

Guidelines

1. Inform the Exams Team of your requirements:

For examinations: by the end of Week 3, you will be prompted by email.

For class tests: please email registry-exams@brookes.ac.uk or call 3033.

2. Complete the Optical Mark Reader (OMR) Form overleaf. Finance details are required for class tests. Examples of mark allocation:

Correct answer: 1	Incorrect answer: -0.2	Unanswered question: 0
Correct answer: 2	Incorrect answer: -0.25	Unanswered question: -0.25
Correct answer: 1	Incorrect answer: 0	Unanswered question: 0

3. Complete a blank Multiple Choice Answer Sheet (MCAS); this will be put through the OMR to become the MCAS Master by which the students' scripts are marked.
 - Do not write anything outside the designated spaces on the answer sheet
 - Use pencil only
 - On side 1, fill in the candidate number field with a row of zeros
 - Fill in the surname field with the word 'ANSWER'
 - Fill in the module number field
 - Write the module number in the module title box
 - Write the examination session e.g. 'S1 Resit 15-16' or class test date in the session box
 - Complete side 2 of the sheet with the answers
4. Return your completed OMR Form and MCAS Master to the Exams Team, in person:

For examinations: by the end of Week 9.

For class tests: with the students MCAS scripts after the test.
5. The following reports will be generated and shared with you via Google Drive:

Audit Report.csv	Candidate Listing.csv	Histogram.pdf	Item Analysis.pdf
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The OMR will not record sheets where the student number is not correctly filled in the candidate number field. You will be contacted with the opportunity to amend such sheets which will otherwise require hand marking.