

HKU SPACE Community College

Instructions – How to Fill the Optical Mark Reading (OMR) Multiple Choice Answer Sheet

Below please find the instructions on how to complete the answer sheet:

1. Before starting to answer the questions, you **MUST**:

Part A – Write the Course Title, Course Code, your Class Number, your Seat Number, Date of Exam.

Part B – Write your student ID number **AND** darken the corresponding bubbles.

Example

The diagram illustrates the OMR form with handwritten examples for Part A and Part B. Part A includes Course Title (NSL), Course Code (CCSA8004), Class Number (CLO1), Seat Number (12), and Date (29 February 2024). Part B shows the Student Number (20000309) and the corresponding bubbles filled in. A marking instructions box provides guidelines for filling in the bubbles.

Part A

Course Title NSL
Course Code CCSA8004
Class Number CLO1
Seat Number 12
Date 29 February 2024

Part B

Student Number: 2 0 0 0 0 3 0 9

Marking Instructions

1. Use a HB pencil or a blue/black ball pen to fill in the box completely.
Examples : Right - ● Wrong - ◐ ◑ ◒
2. Erase mistakes fully.
3. Do not fold the form.
4. For answers with choices of A to D only, please leave E column blank.
5. For true/false questions, use A for TRUE, and B for FALSE.







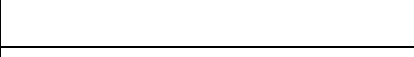
Example:












	1	2	3	4	5	6	7	8
1	●	○	○	○	○	○	○	○
2	○	●	○	○	○	○	○	○
3	○	○	●	○	○	○	○	○
4	○	○	○	●	○	○	○	○
5	○	○	○	○	●	○	○	○
6	○	○	○	○	○	●	○	○
7	○	○	○	○	○	○	●	○
8	○	○	○	○	○	○	○	●
9	○	○	○	○	○	○	○	○
0	○	○	○	○	○	○	○	○

Remember:

- (a) You must ensure that your seat number and Student ID number marked on the answer sheet must be correct.
 - (b) The answer sheets are graded by computer and the Student ID number is the only means of identification for the scanner to read, the answer sheet will be rejected and zero marks will be given if:
 - (i) an answer sheet without a Student ID Number;
 - (ii) filled in the wrong bubbles for the Student ID Number;
 - (iii) filled in the bubbles badly for the Student ID Number.
2. In case of spoiled or damaged OMR answer sheet return it to the invigilator and claim a new OMR answer sheet, where in you are expected to fill in all the required details in the appropriate places.

3. OMR answer sheets will be machine-graded by computers and scanners. Invalidation of the answer sheet due to incomplete/incorrect filling of the answer sheet will be your sole responsibility.
4. Use an HB pencil or a black/blue ballpen to darken the bubble.
5. In case to change the answer, either erase the incorrect with an eraser (if darkened by pencil) or mask the incorrect answer with white correcting fluid or tape (if darkened by black/blue ballpen).
6. While answering, choose the BEST alternative answer from the choices given below the question and darken the same in the corresponding circle in the OMR answer sheet. Do not shade more than one circle for a question.
7. Do not write or mark outside the demarcated areas on the OMR answer sheet as it may invalidate the OMR answer sheet. Do not write irrelevant matter or scribble on the sheet. Do not fold, tear, wrinkle or staple the sheet.
8. In case of any ambiguity in the darkening of bubbles, the decision of the course lecturer is final.
9. In case you do not follow the above instructions, the OMR answer sheet is liable to be REJECTED by the scanner.
10. The correct/incorrect way of darkening/shading is shown in the table below for strict compliance:

Sample	Darkening of Bubble	Response	Reason
1		Valid	Correct way of darkening (darken the whole bubble).
2		Valid	Mask the incorrect bubble with white correcting fluid/tape.
3		Invalid	Darkening of bubble is done partially.
4		Invalid	Darkening of bubble is done partially.
5		Invalid	Darkening of bubble is done partially.
6		Invalid	Darkening of bubble is done partially.
7		Invalid	Darkening of bubble is done partially.

Sample	Darkening of Bubble	Response	Reason
8		Invalid	Tick mark (✓) is not allowed and is treated as partially darkened.
9		Invalid	Darkening of bubble is done partially.
10		Invalid	Darkening of bubble is done partially.
11		Invalid	Cross mark (✕) is not allowed and is treated as partially darkened.
12		Invalid	One bubble is faintly darkened and another bubble is darkened. It is treated as darkened more than one bubble.
13		Invalid	Darkening in a bubble is extended to another bubble and is treated as darkened in more than one bubble.
14		Invalid	More than one bubble darkened.
15		Invalid	More than one bubble darkened and (✓) and (✕) are not permitted.
16		Invalid	Treated as darkened in more than one bubble.
17		Invalid	Darkening is done in more than one bubble.
18		Invalid	Darkening the bubble with other colour is liable to be rejected by the scanner.

-- END --