



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? _____

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

Will IDP receive student exams from the PTS? _____ If yes, which version. _____

***** 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= _____