

Instructions for Scanning Multiple Choice Exams

*Last Update: November 2007
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This manual is designed to provide instructors with basic information for scanning their exams.

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Using the Multiple Choice Exam Form in Class

Note: using ink may be better than pencil as students often have the wrong kind of pencils!

Have students fill in the Student I.D., First Name, and Last Name information both using the appropriate radio buttons and by writing in the correct letters and numbers on the lines provided next to the radio buttons.

Part 1 – Getting Ready

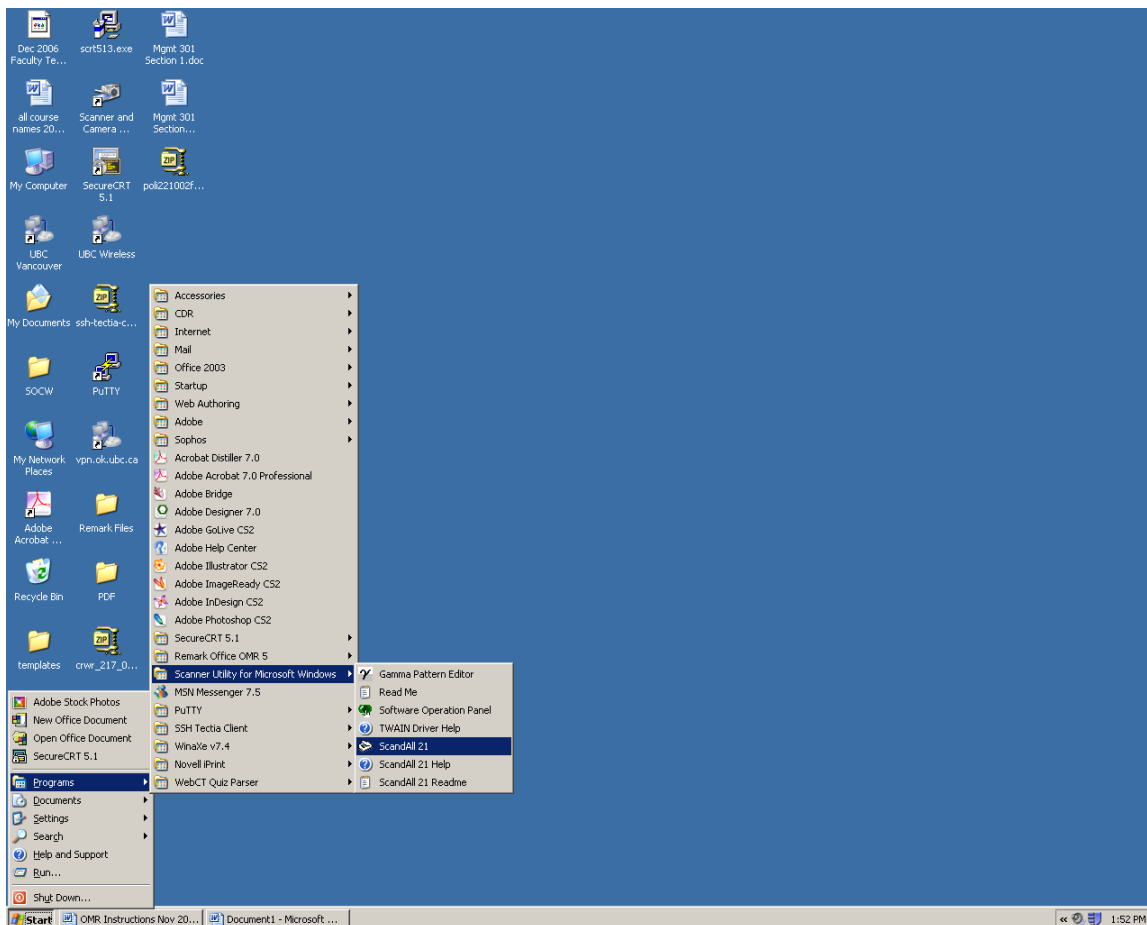
Collect all answer sheets, ***placing your answer key on top.***

Ensure all pages are aligned – must have I.D. section at the top.

