



Information & Technology
Building 23, (909) 594-5611, ext. 4357
Hours: Monday – Friday, 7:30 a.m. – 4:30 pm.

Test Scoring Information Sheet

Test results will be ready for pick-up or delivered electronically within 2 business days.

Please complete the “INSTRUCTOR EXAM LOG SHEET” in the entrance lobby when you leave your tests.

**SHEETS MAY NOT BE FOLDED, TORN,
STAPLED, OR 3-HOLE PUNCHED**

For prompt and accurate test processing, please follow these directions:

- Please provide your work/campus email address.
- A **KEY SHEET** must accompany **EACH** set of tests. The key should be clearly identified and submitted on top of the student answer sheets with **INSTRUCTOR’S NAME** and **OPTIONS** bubbled correctly
- You must provide the Class Reference Number (CRN).
- Do **NOT** make marks on the sides of the answer sheets.
- Please select a delivery option below. If no selection made, it will default to print.

***Delivery Option: Mt. SAC Dropbox_____ Print/Pickup_____**

Please complete the following information and submit this sheet with tests to be processed.

Mt.SAC Email: _____ **Campus Phone Extension:** _____

Course Subject Name: _____ **Class Reference Number (CRN):** _____

Number of Sections to be scored: _____ **Number of answer keys submitted:** _____

If multiple sections, are scored to be combined? YES _____ **NO** _____

INSTRUCTOR’S NAME: _____ **DATE:** _____