Optical Scoring Request Sheet

Cherwell Number: __________________________

IST Help and Solutions Centre
Room 123 Fletcher Argue Building

******************** IMPORTANT ******************* ***************
Are there any questions with more than one correct answer?  Yes [ ] No [ ]

Name: ____________________________________ Phone: _____________________
Date Submitted: ____________________________ Time Submitted: ______________
Term: ___________________________ (eg 200710) Course Reference Number (CRN): ________________
(REQUIRED) (Preferred)
Subject: ___________________________ Course Number: ____________________ Section: __________

Please Provide All Pertinent Information Below
(Please check applicable boxes.)
Removable Media? [ ] (Please Supply Media)

Number
Report Sequence of copies

Name [ ]
Student Number [ ] Suppress Name? Yes [ ] No [ ]
Input Order [ ]

Additional Remarks: ____________________________________________________________

Special Scoring Formula(s)
(If no special scoring, leave blank.)

Questions Numbers
From To Right Factor (minus) Wrong Factor
1 ________ ________ ________ ________ ________ ________
2 ________ ________ ________ ________ ________ ________
3 ________ ________ ________ ________ ________ ________
4 ________ ________ ________ ________ ________ ________
5 ________ ________ ________ ________ ________ ________
6 ________ ________ ________ ________ ________ ________
7 ________ ________ ________ ________ ________ ________
8 ________ ________ ________ ________ ________ ________
9 ________ ________ ________ ________ ________ ________

Please circle the number of decimals to display on the reports: 0 1 2

Office Use Only
Date Processed: ____________________ File Number: ____________________ Group Number: __________
Picked Up By: __________________________

This claim check must be presented to obtain results.

Office Hours: 8:00 a.m. to 4:00 p.m.
Email: servicedesk@umanitoba.ca
Phone Inquiries: 474-8600

Please Note: Requests received before 12:00 Noon will normally be processed within 48 hours.
Requests received after 12:00 Noon may require 72 hours.