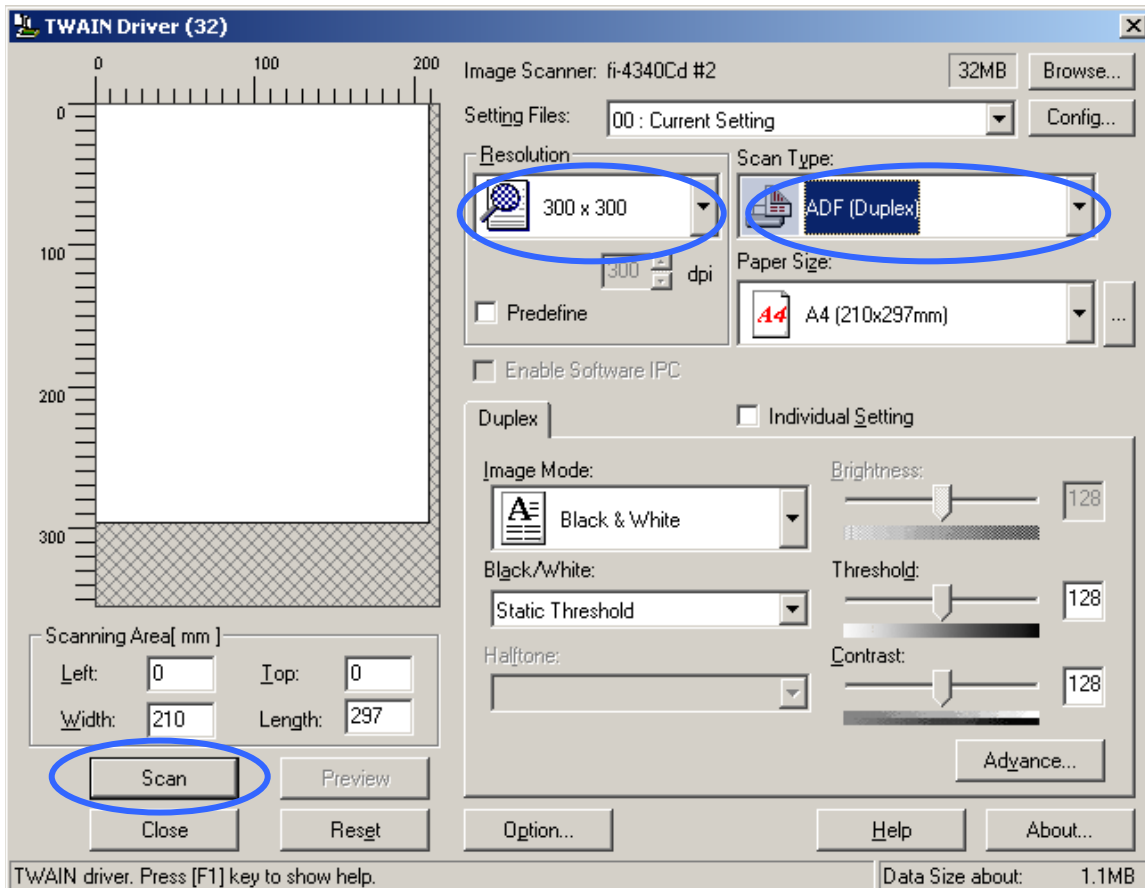
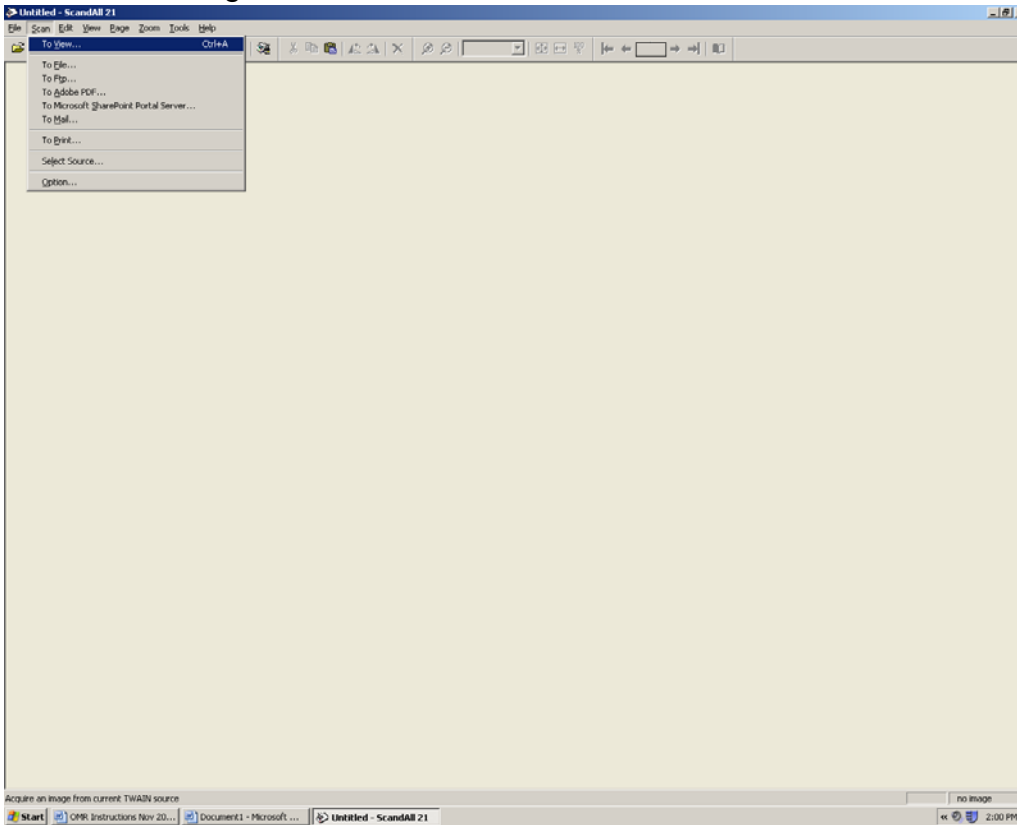
Lay face down on scanner with the I.D. section going in first.

Part 2 - Scanning

To scan sheets: go to Choose Start > Programs > Scanner Utility for Windows > ScanAll21

