



# DEPARTMENT OF AGRICULTURAL & RESOURCE ECONOMICS

## Scantrons:

Beginning with the Spring 2023 Semester, College of Behavioral and Social Sciences (BSOS) has made their Scantron scanning available to non-BSOS units on a case-by-case approved basis; there will be a nominal fee for this service as broken down in the price chart below. Reference the [Office of Academic Computing Services](#) website for additional details if needed.

### Supplies:

1. Blue scantrons (4521) and Pink scantrons (16504) are available in the supply room next to the shredder. Both are accepted by BSOS and can be used as needed.
2. Boxes of small pencils are available next to the scantrons as well as regular size pencils/erasers inside the metal cabinets. Please use the [Admin Request Form](#) for additional materials.

### Steps:

1. Schedule exam scoring via the [Scantron Scoring Request website](#). **Exams dropped off without a scoring request will be scheduled for grading when available; BSOS cannot guarantee a turnaround time for submissions without a confirmed scoring request.**
2. Fill out [Procurement form](#) and send to AREC-purchase (SHARED)
3. Drop scantrons in need of scanning off to 3rd floor Morrill Hall on the scheduled date put on the request form
4. Electronic results will be sent to the instructor and along with when the forms can be picked back up (the systems stamp the grade on the forms so they can be returned to students)

### Pricing Structure:

Per Form Scanning/ Grading Charge: \$ 0.20

One Time Administrative Setup Fee (Per Exam): \$2.00