

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

Opal Unit Site Fund Function Account Project

FFT

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

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

Subtest 1	Questions
Subtest 2	Questions
Subtest 3	Questions
Subtest 4	Questions
Subtest 5	Questions

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"/>
Total		\$	<input type="text"/>	Run ID	<input type="text"/>
I certify that this job is complete and should be charged at the total price stated above.					
Operators name	Date	Run ID	<input type="text"/>	Run ID	<input type="text"/>
<input type="text"/>	<input type="text"/>	Run ID	<input type="text"/>	Run ID	<input type="text"/>

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