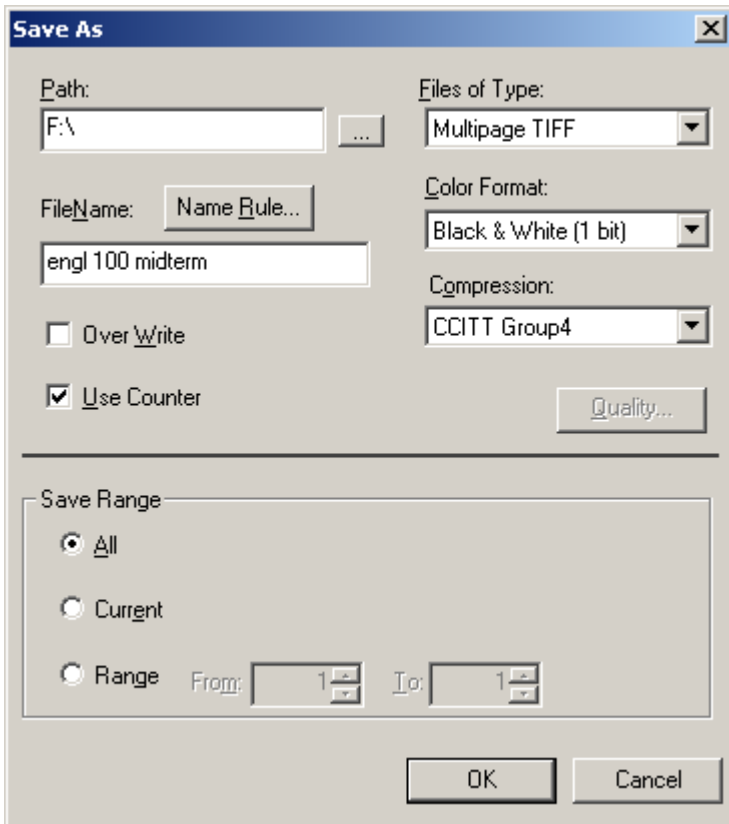


In new window go to Scan> Choose To View



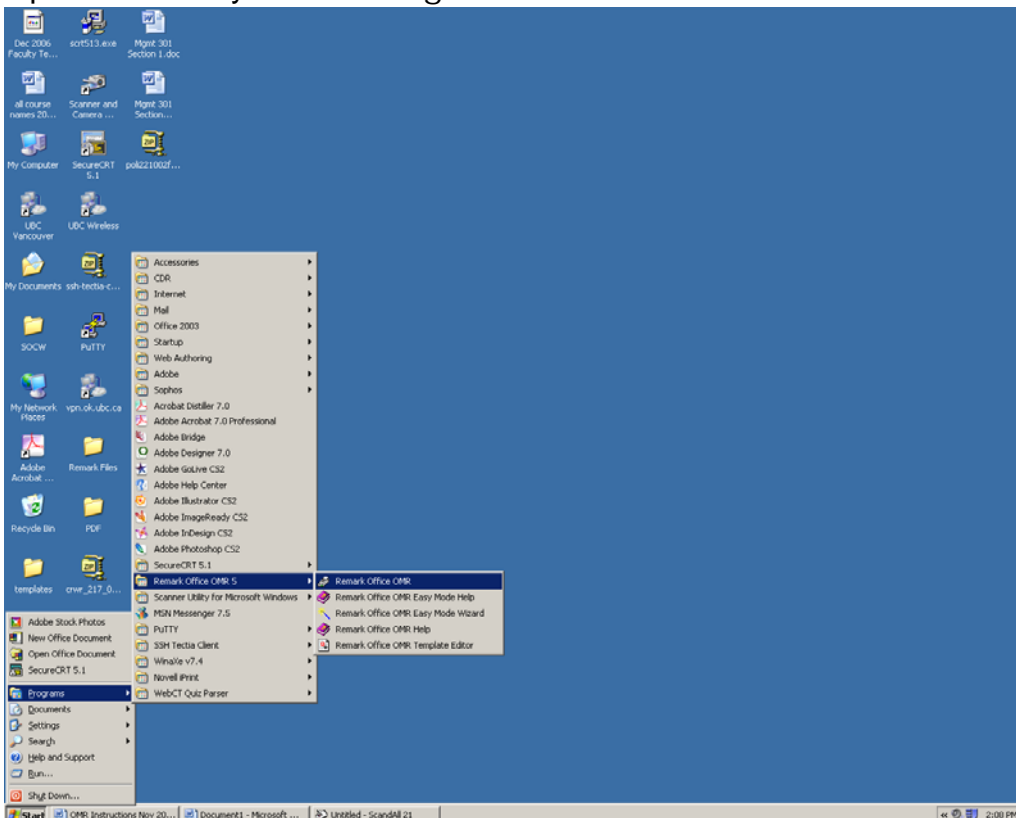
Click **Scan**

Once the scanning is complete save the file on your F: drive
File> Save As Save TIFF file-

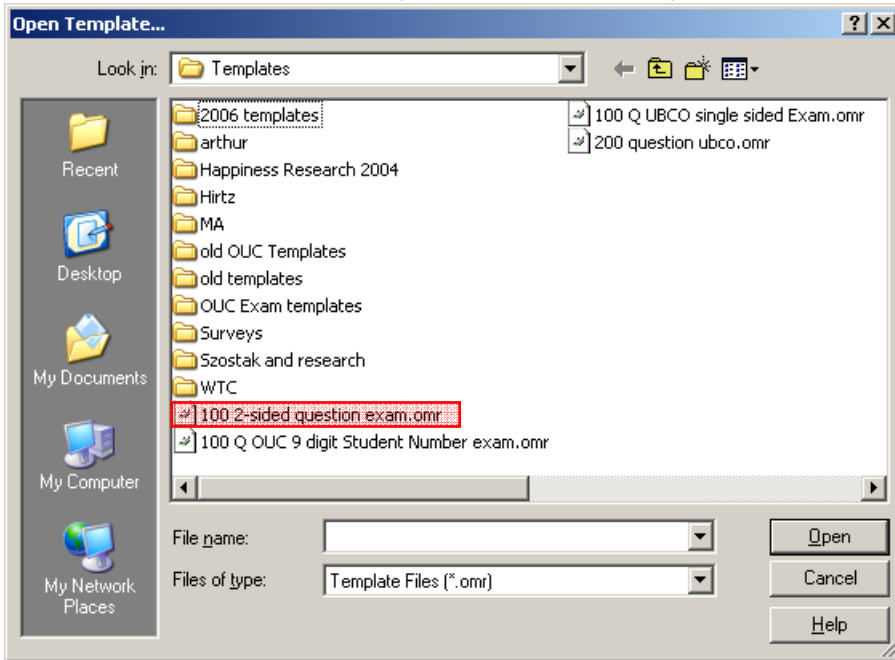


Press OK and close the TIFF file

Open Remark by Start>Programs>Remark Office> Remark Office OMR



Then under File, choose Open, choose Template. Click on the 100question 2 sided exam

