

Student Guidance Notes for Multi-Choice Exams

Multi-choice exam Answer Sheets are marked by an optical reading scanner. The following guidance is provided to prepare candidates for sitting an exam using the machine readable Answer Sheet. There are some very important points to note, however the method in which you record your answers on the Answer Sheet is not difficult and is very similar to the format used when completing a lottery ticket request.

The Answer Sheet has two sides with several sections. Some sections must be completed and some are dependent upon the nature of the particular exam. Full details of the requirements are provided within this document.

An example of the front and back pages of the Answer Sheet are shown below:

THE UNIVERSITY of York
The Department of Health Sciences

Answer Sheet

Family Name: _____ Date: _____
First Name: _____ Module Code: _____
Module Name: _____

Marking Instructions

- This document is designed to be machine readable
- Please use an HB pencil
- If you make a mistake use an eraser
- Rub out any errors thoroughly, making sure you leave no smudges
- Do NOT use ticks, crosses or circles
- For True / False Section mark ☒ for True or ☒ for False
- For Single Best Answer and Extended Matching Sections mark your answers like this: ☒ A ☒ B ☒ C ☒ D ☒ E
- If you do not know the answer, leave blank

Single Best Answer Section

1	A	B	C	D	E
2	A	B	C	D	E
3	A	B	C	D	E
4	A	B	C	D	E
5	A	B	C	D	E
6	A	B	C	D	E
7	A	B	C	D	E
8	A	B	C	D	E
9	A	B	C	D	E
10	A	B	C	D	E
11	A	B	C	D	E
12	A	B	C	D	E
13	A	B	C	D	E
14	A	B	C	D	E
15	A	B	C	D	E
16	A	B	C	D	E
17	A	B	C	D	E
18	A	B	C	D	E
19	A	B	C	D	E
20	A	B	C	D	E
21	A	B	C	D	E
22	A	B	C	D	E
23	A	B	C	D	E
24	A	B	C	D	E
25	A	B	C	D	E
26	A	B	C	D	E
27	A	B	C	D	E
28	A	B	C	D	E
29	A	B	C	D	E
30	A	B	C	D	E
31	A	B	C	D	E
32	A	B	C	D	E
33	A	B	C	D	E
34	A	B	C	D	E
35	A	B	C	D	E
36	A	B	C	D	E
37	A	B	C	D	E
38	A	B	C	D	E
39	A	B	C	D	E
40	A	B	C	D	E
41	A	B	C	D	E
42	A	B	C	D	E
43	A	B	C	D	E
44	A	B	C	D	E
45	A	B	C	D	E
46	A	B	C	D	E
47	A	B	C	D	E
48	A	B	C	D	E
49	A	B	C	D	E
50	A	B	C	D	E
51	A	B	C	D	E
52	A	B	C	D	E
53	A	B	C	D	E
54	A	B	C	D	E
55	A	B	C	D	E
56	A	B	C	D	E
57	A	B	C	D	E
58	A	B	C	D	E
59	A	B	C	D	E
60	A	B	C	D	E
61	A	B	C	D	E
62	A	B	C	D	E
63	A	B	C	D	E
64	A	B	C	D	E
65	A	B	C	D	E
66	A	B	C	D	E
67	A	B	C	D	E
68	A	B	C	D	E
69	A	B	C	D	E
70	A	B	C	D	E
71	A	B	C	D	E
72	A	B	C	D	E
73	A	B	C	D	E
74	A	B	C	D	E
75	A	B	C	D	E
76	A	B	C	D	E
77	A	B	C	D	E
78	A	B	C	D	E
79	A	B	C	D	E
80	A	B	C	D	E
81	A	B	C	D	E
82	A	B	C	D	E
83	A	B	C	D	E
84	A	B	C	D	E
85	A	B	C	D	E
86	A	B	C	D	E
87	A	B	C	D	E
88	A	B	C	D	E
89	A	B	C	D	E
90	A	B	C	D	E
91	A	B	C	D	E
92	A	B	C	D	E
93	A	B	C	D	E
94	A	B	C	D	E
95	A	B	C	D	E
96	A	B	C	D	E
97	A	B	C	D	E
98	A	B	C	D	E
99	A	B	C	D	E
100	A	B	C	D	E

Marking Instructions

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- For True / False Section mark ☒ for True or ☒ for False
- For Single Best Answer and Extended Matching Sections mark your answers like this: ☒ A ☒ B ☒ C ☒ D ☒ E
- If you do not know the answer, leave blank

True / False Section

	A	B	C	D	E
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extended Matching Section

- Only make one mark for each question -
- mark your answers like this: ☒ A ☒ B ☒ C ☒ D ☒ E
- This is a standard answer sheet showing the maximum number of potential options in a question. Therefore, options A-Z may not appear in every question

