INFORMATION FOR MULTIPLE CHOICE EXAMS ON BUBBLE SHEETS

Ordering bubble sheets – Info for UNIT ASSISTANTS:

Bubble sheets can be ordered from PrintThree. **NEVER photocopy the sheets.**

There is a 100-question version of the bubble sheet and another that accommodates 200 questions. The 100-question version is more common and has bubbles for the students to fill out their names.

Preparing for the exam – Info for INSTRUCTORS:

Please get bubble sheets from your unit assistant – **NEVER photocopy the sheets**. The software is programmed to accept one correct answer for each question, so keep that in mind when writing the exam. (i.e. Avoid the "select all that apply" type questions on the bubble sheets.)

Remind your students to use wooden HB pencils and erase any mistakes completely. Sometimes students write too lightly with mechanical pencils. In a pinch, blue or black ballpoint pen can be used, but students will need to cross out mistakes and that will result in more work for the marker to fix the errors. Also, the following are not picked up well by the scanner and should NOT be used: red or green ink, gel pens, highlighter, or white out.

If you have 100 questions or less, use the 100-question bubble sheet. This version is preferred because the front page has bubbles for the students to fill out their name. If you are using the 200-question bubble sheet (less common) please make sure your students sign their names at the bottom of page two. Although both versions have bubbles for their student numbers, it is helpful to have names for secondary identification.

* For DRC exams, please use the <u>same version</u> of the bubble sheet you will be using for the rest of the class. That way, DRC exams can be marked with the rest of the class and included in the statistical analysis.
** Give your TA a blank bubble sheet for the answer key, one for each version of the exam.

Marking the exam (INSTRUCTORS AND TAs):

The Optical Mark Reader (OMR) station has moved from CTL to the Library, allowing for more flexible access during the daytime, evenings, and weekends. This will be a self-serve workstation for instructors and TAs to use independently; an instruction manual will be available. Time can be reserved in advance at **https://bookings.ok.ubc.ca/omr/** using your Novell ID. The workstation is located on the second floor of the Library in the northeast corner, near study room LIB 225 and the Bloomberg terminal.

To do the marking, you will find it helpful to bring with you:
- All the papers sorted facing the same way
- An answer key filled out on a spare bubble sheet
- A hard copy of the exam questions (optional)

If there is a TA in the course who is experienced in marking using the OMR, we would recommend that the experienced TA help train the new TA. If you run into problems with the marking, please email ctl.helpdesk@ubc.ca so we can book an appointment to assist you.

Novell help: Contact IT Services in the ADM basement or at 250-807-9000.
Library hours: http://library.ok.ubc.ca/about-us/contact/
OMR questions: E-mail the Centre for Teaching and Learning at ctl.helpdesk@ubc.ca

Thank you.