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   Complete all sections.
   - **Number of Versions** – If using more than one version, you must provide a description of the different versions. i.e., Versions A & B, or Versions 1 & 2.
   - **Number of Questions** - Enter the number of exam questions
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   - **Exam or Quiz** – Select from the dropdown menu and name your exam or quiz.
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4. **You're Done!**
   Write down your Exam ID number (provided in the green box). You must bring this with you when you drop off the exam(s) so it can be matched with the information you provided.

5. **Bring your exam(s) and Exam ID** to Scanning Services, located in the southeast corner of the Adele Coryell Hall Learning Commons (Love Library North) during the hours of 9:00 am to 5:00 pm Monday-Friday. You can also use the after-hours drop box located by the east elevator of the Learning Commons.