Test Scanning

Scanning and scoring for multiple choice exams.

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Modified Operating Procedures

Please find an overview of the modified Test Scanning service operations for the fall 2021 semester to ensure the health and safety of all.

- Spring 2022 Operations

After administering the exam, deposit the following in the Test Scanning drop box to the right of the LC-27 door:

- a completed request form
- a completed answer key for each version (maximum of 4) of the exam, the version number should be bubbled in on the back of the key, even if there is only one version
- the student exam answer sheets (all answer sheets must be facing in the same direction)

Test Scanning Services will complete the scanning process in 4 business days and provide reports of scanning results via email. If you wish to pick up your scanned exam packet, contact us to make an appointment at (518) 442-3715 or testscanning@albany.edu. Only those persons who are listed on the request form may pick up the exam. Picture ID is required to pick up an exam.

Test Scanning Services staff will make every effort to ensure the accuracy of results; however, it is the instructor's responsibility to review all results.

Need more info? Check out our FAQ.