**Dawson College - Opscan Submission Form**

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| **Last Name:**      **First Name:**       **Phone ext:**    **Dept.:**       **Date:**  **Course Title:**      **Version:**  **Pickup**  **Send**  exam (please check one) |

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| **Total number of questions on the exam:**  (include omitted questions if any)  **Exam value (as a percentage %):**  %  **Decimal value is now accepted**  **Number(s) of the question(s) you are omitting:** |

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| **Checklist before submitting**  **Transmittal form**  All spaces are filled in correctly.  **Master**  0000001 as student number is shaded in.  Teacher Last Name & First name is shaded.  **Omitted question(s) (if applicable)**  0000002 as student number, is shaded in  To omit a question, shade **“A”** on the  appropriate numbered question. | **Additional comments (if any)** |

For any questions or inquiries please call extension HELP (**4357**)

This “Opscan Submission Form” can be obtained online at:

<https://www.dawsoncollege.qc.ca/information-systems-and-technology/docs-policies/forms/>