Multiple Choice Marking Request

1. Please provide the following general information

Date: [ ] Course Code: [ ] Lecturer’s Full Name: [ ]

Faculty/School/Dept: [ ] Business Unit: [ ]

Email Address: [ ] [Reports will be emailed to this address]

How many questions are there?: [ ] How many questions are to be ignored?: [ ]

How many questions are there, where all answers are correct?: [ ]

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

<table>
<thead>
<tr>
<th>Opal Unit</th>
<th>Site</th>
<th>Fund</th>
<th>Function</th>
<th>Account</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFT</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

3. Budget holder’s/Financial delegates details

Budget Holder’s username and signature

Username: [ ] Signature: [ ]

Financial Delegate’s username and signature

Username: [ ] Signature: [ ]

4. Please indicate how you want your answer sheets processed

Reports Required

- Student results in alphabetical order
- Student results in raw score order (highest to lowest)
- Student responses (answer for question, “.” if correct)
- Item analysis (how well the students scored for each question)
- Excel spreadsheet of marks (name, number and mark only)

Student Answer Sheet Return

- Internal Mail
- Internal Mail [Requires signature] *

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

OFFICE USE

Excel spreadsheet of marks (name, number and mark only)

Received by: [ ] Date: [ ]

5. Please indicate and special instructions (optional)

6. Subtests (optional) – Please ensure that each question is included in one and ONLY one of the subtests

<table>
<thead>
<tr>
<th>Subtest 1</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtest 2</td>
<td>Questions</td>
</tr>
<tr>
<td>Subtest 3</td>
<td>Questions</td>
</tr>
<tr>
<td>Subtest 4</td>
<td>Questions</td>
</tr>
<tr>
<td>Subtest 5</td>
<td>Questions</td>
</tr>
</tbody>
</table>

OFFICE USE ONLY (Pricing excludes GST)

Time $75.00 (includes up to 150 sheets)

Additional sheets @ $0.12/sheet = $ [ ]

Total $ [ ]

I certify that this job is complete and should be charged at the total price stated above.

Operators name [ ] Date [ ]

SUBMIT COMPLETED APPLICATION IN PERSON: Monday to Friday 8:30am-4:20pm, Client Service, Level 2, Prentice Building No. 42, University of Queensland

SUBMIT COMPLETED APPLICATION VIA MAIL: Client Service, Information Technology Services (Building 42), University of Queensland, Brisbane Qld 4072