

Multiple Choice Marking Request

Before Submission Check List: Completed mandatory fields below (marked with *); Answer/master sheet; Student papers in an envelope 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*:	<input type="text"/>	Course Code*:	<input type="text"/>	Submitted by*: <small>[Name and Signature]</small>	<input type="text"/>
Faculty/ School/Dept*:	<input type="text"/>	Business Unit*:	<input type="text"/>	Lecturer's Name*:	<input type="text"/>
Email Address*: <small>[Reports to be emailed to]</small>	<input type="text"/>	Return Recipient: <small>[Exam mailed to this person and address]</small>	<input type="text"/>		
Number of Questions*:	<input type="text"/>	Number of questions to be ignored:	<input type="text"/>	Number of Student Papers submitted*:	<input type="text"/>

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

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

- 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)

- 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)

Example: Questions 1 – 5, worth 2 marks, Questions 6 – 10, worth 1 mark, Total = 15 marks.

Example: Please ignore/remove questions 3 and 5 from exam total.

6. 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 =	Run ID	<input type="text"/>	Sheets	<input type="text"/>
	Total	Run ID	<input type="text"/>	Sheets	<input type="text"/>
		Run ID	<input type="text"/>	Sheets	<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.

Operators name **Date**

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