



Information for Multiple Choice Exams on Bubble Sheets

ORDERING BUBBLE SHEETS – INFO FOR UNIT ASSISTANTS:

Bubble sheets must be ordered from PrintThree. NEVER photocopy the sheets.

There are two versions of the bubble sheet; one accommodates up to 100 questions, and another for up to 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 only one correct answer for each question, so keep that in mind when writing the exam. (i.e. Avoid the “select all that apply” type of 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 NEVER 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 the student numbers, it is helpful to have names for secondary identification.

* For DRC exams, please use the same version 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 – INFO FOR INSTRUCTORS AND TAs:

The Optical Mark Reader (OMR) station is located on the second floor of the Library in the northeast corner, to the left of LIB 225. This is a self-serve workstation for instructors and TAs to use independently; an instruction manual is available onsite. Time can be reserved in advance at <https://bookings.ok.ubc.ca/omr/> using your CWL ID.

Some helpful tips for marking:

- Sort the papers to all face the same way.
- Bring an answer key filled out on a spare bubble sheet.
- Have a hardcopy of the exam questions.

If there is a TA in the course who is experienced in marking using the OMR, we would recommend that the experienced TA provide guidance and training to their peers. If experience any issues with marking, please email ctl.helpdesk@ubc.ca so we can book an appointment to assist you. Please note: immediate assistance cannot be guaranteed.

Novell support: Contact IT Services in the ADM basement (ADM 024) or at 250-807-9000.

Library hours: <http://library.ok.ubc.ca/about-us/contact/>