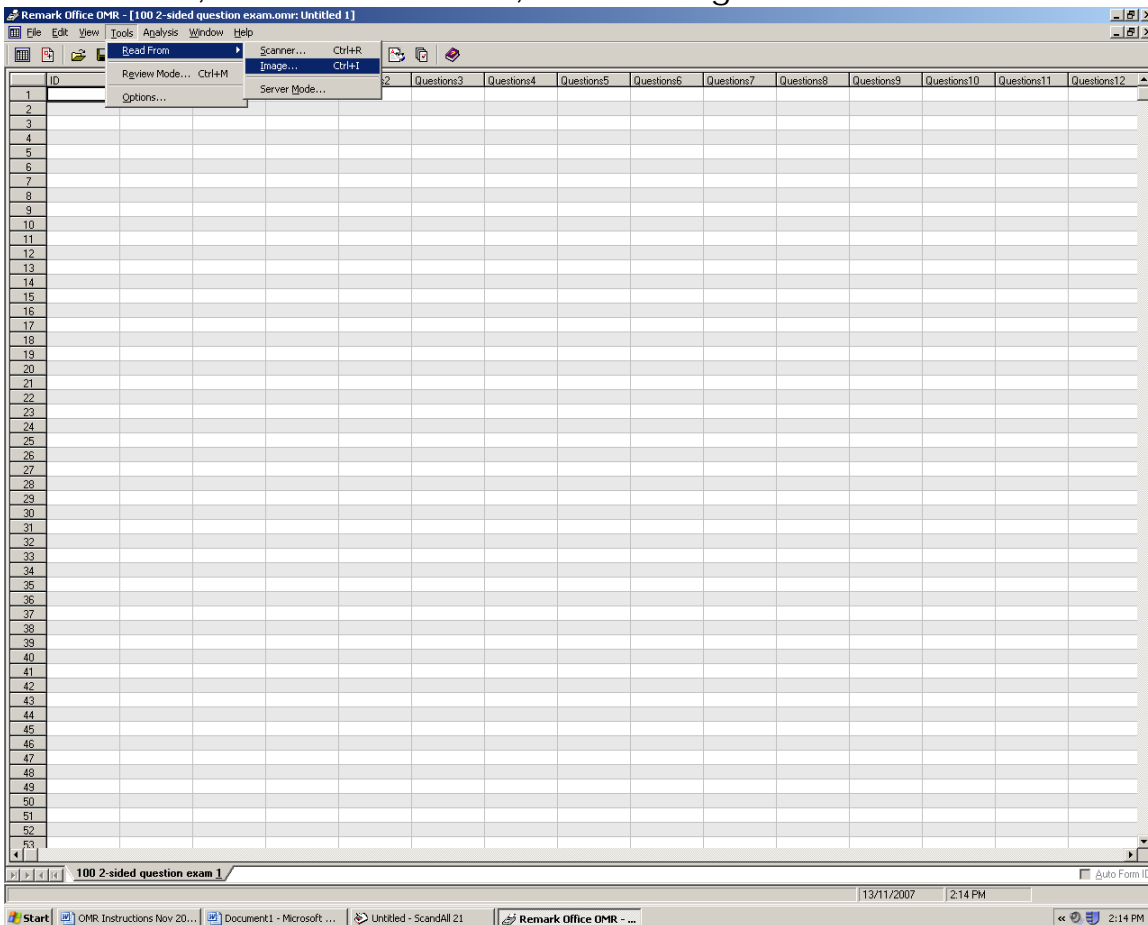


Your chosen template will appear on the screen.

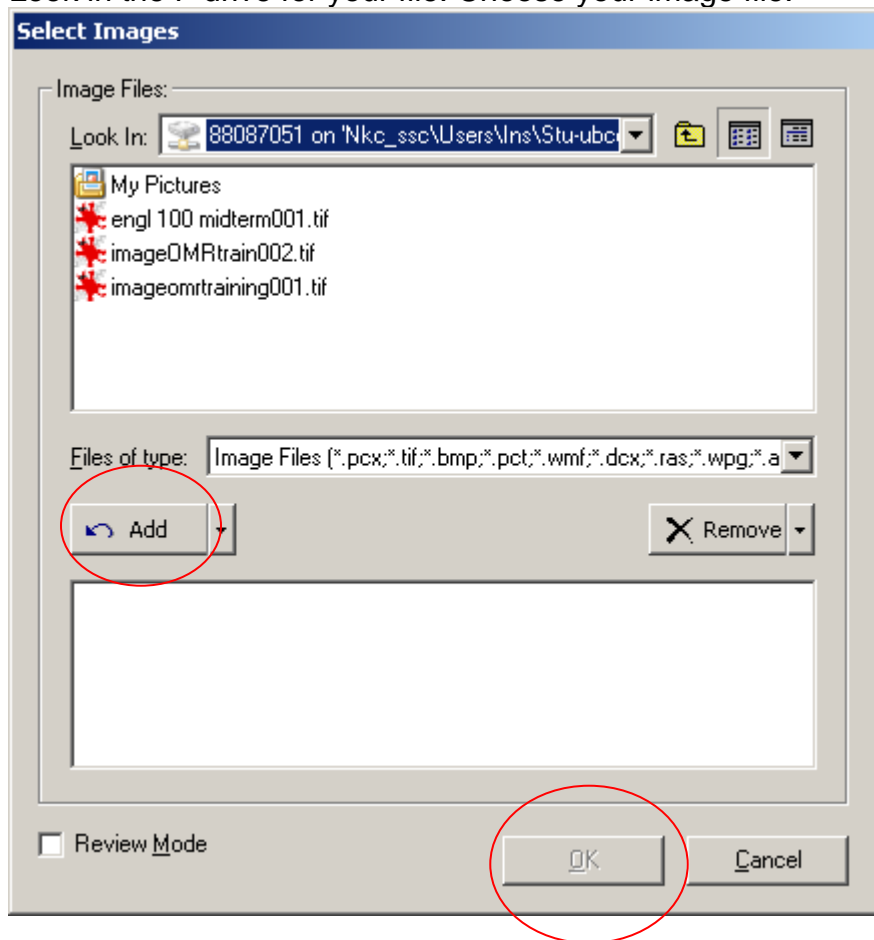
NOTE: DO NOT ALTER AN EXISTING TEMPLATE!

With your template:

Under Tools, choose Read From, choose Image



Look in the F drive for your file. Choose your image file.



