**Scanning Services Commitment**

As of AY 21/22, scanning services will be available Monday – Friday from 8:15 a.m. – 5:00 p.m. and can also be scheduled by appointment (preferred). We continue to be committed to providing customers with social distancing and provide scanning staff additional time for maintenance, cleaning and disinfecting scanning equipment before and after scanning appointments. To ensure timely processing of exams, we are offering a two steps process as outlined below:

**STEP 1: Exam Set-up**

Instructors and/or TA’s are asked to e-mail Scanning@tamu.edu and complete the necessary exam set-up prior to bring exams for exam processing. This information can be provided via zoom, phone call or e-mail. Specific information needed include: list of course and sections, requested exam name, number of answer keys, total number of questions and maximum point value. Note: the exam set-up can be completed prior to the exam being administered and can be modified, at any time if needed. An exam ID will be provided to instructor/TA via e-mail that will be needed when the exams are delivered to OIEE for processing.

**STEP 2: Exam Processing**

It is requested, not required, that scanning customers schedule a date/time for exam processing to limit exposure to both instructor or TA and scanning staff and to allow for cleaning protocols to be completed between scanning jobs. Note: Walk-in appointments will be accepted but exams previously scheduled by appointment will be given priority.

Prior to exam processing of scantron forms, Instructors/TA’s are asked to complete an answer key(s) using a standard TAMU 8 1/2 x 11 Scantron™. In needed, options for the exam key pattern(s) can be discussed during the Exam set-up (see Step 1 above).

**Specific Notes regarding exams completed scantron forms:**

1. All students' scantron forms (i.e., exam sheets) **MUST** include the student’s name and University ID Number (UIN) using a No.2 pencil for exams to be processed. Student UIN’s are required as exams are processed based on current student enrollment. **Scantron forms without student UIN’s will be rejected by scanners and will not be processed with the other exam forms.** Any unscored/rejected forms will be returned to the instructor/TA (separately from the processed/graded forms) for correction or hand grading.

2. All scantron forms should be free of any physical damage including creases, tears, water marks or any other alteration that keeps the answer sheet from lying flat and being Protocols for Exam Processing. Physical damage to the form could also result in the form being rejected and returned to the instructor/TA unscored.

**After the exams are processed - “How to access Digital Desk Instructor Tools”**

*Digital Desk Instructor Tools* ([https://digitaldesk.tamu.edu](https://digitaldesk.tamu.edu)) is a software platform that gives instructors more power and flexibility over their Scantron exam. By moving the old Scantron forms and functionality to a digital platform, instructors now have the capabilities to modify answer keys, add bonus
points, run analytics, post exams scores to gradebooks and send Individual Student Scores to students TAMU e-mail from any computer. **NOTE:** If you log-on from an off-campus computer, **VPN is required.** Please contact your college and/or departmental IT staff for VPN Access/Support.