After Hours Drop Box Instructions for Exams

The Drop Box located in 025 Library Annex (Help Desk) is only available for exam drop off *after* normal business hours set for Scanning Area services. The drop box is locked and cannot be accessed *except* for the hours posted on the door of 035 Library Annex. This schedules is updated each semester.

For you and your students' protection and privacy, once the envelope is sealed, the Help Desk is not permitted to open it. After the sealed envelope has been handed from you to the Help Desk Assistant* and placed in the Drop Box, there will be no access available to retrieve it. The exam contained within the envelope will be processed the next normal business day. Missing information on any of the required forms may delay processing until we are able to contact you or your departmental representative.

When using the After Hours Drop Box, please make sure you include the following items, filled out properly, and checked for accuracy before the envelope is sealed and dropped in the slot:

1. **Tan** "Request to Scan <u>REMARK</u> Exams" or for SAS, **Brown** "Request to Scan Exams" *(Note: Exam System II are no longer be accepted after 10/1/2014)*
2. **SAS Header** sheet filled in with required information *(**No HEADER** is used with REMARK)*
3. **KEY** with correct answers filled in
4. Exams with unique ID for each student filled in

Labeled envelops are available at the Help Desk. The completed label should include your name, department, four check marks or X's on the checklist items, and your signature.

If you have any questions about the Drop Box or these procedures, please feel free to contact Scanning services at: scanning@wright.edu or 937-775-4024

*If for any reason you prefer to have a full-time staff member of the CaTS Operations staff deposit your exam in the Drop Box, you may request a Help Desk Assistant call Operations and the Operator will take the exam from you and drop it in the Drop Box.