Survey Scanning

The Testing Center can provide survey scanning services when requested. The forms used for survey scanning are Scantron form #4521 and/or Scantron form #4887. Examples of each form are located on our website.

If your survey uses a different Scantron form, please contact us so that we can work with Scantron Customer Service to implement the correct templates within our software in order to accommodate your form. In this instance, additional set-up fees may apply.

Prior to dropping off a survey for scanning, please work with your fiscal office to submit an eRequest to cover the charges. Select “Office of Univ. Registrar – Testing Center” as the Internal Vendor within the eRequest system.

Survey charges are charged per batch, and are as follows:
- Set-Up Fee: $85.00
- Scanning Fee: $0.15 per scanned sheet

If you have questions or need additional information regarding the survey scanning process, please contact Kirk Schneider at schneider.555@osu.edu.