

## Optical Mark Reader (OMR) Services Request

Print, fill in and submit this request with the documents to be scanned at the Dispatch Counter in the Tyler Hall lobby. A \$5.00 minimum is charged for use of the OMR. Turnaround time for processing scanned documents or exams is 24 hours, Monday through Friday. If you require weekend processing, make arrangements in advance with the Principal Operator, 874-4373.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

e-Campus login ID: \_\_\_\_\_

### Method of payment; check one:

\_\_\_\_\_ Charge to URI account      Account Number: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

\_\_\_\_\_ Charge to non-URI State account      Account Number: \_\_\_\_\_

- Would you like grading services? (Y/N) \_\_\_\_\_  
If Yes, be sure to follow instructions on the [OMR Data Processing](http://web.uri.edu/its/omr-data-processing) page: <http://web.uri.edu/its/omr-data-processing>
- Would you like a printed copy of the data set and any reports? (Y/N) \_\_\_\_\_
- Would you like the data set and any reports sent via email? (Y/N) \_\_\_\_\_  
If Yes, enter your URI email address: \_\_\_\_\_

**Due to FERPA regulations, we will email OMR data and reports to a valid URI email address only.**

### Reprint/Resend Request (Chargeable); check as appropriate:

For the following requests, enter the three-character data set identifier from the previous scan: \_\_\_\_\_  
This identifier will have appeared in the subject line of email from the previous scan.

**Note:** Data files and reports are retained for one month after the original scan.

\_\_\_\_\_ I would like a printed copy of the data set and any reports from a previous scan.

\_\_\_\_\_ I would like the data set and any reports from a previous scan sent via email.  
Fill in the URI email address field above.

\_\_\_\_\_ I would like the grade report re-run with a different set of requests from a previous scan.  
If you would like the results emailed, fill in the URI email address field above. See the Dispatch Counter staff in Tyler Hall to discuss details of your changes.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**Office Use Only**

Date Received: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Number of OMR Forms: \_\_\_\_\_ @ \$0.10/form= \$ \_\_\_\_\_

\_\_\_\_\_  
PC Data Set Identifier: \_\_\_\_\_

Operator's Signature