De La Salle University
OFFICE OF THE UNIVERSITY REGISTRAR

Form No. S-11

REQUEST FOR SCANNING OF ANSWER SHEETS

PLEASE PRINT

COURSE CODE		SECTION		DATE / TIME DUE	

EXAM INFORMATION		IMPORTANT
DATE OF EXAM		Scanned answer sheets may be claimed starting 0800H of the following working day, if request is received within cut-off time of 1400H. Requests received after cut-off time shall be considered as received the next working day.
TIME OF EXAM		
FACULTY INFORMATION		
NAME		
ID NO.		PROCESSED BY
DEPARTMENT		
SIGNATURE		DATE / TIME
ANSWER SHEET INFORMATION		
STARTING NO.		**RESULTS**
ENDING NO.		RELEASED BY
NO. OF SHEETS		DATE / TIME
SUBMITTED BY		RECEIVED BY
DATE / TIME		DATE / TIME

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