



MULTIPLE CHOICE QUESTIONNAIRES TO BE PRODUCED BY RANZCOG

Organisations holding meetings/workshops which have been approved for PR&CRM points for the use of pre and post multiple choice questionnaires (MCQs) may elect to have their MCQs designed, printed and analysed by RANZCOG. Many organisations find this is an efficient way to produce and administer MCQs in association with their meeting/workshop.

MCQs are produced in the following way:

1. The meeting/workshop organiser makes a successful application for meeting/workshop accreditation including submission of the pre and post MCQ content.
2. RANZCOG designs a scannable hard copy form of the pre and post MCQs using the provided content.
3. RANZCOG prints copies of the MCQs for the expected number of participants at the meeting/workshop.
4. The printed MCQs are posted to the organiser of the meeting/workshop for distribution.
5. MCQs are completed by participants in conjunction with the meeting/workshop, and are then returned to the organiser.
6. The organiser returns all completed MCQs together in a single batch to RANZCOG.
7. RANZCOG scans and tabulates participants' results.
8. A spreadsheet of participant names and results are returned to the organiser.
9. The organiser provides the individual with their results and a certificate of attendance.
10. The hard copy MCQs are retained by RANZCOG for six months should any results be queried. After this time the hard copies are destroyed or can be returned to the organiser by request.

Multiple Choice Questionnaire production costs

Less than 100 participants	100-199 participants	200-299 participants	300-399 participants
AUD\$330 (inc GST)	AUD\$440 (inc GST)	AUD\$550 (inc GST)	AUD\$770 (inc GST)

Please note:

- RANZCOG will not write and is not responsible for the accuracy or content of MCQs.
- Applications for accreditation including MCQs must be submitted no later than 6 weeks prior to the meeting/workshop. Production of MCQs for applications received after this time will not be guaranteed.
- RANZCOG will not distribute MCQs to individual participants.
- Applications for 400 or more participants will be costed on a case by case basis.
- These costs include standard postage throughout Australia and New Zealand. Courier or premium postage can be arranged for an additional fee.
- These costs are correct at the time of publication but are subject to change.

Application for Multiple Choice Questionnaire production

(to be submitted in conjunction with or following an Application for Meeting / Workshop Accreditation)

1. Meeting title:			
2. Date(s):	From:	To:	
	Recurring: <input type="checkbox"/> (please attach a list of proposed dates and locations)		
3. Anticipated number of participants			
4. Organiser			
5. Organiser name			
6. Contact address			
7. Contact phone:			
8. Contact fax:			
9. Contact email:			

Multiple Choice Questionnaire production costs

(please tick which category your meeting/workshop falls into)

Less than 100 participants	100-199 participants	200-299 participants	300-399 participants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUD\$330 (inc GST)	AUD\$440 (inc GST)	AUD\$550 (inc GST)	AUD\$770 (inc GST)

Method of Payment

(This document becomes a tax invoice for GST when payment is received ABN 34 100 268 969)

CHEQUE	<input type="checkbox"/> Please find enclosed a cheque for the amount ticked above. (Please make cheques payable to RANZCOG)
INVOICE	<input type="checkbox"/> Please invoice me for the amount ticked above. My purchase order number is _____ Your invoice will be sent to your contact details above.
CREDIT CARD	<input type="checkbox"/> Please charge my credit card: Card type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard Name on Card: _____ Card Expiry: _____ / _____ Card number: _____ Amount paid: \$AUD_____ inc. GST Signature: _____

Please return this completed application form as early as possible to:

Continuing Professional Development OR Fax +61 3 9415 9306
 254 - 260 Albert Street
 East Melbourne VIC 3002
 AUSTRALIA

If you require assistance or further information regarding the MCQ production process, please contact:

Ms Kate Lawrey
 Fellowship Services Co-ordinator
 (t) +61 3 9412 2971
 (e) klawrey@ranzcog.edu.au