



# INSTRUCTIONAL DATA PROCESSING

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# REQUEST FOR DATA PROCESSING SERVICES

## GRADESCOPE

Instructor Name \_\_\_\_\_ School \_\_\_\_\_

Course: \_\_\_\_\_ Section(s): \_\_\_\_\_ Exam #: \_\_\_\_\_

Are there extra pages? \_\_\_\_\_ # of Pages: \_\_\_\_\_

Person's email for processing questions \_\_\_\_\_@purdue.edu

Is template set up in GradeScope? \_\_\_\_\_ Is IDP Staff in roster as TA? \_\_\_\_\_

Will IDP receive student exams from the PTS? \_\_\_\_\_

\*\*\*\*\* IDP will safely dispose of any exams left over three weeks. \*\*\*\*\*

----- DO NOT WRITE BELOW LINE. -----

E-mailed: \_\_\_\_\_

# of Groups: \_\_\_\_\_

### FOR IDP INTERNAL USE ONLY

CHECK IN: Date \_\_\_\_\_ Time \_\_\_\_\_ Log # \_\_\_\_\_ Initials \_\_\_\_\_ # of students \_\_\_\_\_

# of pages X \_\_\_\_\_

SCANNER: Date \_\_\_\_\_ Initials \_\_\_\_\_ N= \_\_\_\_\_