

# Scanning exams

## Book a scanning appointment

To book a scanning appointment, please send an email with the subject line "Scan appointment booking" to [lehrservice@leuphana.de](mailto:lehrservice@leuphana.de).

For each appointment suggestion, we require the following information from you:

1. Contact person (with email address)
2. Preferred date
3. Preferred time slot
4. Number of workstations/scanners required (max. 2)

Please select two to three alternative dates that fall within the following time slots:

Translated with DeepL.com (free version)

An area with a scanner has been set up in **C.7.117** on the Leuphana University campus where you can scan your exams. Using EvaExam software, the data from the scanned exam papers is sent directly to the system, where it is evaluated in a semi-automated process. Before you start scanning, you should check the settings on the scanner and the stack of exam papers.

The following settings should be active: Black and white, paper size A4, resolution: 200 DPI, brightness: threshold slightly darker than the average value, corrections deactivated, simplex/duplex (scans front and back).

The exam papers should all come from one exam and be free of staples and sticky notes. If you have activated the evaluation on the exam paper for open questions, you must evaluate these in the matrix before scanning. No more than 50 pages should be scanned in one stack; the more papers that need to be scanned, the longer the processing time. Select Release Batch when you have scanned all sheets.

**Error messages:** If you notice errors during the scanning process, discard the batch and start the capture again. You should also do this if you see the error message "Incomplete exam sheets" and pages are missing from a sheet. The stack should be discarded and rescanned with the missing page.

Feel free to bring a laptop to the scanning appointment so that you can check directly in EvaExam that everything has been uploaded correctly.

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice ([lehrservice@leuphana.de](mailto:lehrservice@leuphana.de))



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Lehrservice Leuphana Universität Lüneburg.