

Scantron Purchasing

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Overview

Description of Service

Scantron is an industry leader in digital education assessment and scannable answer sheets. The [myTECH Helpdesk](#) maintains an inventory of Scantron answer sheets, available for purchase by the campus community.



Purchasing Information


Available to:

Faculty and Staff

How to Request:

Packs of Scantron exam sheets may be obtained from the [myTECH Helpdesk](#) by filling out the "ScanTrons Order Form" in Eagle Buy (located in the ITS Forms section). This will require relevant FOAPAL information and must be approved by a departmental fiscal authority. After the approval process is complete (usually 1-2 days), you will receive notification through Eagle Buy that the Scantron exam sheets are ready to be picked up at the Helpdesk (LIBR 256).

See your department secretary for Scantron requests in Eagle Buy.

 A single pack contains 500 exam sheets. **Partial packs are not available.**

Pricing Information:

Scantron recently increased the cost of both the purple and blue exam forms. That price change is reflected in the table below.

Pricing is as follows:

Blue sheets	\$54.00
Purple sheets	\$45.00

Additional Information:

- The scanning hardware in use by ITS requires that instructors use the blue or purple Scantron exam sheets.
- Blue sheets take longer to scan and grade than purple forms.

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