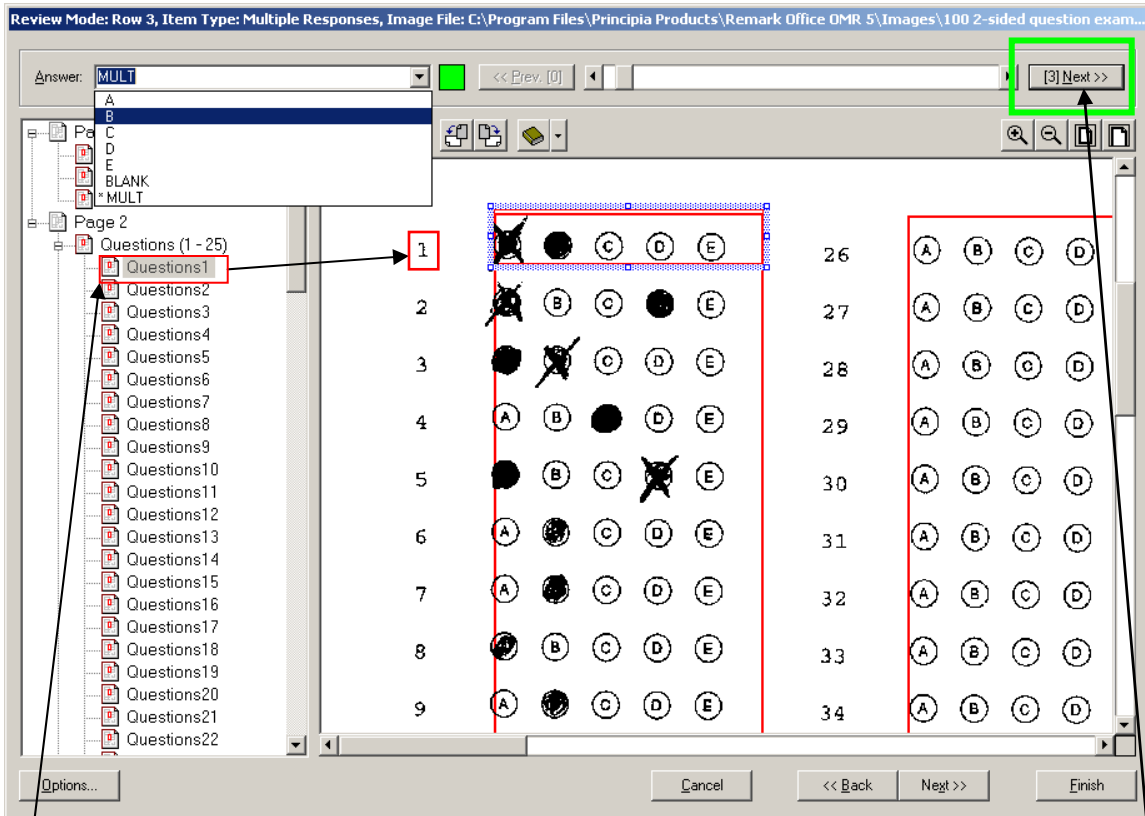
Click Add and then OK

Part 3- Reviewing the Exams

1. Check the student names and numbers 1st. To enter missing information double click on the cell, now you can view this information in the image window that will appear. Click in the cell to enter the information Note that you cannot type in the lower case "s" on student numbers (this can be done later in Excel) for uploading to WebCT.
2. Select only the questions
3. Under Tools, choose Review Mode

To correct errors:

Remark software will stop at errors and allow you to select the correct response from the drop down menu.



NOTE: When done, hit Next on the *top right hand corner of the screen*. If there are no other corrections on that exam sheet, the Next button will be ghosted.

Therefore, choose the Next button at the *bottom of the screen*. This will bring you to the next student's exam sheet.

Follow the same procedure for all your exam sheets.

Very Important for accurate grading: ensure that you are marking the correct answer by checking that the question number matches the question you are reviewing!

Note: Each exam is listed as a row; ie: row 1 is the answer key, row 2 is the first exam, row 3 in the second exam... and so forth.

When this procedure is complete both "Next" buttons will be ghosted, choose **Finish**. You will now be returned to your spreadsheet.

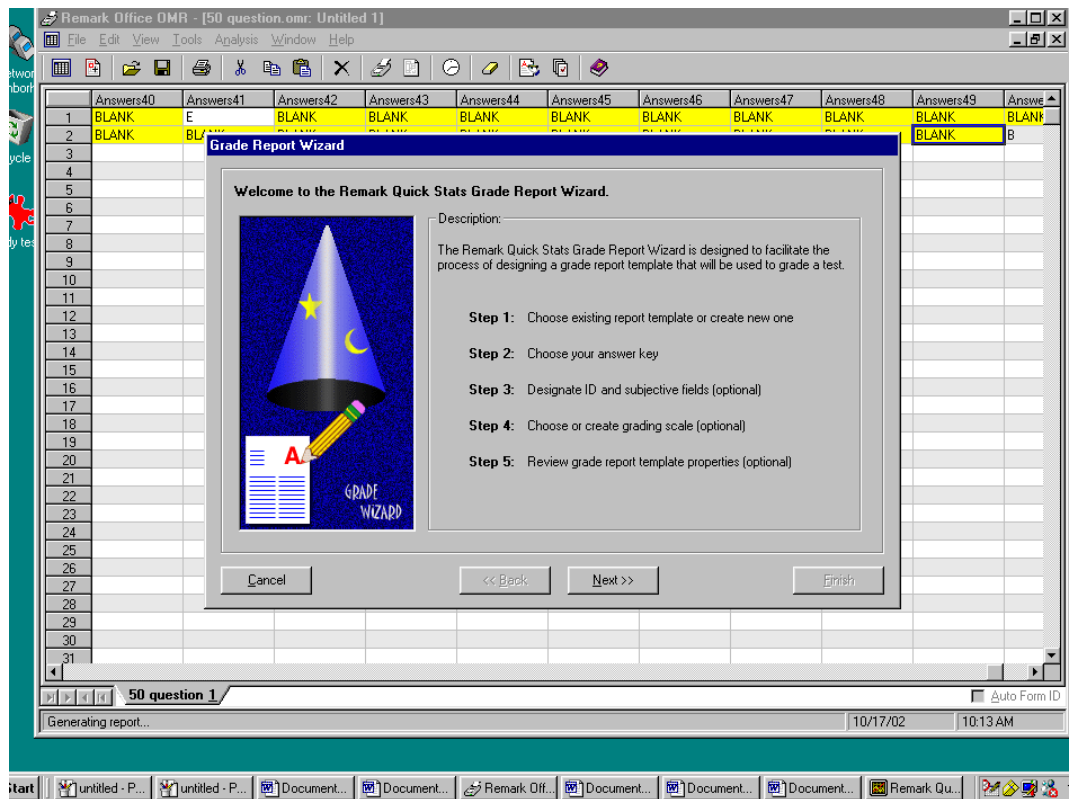
Note: If you think you may have missed any changes, you still have a chance to make changes. You may click in any cell and a drop down arrow will appear in that cell. Make your change.

Do not close window.

Save your data by going to File>Save Data As...
Name and save data file with corrections on your **F drive**

