Optical Mark Reader (OMR) Services Request

Print, fill in and submit this request with the documents to be scanned at the IT Service Desk in the lower level of the Library. 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.

Name: ________________________________ Phone: ________________________________

URI Email Address: ________________________________

Method of payment - Charge to URI account

Department Account number: 2201 PO number: 158422
FY 20 (7/1/19-6/30/20)

• Would you like grading services? (Y/N) ________
  If yes, be sure to follow instructions on the
  OMR Data Processing page: https://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) ________

Enter email of additional persons to receive data set and reports: ________________________________

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 ___________________________

Office Use Only

Date Received: ___________________________ PC Data Set Identifier: ___________________________

Date Completed: ___________________________ Number of OMR Forms: ________ @ $0.12/form = $ ________

Operator's Signature: ___________________________