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
2	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
3	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
5	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
6	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
7	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
8	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
10	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
11	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
12	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
13	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
14	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
15	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
16	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
17	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
18	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
19	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
20	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

You must bring a HB pencil and eraser

- You must remember to bring a **HB pencil** and an **eraser** to your multi-choice exam.
- If your exam also has a section that requires written answers you will also need a pen to write your written answers in the separate standard answer booklet.
- You must **not use pen on the multi-choice Answer Sheet** as if you make a mistake this cannot be erased.
- A HB pencil is required as this makes a clear dark line on the Answer Sheet that the scanner can read easily. Softer pencils make fainter marks that may not be read by the scanner.

Completing your personal and exam details

- On the top of the first page of the Answer Sheet you are required to complete your name and the exam module details as shown in the section labelled **A** on the image on the next page.
- You should then write your **exam candidate number** in the boxes in section labelled **B**. You will note the preceding 'Y' for your exam candidate number is already pre-printed.
- You should then mark your **exam candidate number** in the columns beneath in the section labelled **C** below. For example if your number is Y0151111 you should mark a horizontal line through [0] in the first column beneath the first number, through [1] in the second column, through [5] in the third column etc.
- You must not make any marks on the Answer Sheet outside this area as this will interfere with the reading of your Answer Sheet.
- The Answer Sheet will be marked by staff within the Student Assessment Office using the scanner and the academic markers will not be given the sheets with your name and number on them together, therefore your anonymity will be preserved.
- If your exam also has a section that requires written answers you should only use your exam candidate number on the separate standard answer booklet; **you must not write your name on the separate answer booklet.**

The diagram shows the layout of the Answer Sheet form. It is titled 'THE UNIVERSITY of York' and 'The Department of Health Sciences'. The main title 'Answer Sheet' is in red. The form is divided into several sections:

- Section A:** A box for personal and exam details, containing fields for Family Name, Date, First Name, Module Code, and Module Name.
- Section B:** A box for the exam candidate number, starting with a pre-printed 'Y' followed by seven empty boxes for digits.
- Section C:** A grid of bubbles for marking the candidate number. Each row represents a digit from 0 to 9, and each column represents a digit from 0 to 9. The bubbles are labeled 'c0' through 'c9' in each column. A red arrow labeled 'MARK HERE' points to the grid.

Labels A, B, and C are placed outside the form, with arrows pointing to their respective sections.

Answer Sheet format

- The Answer Sheet has been designed for all the types of multi-choice questions we use within the department.
- Each section is used for a different type of multi-choice question.
- There are three sections on the Answer Sheet:
 - Single Best Answer Section
 - True/False Section
 - Extended Matching Section
- Not every type of question is used in each exam and therefore you may not use some sections of the Answer Sheet.
- Your question paper will clearly state which section, or sections, of the Answer Sheet you should use for your particular exam.
- In addition the Answer Sheet is designed to accommodate the maximum number of questions each section may have in any of our multi-choice exams across the department.
- Therefore you may not be required to enter a result against every question. For example the Answer Sheet can accommodate up to 100 Single Best Answer questions, however your particular exam may only have 40 questions. Therefore you would only mark your responses against questions 1-40.
- The **Single Best Answer Section** is on the first page. Briefly this section relates to questions where there is one correct answer from four possible option responses (ie A-D); you must not mark more than one correct answer for each question.

1	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
2	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
3	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
4	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
5	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D

- The **True / False Section** is on the second page and is used for questions that are structured with a scenario followed by five statements. For each statement (ie Statement A, Statement B, Statement C etc) the candidate needs to indicate whether it is True (T) or False (F).

	A	B	C	D	E
1	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F
2	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F
3	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F
4	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F
5	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> T <input type="checkbox"/> F

- The **Extended Matching Section** is on the second page and is used for questions where the correct response for the question is selected by the candidate from a list of possible options labelled A-Z.

- Only make one mark for each question - mark your answers like this: A B C D E F G H I J ~~K~~ L M N O P Q R S T U V W X Y Z
- This is a standard answer sheet showing the maximum number of potential options in a question. Therefore, options A-Z may not appear in every question

1	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
2	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
3	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
4	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
5	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Marking your answers

- When marking your responses to the questions you should mark a clear **horizontal line** in the response field as indicated below.

- For True / False Section mark T for True or F for False
- For Single Best Answer and Extended Matching Sections mark your answers like this: A B C D E ~~F~~ G H

- If you make a mistake use an eraser to rub out any errors thoroughly, making sure you leave no smudges.
- You must **not** use ticks, crosses, circles or diagonal lines as you will not receive marks if these are used.
- If you do not know the answer you should leave your response blank.