



Fax to: 877-440-1862
OR

Email to: omr@express-evaluations.com

Please use a copy of this cover sheet with ALL submissions of Ramsay email/fax answer sheets. By using this service, you are agreeing to Ramsay Corporation's Terms and Conditions found at: <https://www.ramsaycorp.com/terms-and-conditions/>

Do NOT include any other pages or cover sheets. Disable automatic cover sheets if present. If submitting via email, scan in gray-scale or black & white, at 150 or 200 DPI.

For additional copies, you may photocopy this sheet or print from the PDF available online at: <https://help.ramsaycorp.com/emailfaxcoversheet>

DO NOT MAKE COPIES OF EMAIL/FAX ANSWER SHEETS

All email/fax answer sheets being submitted with a single cover sheet must be for the same account ID AND for the same test ID.

DIRECTIONS

- Fill in the last name and first name of the person administering the tests, as well as the date.
- Fill in the phone number of the Administrator listed above.
- Fill in a fax number for this Administrator to which a message can be sent if there is a problem.
- Fill in your account ID. For questions, please refer to <https://help.ramsaycorp.com/findaccountid>
- Fill in the test ID for the test that was administered. Help at: <https://help.ramsaycorp.com/findtestid>
- If you are submitting via email, please submit in the same format as faxes (i.e. make sure each email only has one attachment in PDF format with this cover sheet as the first page).

Instructions for viewing results can be found at <https://help.ramsaycorp.com/emailfaxresults>

Once the answer sheets have been successfully submitted for scoring, **please make sure you double-check the answers submitted, looking for SKIPPED items to quickly identify possible errors in scanning.** Multiple SKIPPED items will cause the submission to be initially excluded from scoring. You may review the submission and unexclude it if you confirm the answers were submitted correctly. If there is a problem with the submission, you will receive a notice via fax to the number provided. If there are no errors, scoring results should be available in your account within 30 minutes of submission. Ramsay Corporation is not responsible for any issues related to scoring. If you have NOT received an error message and still do not see your results within a couple of hours, please send an email to itgroup@ramsaycorp.com.

NAME

LAST NAME									

FIRST NAME				

PHONE NUMBER

--	--	--	--	--	--	--	--

FAX NUMBER

1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0	0	0

Admin Date

Mo.	Day	Yr.
Jan.		
Feb.		
Mar.	0 0	0 0
Apr.	1 1	1 1
May	2 2	2 2
Jun.	3 3	3 3
Jul.	4 4	4 4
Aug.	5 5	5 5
Sep.	6 6	6 6
Oct.	7 7	7 7
Nov.	8 8	8 8
Dec.	9 9	9 9

Account ID

1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
0	0	0	0	0	0

Test ID

1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
0	0	0	0	0	0