

## **Guidelines for Preparing Multiple Choice Question Answer Sheets for Scanning**

1. Complete the Batch Header Sheet.
2. All sheets should be facing up and there is one batch of answer sheets for each examination.
3. MCQ answer sheets only are included in each batch. i.e. do not include question sheet.
4. Answer key sheet containing the correct answers is included in the batch as the first sheet.
5. Only pencil (2B preferably), black or blue ink has been used to complete the answer sheet. The scanner utilises an infrared scanning device, thus red pen will not be scanned.
6. Students must have completed the boxes for Name and Student Number. i.e. the students have filled in the circles spelling out their name and number.
7. Should not be any marks on the timing edge (bottom edge) or the left hand edge of the answer sheet.
8. Please do not send mutilated sheets or sheets which have been contaminated with foreign material such as chewing gum, sticky tape, food or coffee.
9. Please note the Microtest Score Software used for the analysis of the results only allows for one correct answer per question, or any answer correct.
10. Please note that if a student completes 2 answers to a question, the software will indicate this in the Individual Item Response Report. The lecturer will have to assess whether the student answer is correct and if so, amend that student's mark.