MCQ Answer Sheet Marking Instructions

The OMR machine is programmed to read each MCQ answer sheet as per a specific set of parameters and as such, errors only occur where an answer sheet has been populated incorrectly or where the wrong type of pencil has been used.

Instructions are set out clearly in the top left-hand corner of the MCQ Answer Sheet for students which details how to fill out the answer sheets correctly. Please see image below.

These instructions must be followed for the OMR machine to scan the answers accurately.

Answer Sheet

MARKING INSTRUCTIONS

- Use an HB pencil ONLY
- Mark with a thick horizontal line like this ▬
- Use a CLEAN eraser only
- Do NOT tick, cross or circle
- Do NOT crease or fold the sheet
- Do NOT use correction fluid
- NO stray marks

N.B. Please note that where a student provides more than one answer to a question; the answers are withdrawn, and no negative marking is applied.

Pre-Submission Checks

Please check MCQ Answer sheets before submitting to UCD Registry Assessment. These checks will help identify students who have marked answers outside of required parameters. UCD Registry Assessment do not perform these checks due to the volume of processing received.

Where errors occur arising from unchecked answer sheets, module coordinators or nominees can check for said errors by:

1. Locating the file that includes 'Breakdown' in the title.

2. Opening the file and searching for the symbol '<'

3. The presence of the < symbol indicates that the answer has not been read and manual scoring is needed.

Please contact p.moran@ucd.ie or david.shorten@ucd.ie for further queries.