

Job No. (to be completed by OES)

For Self-Financed Programme
in the Faculty of Medicine



Job Request Form



Optical Scanning Services - MCQ Exam & Student Evaluation of Courses & Teachers

Prof./Dr./Mr./Ms.	Surname	Given Name	(Please fill in BLOCK Letter)
Requested By:		Telephone No.:	
Department:		Email Address:	
Endorsed By: (Chairman of Department / Head of Unit)		Date Sent: _____ D/ _____ M / _____ Y	
		Date Required : _____ D/ _____ M / _____ Y	

Part A: Optical Scoring & Reporting for MCQ Exam

Title of Programme:		
Name of Programme Director:		
Charges:		
a. Man hour ¹ : \$780 per hour (minimum charge is \$780) b. Cost of paper per sheet: \$1.00 (effective 1 July 2010)		
For Official Use (to be completed by OES):		Company Code:
No. of Sheets Used:	Man Hour(s):	Cost Centre:
		Account Code:

Part B: Printing & Optical Scanning for Student Evaluation of Courses & Teachers

Title of Programme:		
Name of Programme Director:		
Charges:		
a. Man Hour ¹ : \$780 per hour (minimum charge is \$780) b. Cost of paper per sheet: \$0.41		
For Official Use (to be completed by OES):		Company Code:
No. of Sheets Used:	Man Hour(s):	Cost Centre:
		Account Code:

¹ inclusive of labour, equipment & equipment maintenance costs