

# Multiple Choice Marking Request

**Before Submission Check List:**  Completed mandatory fields below (marked with \*);  Answer/master sheet;  Student papers in an envelop or enclosed box;  I have read and accepted the Terms and Conditions of the Marking Request below.

## 1. Please provide the following general information

**Date\*:**  **Course Code\*:**  **Submitted by\*:**   
(Name and Signature)

**Faculty/School/Dept\*:**  **Business Unit\*:**  **Lecturer's Name\*:**

**Email Address\*:**  [Reports to be emailed to] **Return Recipient:**  [Exam mailed to this person and address]

**Number of Questions\*:**  **Number of questions to be ignored:**  **Number of Student Papers submitted\*:**

## 2. Please provide your chart string (UniFi) / account number

Opal Unit*	Site*	Fund*	Function*	Account*	Project
<input type="text"/>					
FFT					
<input type="text"/>					

## 3. Budget holder's/Financial delegates details

Budget Holder's username and signature	Financial Delegate's username and signature
Username*: <input type="text"/>	Username*: <input type="text"/>
Signature*: <input type="text"/>	Signature*: <input type="text"/>

## 4. Please indicate how you want your answer sheets processed

### Reports Required (reports in pdf format)

- Student results in alphabetical order
- Student results in raw score order (highest to lowest)
- Student responses (what student's answered for each question)
- Item analysis (response totals and graphs for each question)
- Excel spreadsheet of marks (name, number, mark and responses)

### Student Answer Sheet Return

- Internal Mail [Requires signature] #

# Package is delivered by UQ Mail service and signature is required to accept delivery.

### OFFICE USE

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## 5. Please indicate any special instructions (optional)

## 6. Subtests (optional) – (Separate answer sheets no longer required)

Please provide questions that have a score value of more than one mark and specify what value: **Example:** Questions 1 – 5, worth 2 marks - Questions 6 – 10, worth 1 mark, total = 15 marks.

## 7. Terms and conditions of marking:

- Once an exam has been scanned/marked, it is considered final and complete. Any changes made to the Instructor's answer(s) to be rescanned/remarked will incur additional charge(s).
- All required documents/information must be submitted along with the "Multiple Choice Marking Request Form" upon drop off of the exam to ensure timely processing of the marking. Incomplete request / documents will not be processed.
- It is the requester's responsibility to provide the correct number of exam papers upon submitting. Incorrect batched papers count can result in significant delay and incur additional charge(s) as it will require additional processing time and verification/ reconfirmation from the requestor before marking.
- ITS accepts no responsibility for any misplaced student papers once it has been returned to the requestors.
- It is strongly recommended that the original student exam papers not be returned to the students to prevent any dispute that may arise from illegitimate modifications made to the papers after the exams being scanned/marked.
- All scanned/marked exam papers will be mailed (via UQ Internal Mail system) back to the Lecturer whose name appear on the form unless otherwise specified.

## OFFICE USE ONLY (Pricing excludes GST)

Time	\$75.00 (includes up to 150 sheets)	Run ID	<input type="text"/>	Sheets	<input type="text"/>
<input type="text"/> Additional sheets	@ \$0.12/sheet = \$ <input type="text"/>	Run ID	<input type="text"/>	Sheets	<input type="text"/>
<b>Total</b>	\$ <input type="text"/>	Run ID	<input type="text"/>	Sheets	<input type="text"/>
I certify that this job is complete and should be charged at the total price stated above.		Run ID	<input type="text"/>	Sheets	<input type="text"/>
<b>Operators name</b>	<b>Date</b>	Run ID	<input type="text"/>	Sheets	<input type="text"/>
<input type="text"/>	<input type="text"/>				