November 2008 **Optical Mark Reader (OMR) Services Request** **No.37**

This form must be completed and submitted with the documents to be scanned at the Dispatch Counter in the lobby of Tyler Hall. **Note:** There is a $5.00 minimum charge for use of the Optical Mark Reader.

Name: _____ **User ID:** _____

Telephone: _____ **Indicate type of User ID; check only ONE:**

_____ **e-Campus**
_____ **grinder**
_____ **ETAL**

Method of Payment; check one:

_____ Charge to URI account Account Number: _____

Requisition Number: _____

_____ Charge to non-URI State account Account Number: _____

_____ By check

Data Set Identifier (**required** - 3 characters): _

- The created data set will have the name **omrxxx.data** where **xxx** is the three-character data set identifier. You will be provided with a hardcopy listing of the data set.
- Do you want Grading services? (Y/N) _____
- If you answered Yes, make sure you have followed the instructions in handout No.32.
- Would you like a hardcopy listing of the grade report? (Y/N) _____
- Do you want the data set and (optional) grade report files sent to a grinder account? (Y/N) _____ If yes, you must have provided a **grinder ID** above. You will not be able to re-run the **omrgrade** program yourself.
- If you want the data set and (optional) grade report files sent to an e-mail address, please specify that address:

  E-mail Address: _____

Resend Request (Chargeable):

____ Check here if you are **not** submitting new documents to be scanned, but want new copies of the dataset and (optional) grade report from a previous scan. Fill in the **grinder ID** and/or **E-mail Address** fields above to indicate where the files are to be sent. **Note:** Data files are retained for one month after the original scan.

Resubmit Request (Chargeable):

____ Check here if you are **not** submitting new documents to be scanned, but want the grade report re-run with a different set of requests from a previous scan. If files are to be sent, fill in the **grinder ID** and/or **E-mail Address** fields above to indicate where the files are to be sent. **Note:** Data files are retained for one month after the original scan. Please see the Dispatch Counter staff in Tyler Hall for details on your changes.

_____ _____

Signature **Date**

Note: Turnaround time for processing scanned documents or exams is 24 hours, Monday through Friday only. If weekend processing is desired, arrangements must be made in advance through the Manager of Operations or the Principal Operator.

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Office Use Only

Date Received: _____ Invoice Number: _____

Date Completed: _____ Number of OMR Forms: _____

_____ @ $0.10/form= $ _____

Operator's Signature

PC Data Set Identifier: _____