

Optical Mark Recognition (OMR) student instructions

Link to main BEAM page:

<https://uob.sharepoint.com/sites/beam/SitePages/register-use-omr.aspx>


This document is not visible to students. Download a copy of this document, edit it and make it available to your students. Add to these instructions where useful.

Instructions

1. Bring a pencil sharpener, HB pencil and pencil eraser to the exam.
2. **Use a HB pencil** (or at least a pencil no harder than HB).
3. Avoid marking the paper outside specified areas.
4. Do not crease or damage the answer sheet.
5. Mark your answers in the question book and then transfer them to the answer sheet. You **must** fill in the answer sheet as part of the normal time allowed in the exam. **No extra time is given at the end to transfer answers.**
6. To select answers, make clear, horizontal marks within the two sets of brackets, make sure the letter is struck through.
7. The answer sheet may contain more possible answers than the question paper. If this is the case, do **not** mark the part that is not being used.
8. Read the instructions (rubric) on the front cover of the examination paper carefully.

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The following image is an example of the instructions on answer sheets:



University of
BRISTOL

EXAMINATION ANSWER SHEET

Candidate Name:

Date:

Title of Exam:

Unit Code:

Desk No:

If your student number has fewer than 7 digits, please mark zeros in front of the number as shown below

Student No

0032468

0000000

0100100

0200200

0300300

0400400

0500500

0600600

0700700

0800800

0900900

Student No.

0000000

0100100

0200200

0300300

0400400


0500500

0600600

0700700

0800800

0900900

MARKING INSTRUCTIONS: This document is designed to be machine readable.
Please mark like this  using an HB pencil. If you make a mistake, use an eraser.