

- 1) Make sure your answer key(s) are filled out correctly before using the drop box. We cannot alter them once they are submitted. Refer to this link for a sample answer key reference:**

<http://www.auburn.edu/oit/testscoring/answerkey>

- 2) All scantrons and answer key(s) must be in an envelope before inserting them in the drop box slot. There will be no envelopes available at the drop box location, so please have this done before you arrive. If you have a large stack of scantrons that will not fit into the slot, multiple envelopes may be needed. Please plan accordingly.**
- 3) Include instructor name, email address, and phone number on the outside of your envelope.**
- 4) Please fill out the following and place this page on top of your scantrons inside your envelope:**

| Department | Instructor | Date | Time | Dropped off by |
|------------|------------|------|------|----------------|
| | | | | |

How would you like to receive your processed scantrons? (Check one)

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Pick up at OIT Building

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Pick up at Biggio Center Testing Services (Foy Concourse, Foy Suite 116)

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Campus Mail**

****If you selected campus mail, please enter your campus mail address below:**