How to fill in Teleform sheets

Introduction

A Teleform sheet is a special answer sheet that allows us to quickly scan in and automatically mark your multiple choice answers. A sample is shown on page 3 of this document.

There are several sections of the sheet. You will need to fill in some or all of them depending on the assessment. Instructions are given in this document on how to do this.

Filling in Your Teleform Sheet

There are some rather strict guidelines that must be followed when filling in your sheet. If they are not followed then your sheet cannot be automatically marked.

IMPORTANT INFORMATION

USE PENCIL ONLY

TO ANSWER, FILL IN THE APPROPRIATE BOX

1/A 2/B 3/C 4/D 5/E

ERASE *COMPLETELY* TO CHANGE

DO NOT FOLD, OR WRITE ON THE BACK OF THIS FORM

Because the sheets are processed through a scanner, we need all the sheets to be in good condition. If your sheet is creased, bent, ripped, scribbled on, stapled, hole-punched, etc then the reader stops, and your sheet will not be automatically processed.

Practice Teleform Sheet

If you have read this document but still feel that you are unsure of how to fill in a Teleform sheet properly, you can make a copy of the Teleform sheet within this document, fill in out, then have a staff member check that your sheet is OK.

Please note: the copy provided is for practice only as the sheet is not suitable for scanning.

Teleform Sheet Sections

The Teleform sheets have several sections - a complete Teleform sheet is shown on the next page followed by instructions and examples of how to fill in the individual sections.

8975532256

LAST NAME	FIRST NAME	MI	STUDENT ID#	VERSION CODE	STREAM

THE UNIVERSITY OF AUCKLAND
NEW ZEALAND
Te Whare Wānanga o Tāmaki Makaurau

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GENERAL PURPOSE ANSWER SHEET

1A 2B 3C 4D 5E

1 ☐☐☐☐☐   18 ☐☐☐☐☐   35 ☐☐☐☐☐   52 ☐☐☐☐☐   69 ☐☐☐☐☐   86 ☐☐☐☐☐
2 ☐☐☐☐☐   19 ☐☐☐☐☐   36 ☐☐☐☐☐   53 ☐☐☐☐☐   70 ☐☐☐☐☐   87 ☐☐☐☐☐
3 ☐☐☐☐☐   20 ☐☐☐☐☐   37 ☐☐☐☐☐   54 ☐☐☐☐☐   71 ☐☐☐☐☐   88 ☐☐☐☐☐
4 ☐☐☐☐☐   21 ☐☐☐☐☐   38 ☐☐☐☐☐   55 ☐☐☐☐☐   72 ☐☐☐☐☐   89 ☐☐☐☐☐
5 ☐☐☐☐☐   22 ☐☐☐☐☐   39 ☐☐☐☐☐   56 ☐☐☐☐☐   73 ☐☐☐☐☐   90 ☐☐☐☐☐
6 ☐☐☐☐☐   23 ☐☐☐☐☐   40 ☐☐☐☐☐   57 ☐☐☐☐☐   74 ☐☐☐☐☐   91 ☐☐☐☐☐
7 ☐☐☐☐☐   24 ☐☐☐☐☐   41 ☐☐☐☐☐   58 ☐☐☐☐☐   75 ☐☐☐☐☐   92 ☐☐☐☐☐
8 ☐☐☐☐☐   25 ☐☐☐☐☐   42 ☐☐☐☐☐   59 ☐☐☐☐☐   76 ☐☐☐☐☐   93 ☐☐☐☐☐
9 ☐☐☐☐☐   26 ☐☐☐☐☐   43 ☐☐☐☐☐   60 ☐☐☐☐☐   77 ☐☐☐☐☐   94 ☐☐☐☐☐
10 ☐☐☐☐☐   27 ☐☐☐☐☐   44 ☐☐☐☐☐   61 ☐☐☐☐☐   78 ☐☐☐☐☐   95 ☐☐☐☐☐
11 ☐☐☐☐☐   28 ☐☐☐☐☐   45 ☐☐☐☐☐   62 ☐☐☐☐☐   79 ☐☐☐☐☐   96 ☐☐☐☐☐
12 ☐☐☐☐☐   29 ☐☐☐☐☐   46 ☐☐☐☐☐   63 ☐☐☐☐☐   80 ☐☐☐☐☐   97 ☐☐☐☐☐
13 ☐☐☐☐☐   30 ☐☐☐☐☐   47 ☐☐☐☐☐   64 ☐☐☐☐☐   81 ☐☐☐☐☐   98 ☐☐☐☐☐
14 ☐☐☐☐☐   31 ☐☐☐☐☐   48 ☐☐☐☐☐   65 ☐☐☐☐☐   82 ☐☐☐☐☐   99 ☐☐☐☐☐
15 ☐☐☐☐☐   32 ☐☐☐☐☐   49 ☐☐☐☐☐   66 ☐☐☐☐☐   83 ☐☐☐☐☐   100 ☐☐☐☐☐
16 ☐☐☐☐☐   33 ☐☐☐☐☐   50 ☐☐☐☐☐   67 ☐☐☐☐☐   84 ☐☐☐☐☐   101 ☐☐☐☐☐
17 ☐☐☐☐☐   34 ☐☐☐☐☐   51 ☐☐☐☐☐   68 ☐☐☐☐☐   85 ☐☐☐☐☐   102 ☐☐☐☐☐
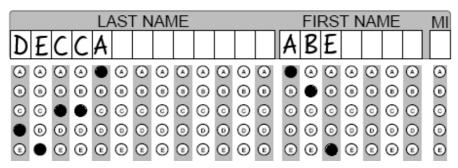
Name Section

