

## GUIDANCE ON COMPLETING YOUR MCQ EXAMINATION CORRECTLY

In order to ensure that your examination paper is processed and marked correctly, it is really important to carefully read all instructions provided to you at the start of the examination.

It is recommended that you complete all sections using a black pen.

The examination papers will be processed automatically. There are 3 important steps to completing the MCQ examination paper. If you do not follow the correct steps you risk not having your examination paper marked correctly.

### 1. ENTERING YOUR EXAMINATION NUMBER CORRECTLY

**BOTH fields** need to be completed. You need to manually enter your examination number in the boxes shown and mark an **X** to match the corresponding number in the grid. Please refer to the example shown below.

**(DO NOT USE A TICK ✓ to enter your number into the grid).**

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<p>In order for your exam to be processed correctly please make sure that you enter your Examination Number precisely into both of the fields provided.</p> <p>Each question consists of four statements, each of which will be TRUE or FALSE. Answer each part of each question by putting an X in the relevant box. If you make a mistake, block out the box, as per example above and enter your new answer, or leave blank. If you spoil both boxes, write your final answer clearly beside the question.</p> <p>All pages are entirely individualised and cannot be replaced by pages of other exam sheets.</p>	<table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">9</td> <td style="border: 1px solid black; padding: 2px;">6</td> <td style="border: 1px solid black; padding: 2px;">5</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; 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## 2. COMPLETING YOUR ANSWERS CORRECTLY

**DO NOT USE A TICK ✓ TO COMPLETE YOUR ANSWERS** . You must only use an X to complete your answers. If you use a tick to enter your answer, your paper may not be marked as you had intended. Please refer to example below.



1. The following are breeds of dogs

1.1 Beagle  
 True  
 False

1.2 Gloucestershire Old Spot  
 True  
 False

## 3. HOW TO MAKE A CORRECTION

It is recommended that you only complete the answer box when you are certain of your response. If you need to make a correction you must block out the incorrect answer and mark an X at the correct answer. Please refer to example below.



1. The following are breeds of dogs

1.1 Beagle  
 True  
 False

1.2 Gloucestershire Old Spot  
 True  
 False