Summer			
INSTRUCTOR	EMAIL		EXTENSION	COMMENTS			
CONTACT/AUTHORIZED PERSON	EMAIL		EXTENSION				
OPTIONS Check all that are applicable (see reverse for further detail)				SIGNATURE	PRINT NAME	INITIAL/CHECK STICKER	DATE
<input type="checkbox"/> Multiple Versions <input type="text"/> Number of Versions (Max. 5 versions per exam)				Dropped off by:		Initialed <input type="checkbox"/>	
<input type="checkbox"/> Weighted Questions Name of File: _____				Received by:		Checked <input type="checkbox"/>	
<input type="checkbox"/> Zero Out/Delete Questions Version 1: Version 2: Version 3: Version 4: Version 5:				Returned by:		Initialed <input type="checkbox"/>	
				Picked Up by:		Checked <input type="checkbox"/>	
<input type="checkbox"/> Keep Sorted or Separated (Keep the exams sorted and/or separated as they were when delivered)				Media Production Services Degroote School of Business, DSB B111 Customer Service x24446			