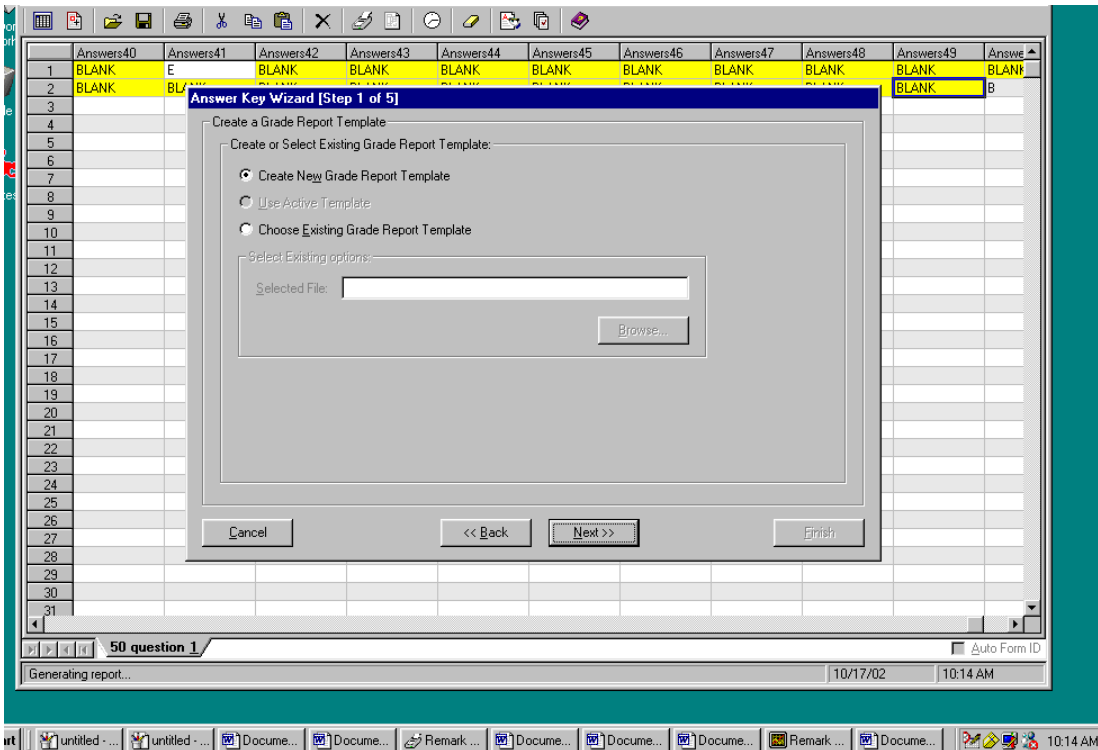
The next step is preparing your reports.

For reports: Under Analysis, choose **Grade**, choose Wizard. You will see the following screen:



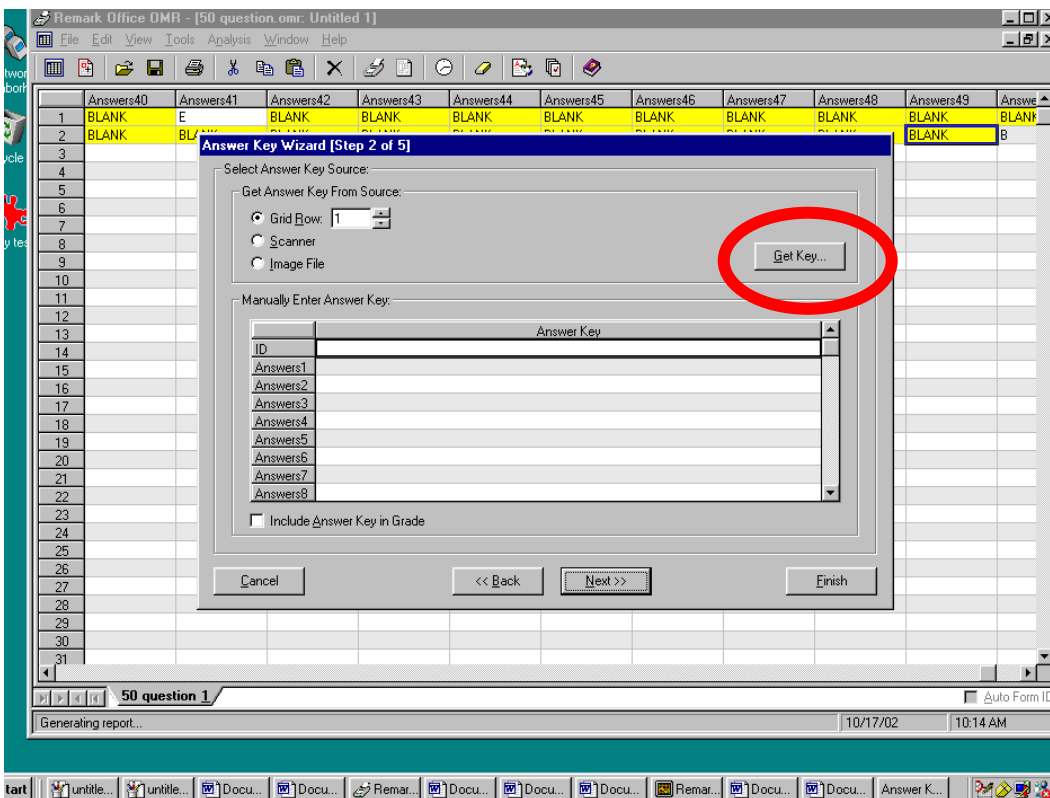
Choose Next.

The next screen that will appear will be called Answer Key Wizard (Step 1 of 5).



Choose Next

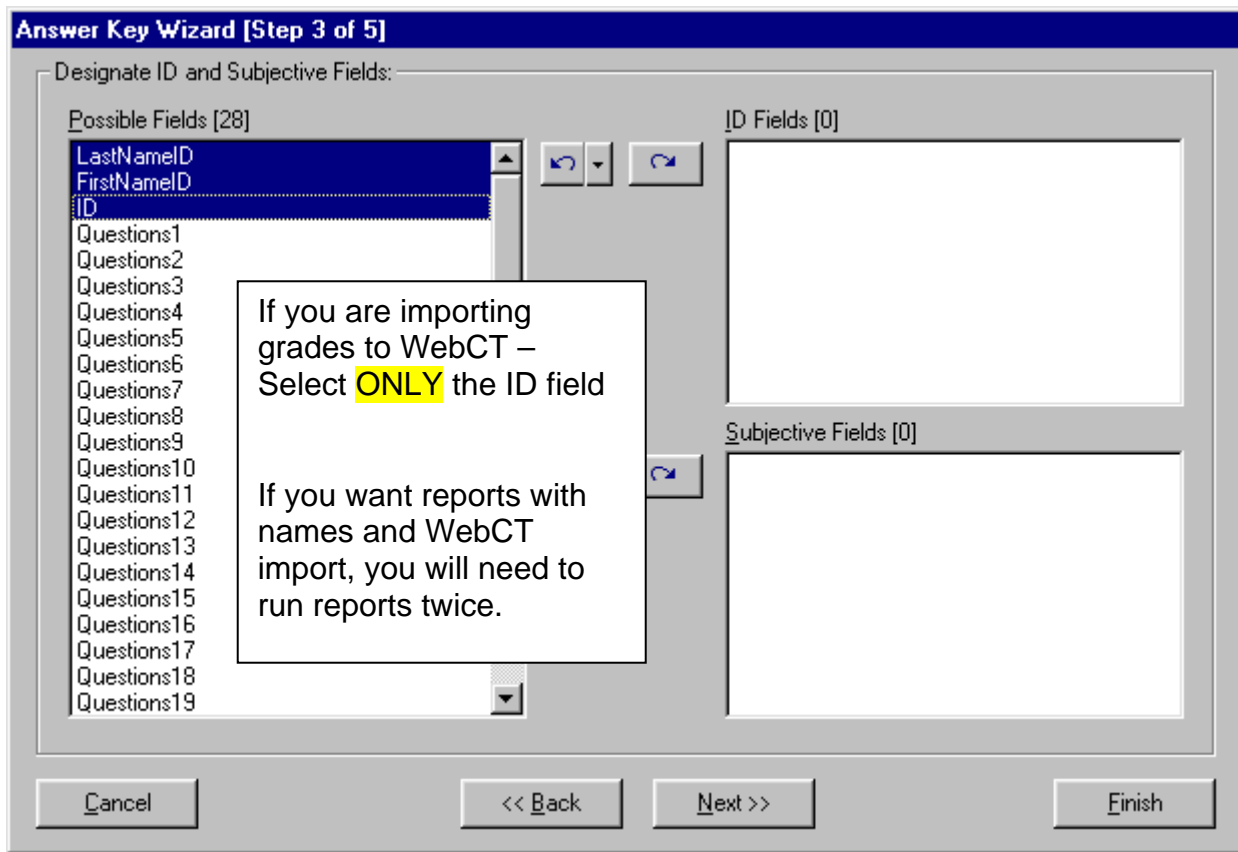
The next screen that will appear will be the Answer Key Wizard (Step 2 of 5).



