

INSTRUCTOR: Please complete this form and submit it with the bubble forms to be scanned. You must return to the UVA Printing and Copying Office at 2474 Old Ivy Road between 8am and 5pm to retrieve your bubble forms once you have been notified that they are ready to be picked up. Bubble sheets will be recycled if not picked up within 30 days after submission. Results will be emailed to course instructors and any additional computing ID's if included below. Thank you.

Please print legibly:

Date: _____

1. Instructor Information

Department: _____

Department FDM: _____

Instructor's Name: _____

Instructor's Phone #: _____

Instructor's Computing ID: _____

(optional) Additional Computing ID: _____

2. Course & Exam Information

(The following information is required to identify your exam results) Course

Mnemonic: _____

Course Number: _____

Course Section: _____ (Write "1" if only one section)

Term: Spring Summer Winter Fall

Exam Name: _____

Date Given: _____

Number of Questions: _____

Number of Students: _____

Check this box if you need both sides of the bubble sheet to be scanned

Special Grading Instructions (i.e. "Omit #14" or "#4 is worth 6 points"):
