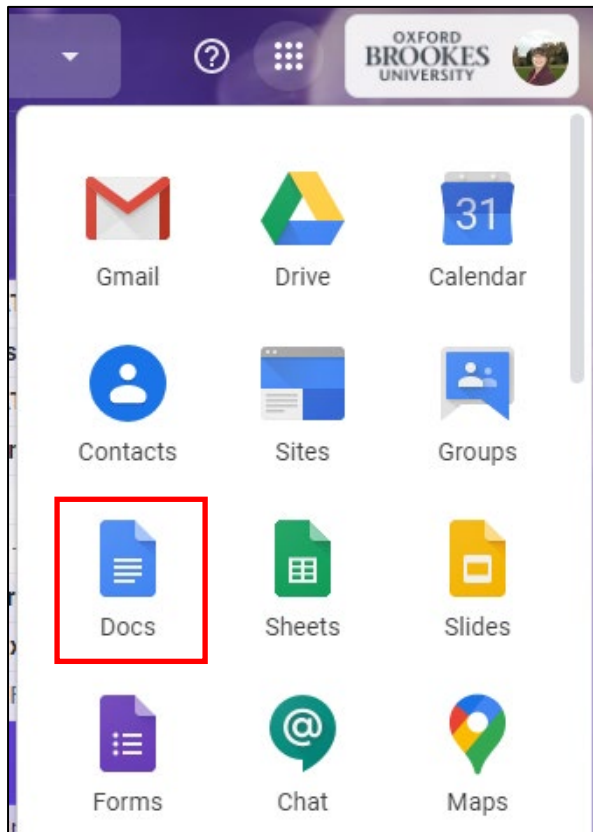


## How to access Google Docs templates for examination answer sheets

If you do not have access to Microsoft Word, there are Google Doc templates for Multiple Choice and Written examinations. To access these, go to the [Google Docs homepage](#) – this can also be accessed in the Google Apps grid, as shown below:



Make sure you are logged in to your Google@Brookes account and click on **Template gallery**:



Docs

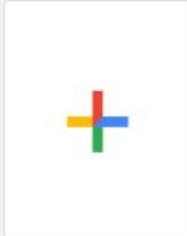


Search

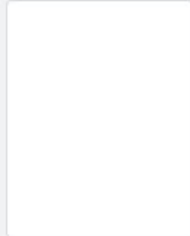


Start a new document

Template gallery



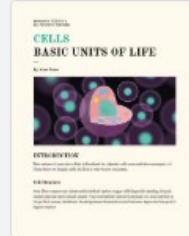
Blank



Multiple Choic...



Class notes  
Playful

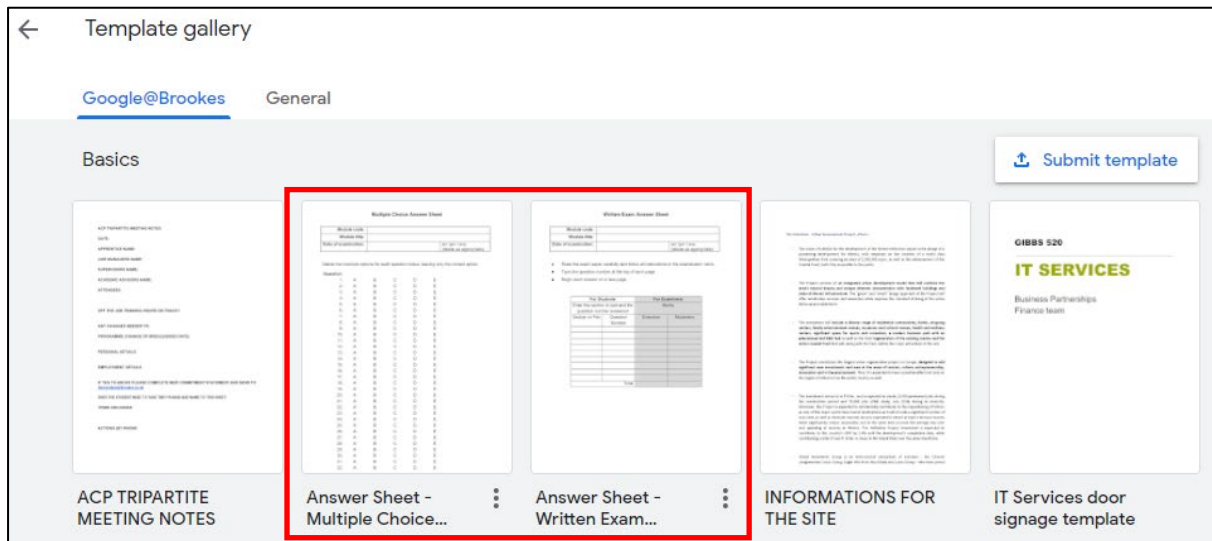


Essay  
Paperback

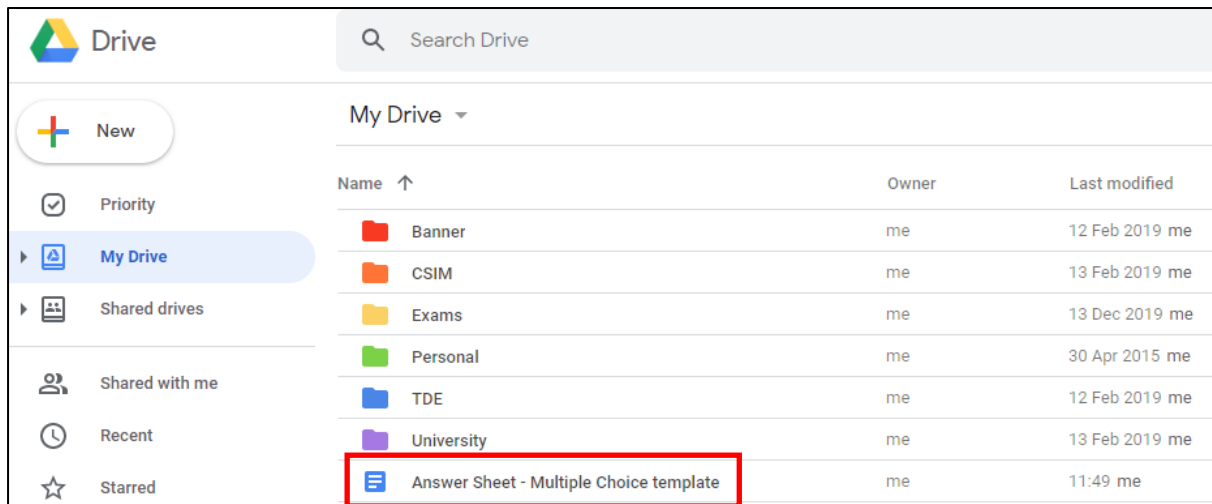


Report  
Simple

In the **Basics** section, you will see two templates – **Answer Sheet – Multiple Choice template** and **Answer Sheet – Written Exam template**. Click on the one you want to use:



A copy of the template will then be added to your Google Drive main folder for you to complete:



Follow the instructions for uploading your completed answer sheet to Moodle.