Choose Get Key located on the right hand side.

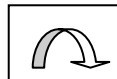
Choose Next.

The next screen will be Answer Key Wizard (Step 3 of 5).



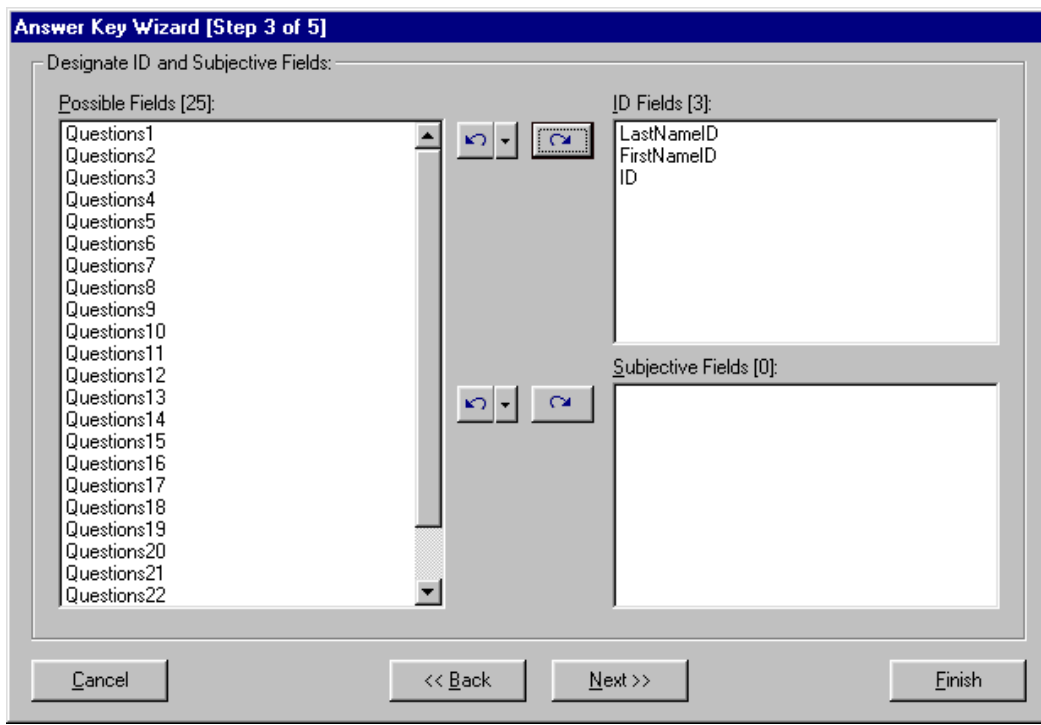
On the left-hand side of this box, choose “LastNameID”, “FirstName ID”, & “ID”– it is the first three items in the list.

Click on the box in the centre with the arrow:



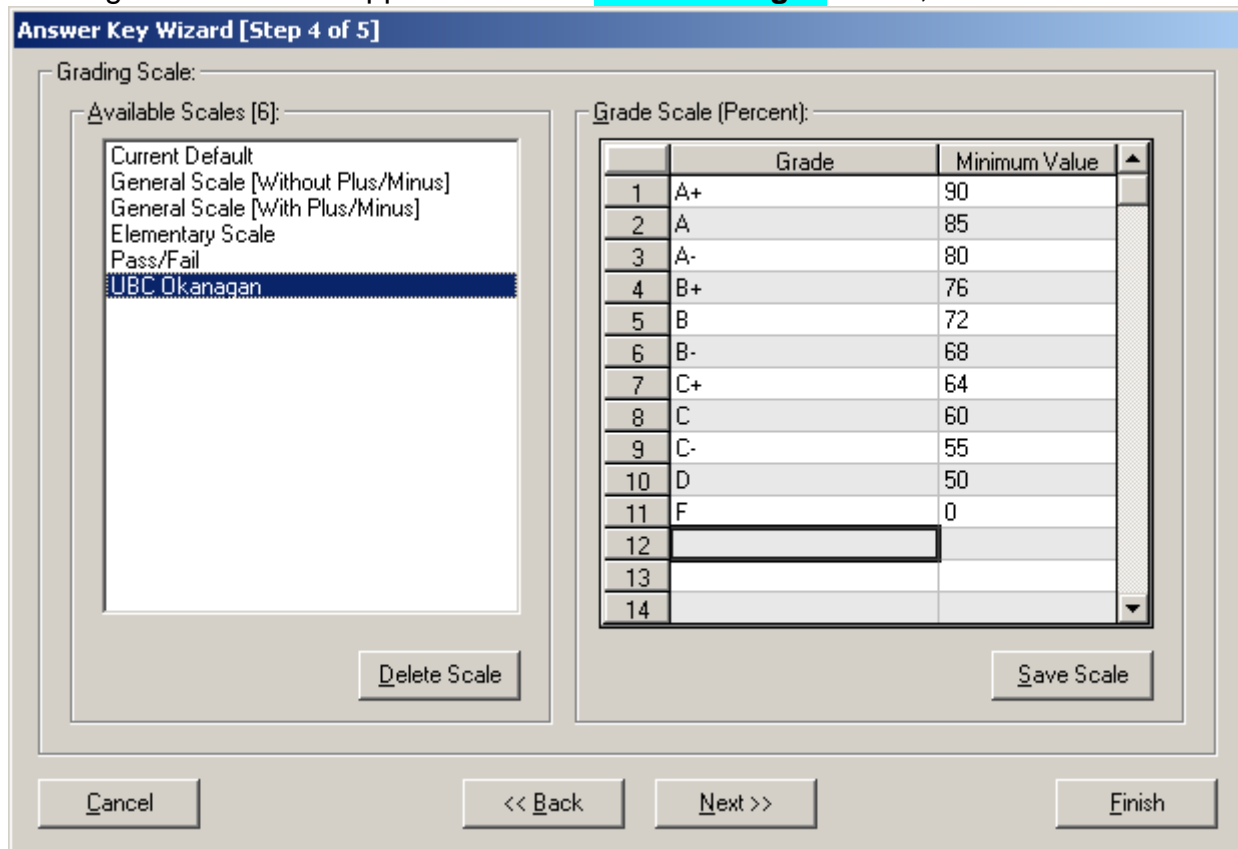
You will notice the ID will now be in the box on the right hand side as shown in the picture above.

