Completing multiple choice answer sheets

When answering multiple choice questions during your exam you must make sure to complete the answer sheet correctly or you may lose marks when it comes to the computer marking your answers.

Instructions can be found on the front of the sheet.

Complete the answer sheet with a pencil, so you can erase answers when you make a mistake.

Your name & student number

This needs to be completed on the back of your multiple choice answer sheet.

1. Fill in your full name and student number and colour the corresponding bubbles below.
2. Once this has been completed, turn your page over to start answering question 1.
How to answer questions

Starting on the front side of the page with answer 1.

For a **TRUE or FALSE** answer, fill in the “T bubble” for true or the “F bubble” for false.

For a **choice between A to E**, fill in the bubble directly below the letter corresponding to the answer you choose.

Fixing an incorrect answer

If you make a mistake, erase your incorrect answer fully with an eraser over the incorrect answer.

**Do not** cross out one answer and fill in another answer. As the computer cannot determine which one is your answer.

Correctly marking your answer

When marking your answer on the sheet, fill in the bubble completely

The example below shows the answer to Question 21 was marked as "true" or "A" depending on the type of question.

Incorrectly marking your answer

**Do not** mark your answers as shown below. They cannot be marked accurately by the computer and you will not receive a mark for the question.

Handing in your answer sheet

At the end of the exam you need to place your answer sheet inside your writing booklet or question paper.