

Qyouti Multi-choice Sheets - Invigilator Information

Please DO NOT write on or mark the sheets in any way.

Please DO NOT attach post-it notes.

If you have comments about a sheet use the reference in the footer.

Assigning sheets to students

- It is possible that some students have named sheets because they have special requirements for font size or colours etc. These sheets have the student name and ID printed in the footer.
- Other sheets that do not have a name or number can be given out in any order.

Starting the exam

- Please remind students to use a medium to dark pencil.
- Please ask students not to crease or fold the sheets
(Although a crease at the staple is acceptable, if the sheets are stapled.)
- Ask students not to doodle or otherwise mark the barcode or the bullseye patterns on the sheets. These are used by the scanning software.

During the exam

- Students SHOULD use a dark pencil so they can erase mistakes.
- A pale/pink/red/orange pen, felt tip or crayon will not be readable.
- A black/blue pen will work but corrections are more difficult. (A cross can be cancelled by filling it over with ink.)
- If you see a student using black/blue pen please advise the candidate to check for errors and, if there are none, switch to pencil for the remainder of the questions.
- If a student has made mistakes using pen for some or all questions they will need a replacement sheet to copy out answers to. The sheet with mistakes needs to be marked as void.

Spoiled and unused sheets

- DO NOT destroy spoiled sheets. Ask the student to put a cross in the void box and collect.
- Do not dispose of unused sheets – collect them all in.
- Do not allow students to take away sheets.

Collecting in

- Collect in every single sheet that was provided for the exam.
- Blanks and spoiled sheets will be scanned to check that no sheet has been lost.
- If sheets have multiple stapled pages please unfold them so page 1 is on top.
- Please collect in sheets in the same orientation – not a mixture of face up and face down.
- The order of the sheets does NOT matter and used/spoiled/blank sheets can be mixed up together.
- Please don't allow other paper, slips, notes, post-its etc. into the pile.
- Don't group sheets by inserting coloured paper, card or other separators – put them all in an envelope or box.
- If, for some reason, you want to communicate information about a particular sheet put that information in a separate report and identify the sheet by the text in the footer. The sheet itself should be placed with all the others and must not be written on.