InspiroScan Function Information

Revised 9/22/17

The location of InspiroScan Functions has changed:

- Drop off and Pick Up in Savitz Hall, 3rd Floor, Room 306 in the Academic Success Center
- Hours for drop off and pick up for Fall and Spring Semester are Monday through Friday 9:00-4:00 with additional late night hours on Tuesday and Wednesday by appointment.
- o All InspiroScan Job requests must be accompanied by the InspiroScan Cover Sheet

Instructions for printing the InspiroScan Bubble Sheet can be found at the end of this document

InspiroScan Bubble Sheet can be printed using a laser printer, your office printer, or it

comments or Special Instructions to set the Page Scaling to None.

Photocopied forms will not work.

Forms with holes in them will not work.

of the forms) will not work.

The following errors will render a Bubble Sheet unable to be scanned:

- o student does not complete their Banner ID#, Name (first and last)
- o student chooses 2 answers on one line
- o student d
- o student leaves a blank space in a required field

Any sheet that is not scan-able will be omitted and returned to the instructor. It will then need to be corrected and re-scanned or graded by hand.

Blank answers on the student sheet(s) will be marked as incorrect.

The answer key cannot include blank answers.

Bubble Sheets may be completed using black pen, blue pen, or #2 pencil. Be sure that the marks completely fill the bubbles. It is recommended to use #2 pencil and carefully and completely erase any changed answers.

The email you receive with your results will be from

Options for receiving the completed tests are as follows and the requested return method should be selected on the InspiroScan Job Cover Sheet:

- o Hold for pick up.
- o Throughout Fall and Spring Semester you can pick up the completed tests as follows: Monday through Friday from 9:00 to 4:00 additional late night hours are available Tuesday

