



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.