You need to write your name in the blank boxes at the top of the *Names* section.

You also need to shade in one letter of your name in each column.

If you run out of space, just put in the letters you can fit in the space available.

The *MI* column is for the initials of your middle name – this is not required to fill in.

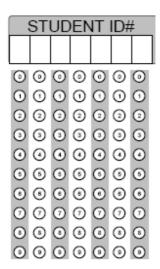The example below shows *Abe Decca's* name being entered.
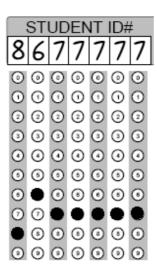
Name Section *Example*

STUDENT ID# Section

Fill in your Student ID Number in the *STUDENT ID#* section.

Also fill in one column for each digit of your Student ID Number.

The example below shows a Student ID Number of 8677777.
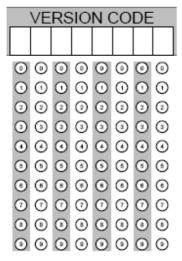
STUDENT ID# Section *Blank*   **STUDENT ID# Section *Example***
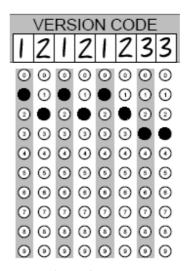
Version Code Section

If your assessment is versioned then you will need to enter the version number into the Version Code section.

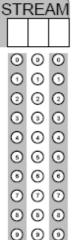The example below shows a Version Code of 12121233.

Version Code Section *Blank*   **Version Code Section *Example***
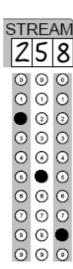
Stream Section

If you are required to enter a stream then it will go in the *Stream* section*.*

The example below shows a Stream of 258.

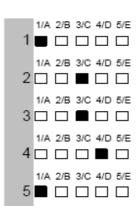**Stream Section *Blank***   **Stream Section *Example***

Answer Section

On the Teleform sheet under the heading *General Purpose Answer Sheet* is the start of the *Answer Section*.

The example below shows answers for questions 1 to 5.

Question	Answer
1	A
2	C
3	C
4	D
5	A

Answer Section *Blank*   **Answer Section *Example***

Filling in your answers

You must NOT tick, circle, or cross the answer box as it will not scan properly and you will not get the marks for the question. You need to fill in the entire region with a dark pencil to ensure that it is processed correctly.

The diagram to the right has some common errors. You need to ensure that you fill in the entire box.