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*: [____] **Return Recipient:** [____]
[Reports to be emailed to] [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 [_____]

FFT [_____]

3. Budget holder's/Financial delegates details

Budget Holder's username and signature   **Financial Delegate's username and signature**

Username*: [____]   **Username***: [____]

Signature*: [____]   **Signature***: [____]

4. Please indicate how you want your answer sheets processed

Reports Required (reports in pdf format)   **Student Answer Sheet Return**

☐ Student results in alphabetical order   ☐ Internal Mail [Requires signature] #

☐ Student results in raw score order (highest to lowest)   # Package is delivered by UQ Mail service and signature is required to accept delivery.

☐ Student responses (what student's answered for each question)

☐ Item analysis (response totals and graphs for each question)   **OFFICE USE**

☐ Excel spreadsheet of marks (name, number, mark and responses)   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 requesters.
- 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 [____]	Sheets [____]
[____]	Additional sheets	@ $0.12/sheet =	$ [____]	Run ID [____]	Sheets [____]
	Total		$ [____]	Run ID [____]	Sheets [____]

I certify that this job is complete and should be charged at the total price stated above.   Run ID [____]   Sheets [____]

Operators name   *Date*   Run ID [____]   Sheets [____]

[____]   [____]

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