



## INSTRUCTIONAL DATA PROCESSING

STEW G-61 | 494-5112 | idp@purdue.edu

## REQUEST FOR DATA PROCESSING SERVICES

### GRADESCOPE

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

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

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

Number of Student Exams you are submitting? \_\_\_\_\_ Number of Exam Pages \_\_\_\_\_ FB or SS

Any student exams with extra pages? \_\_\_\_\_ How many versions. Name them. \_\_\_\_\_

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

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

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

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

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

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