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.

The examples below are specifically of a General Purpose Answer Sheet (GPAS-240R), yet the principles of completing these types of computer marked sheets are essentially the same.

![Front page](image1)

![Back page](image2)

Using a pen or pencil?

You should be writing onto the answer sheet with a pencil (preferably an easy to erase soft graphite 2B) so you can erase and change your answers easily when you make a mistake.

A pen may be used if you don’t have a pencil but you will not be able to change your answer if you do not have correction tape with you to use. The pen can be blue or black only.

Your name

Before your examination starts you are permitted to complete your name and student number on your examination material. Use this time to complete these details on the back of your multiple choice answer sheet.

Firstly in the tall blank boxes and in the order denoted, fill in your last (family) name, leave a space, and then your first (given) name. Then fill in the corresponding alpha bubble directly below (the top empty bubble denotes a space).

*If you do not have enough space to complete your name, fill in as much as you can within the space provided.*
Your student identification number

You will then need to fill out your student identification number under the "Identification No." section under A to H. As your student number is only 8 digits there will be empty columns. Then fill in the corresponding numeric bubble directly below.

*Be careful not to write your student number under the birth date section directly to the left.*

<table>
<thead>
<tr>
<th>IDENTIFICATION NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

Answering questions on the sheet

Each double-sided answer sheet contains space for up to a maximum of 240 answers.

This example shows that this is the answer space for Question 21, indicated by the number 21 on the left side. Make sure to always answer against the matching number of the question or your answers will be out of sequence. You should be starting on the front side of the page with answer 1 and not the back side which continues from 121.

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

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

Correctly marking your answer

When marking your answer on the sheet, make sure to fill the bubble completely so your answer can be accurately marked by computer. The example below shows the answer to Question 21 was marked as “true” or “A” depending on the type of question.
Fixing an incorrect answer

If you make a mistake, erase your incorrect answer fully with an eraser or use correction tape over the incorrect answer. Do not cross out one answer and fill in another answer. As the computer cannot determine which one is your intended answer.

Incorrectly marking your answer

Do not mark your answers like shown below. They cannot be marked accurately by the computer and you may not receive a mark.

Do not mark two answers or cross out one answer and fill in another answer. As the computer cannot determine which one is your intended answer.

Common errors

Make sure you avoid these common errors when filling out these answer sheets.

- Writing your student identification number starting in the Birth Date column.
- Starting your answers for at number 121 (for question 1) on the answer sheet and not turning the page over to commence at number 1 on the front.
- Crossing out incorrect answers instead of erasing or using correction tape.
Handing in you answer sheet

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

Make sure you have completed your name and student identification number on answer sheet. If you have not completed this within the writing time you must alert the examination supervisor collecting your paper so they can put it aside for you to complete after everyone has left the room.