NOTE: if exporting the grades to WebCT only choose ID field



Choose Next.

Grading scale chart will appear –Choose **UBC Okanagan** Next,



Part 4 – (Step 5 of 5)

You can change answers or take out specific questions in this view.

Choose which questions you would like Remark to “skip” (not mark) by clicking on the “Yes” beside the question and using the dropdown menu **choose** “No”

Answer Key Wizard [Step 5 of 5]

Grade Report Template Review:

	Answer Key	Grade	Subtest	ID	Subj	Corr Pts	Incorr Pts	No Resp
LastNameID		No		Yes	No	1	0	0
FirstNameID		No		Yes	No	1	0	0
ID	BLANK	No		Yes	No	1	0	0
Questions1	A	Yes		No	No	1	0	0
Questions2	B	Yes		No	No	1	0	0
Questions3	A	Yes		No	No	1	0	0
Questions4	C	Yes		No	No	1	0	0
Questions5	B	Yes		No	No	1	0	0
Questions6	B	Yes		No	No	1	0	0
Questions7	A	Yes		No	No	1	0	0
Questions8	D	No		No	No	1	0	0
Questions9	B	Yes		No	No	1	0	0
Questions10	C	Yes		No	No	1	0	0
Questions11	C	Yes		No	No	1	0	0
Questions12	C	Yes		No	No	1	0	0
Questions13	D	Yes		No	No	1	0	0
Questions14	C	Yes		No	No	1	0	0
Questions15	C	No		No	No	1	0	0

Cancel << Back Next >> Finish

In this above example question 8 will not be marked and question 13 is about to be changed to “No”.

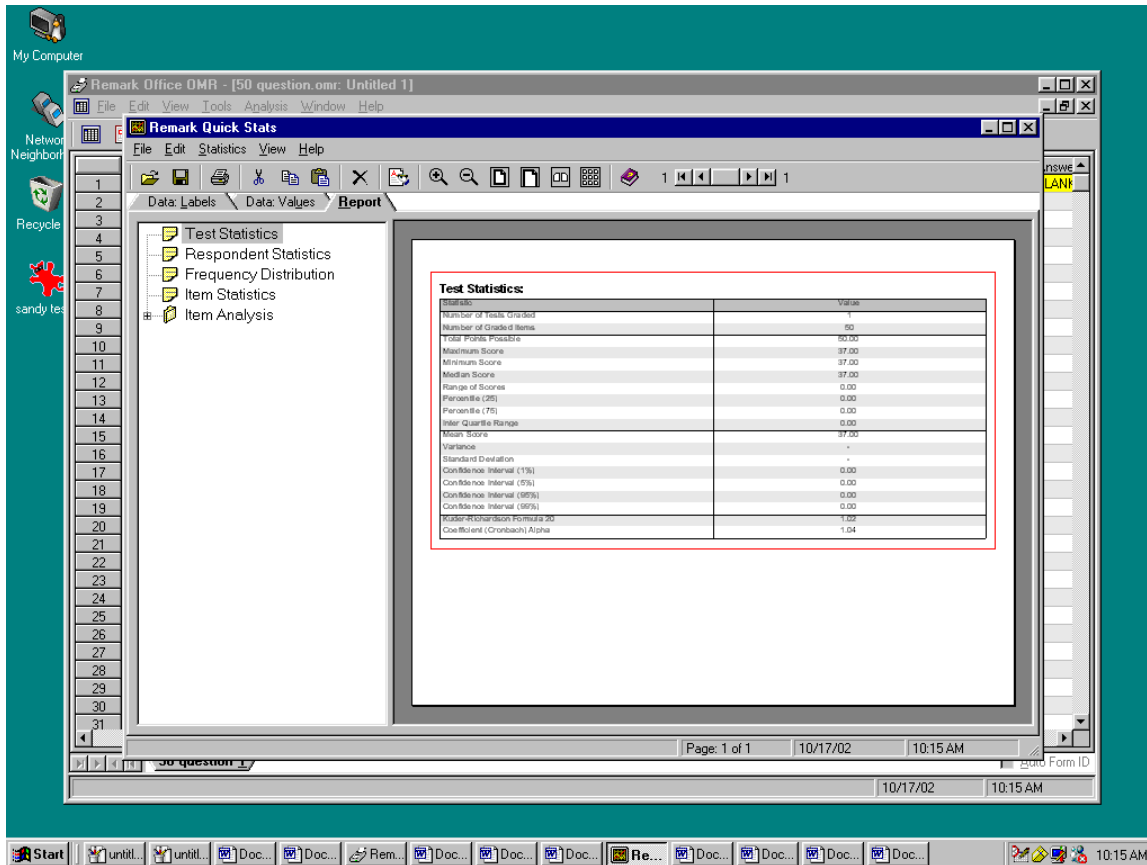
If you need to change the answer key, you can do it by clicking on the answer next to the question. You can select a different answer or multiple answers. (Ensure that students need to choose only 1).

Click Finish when done.

A question will appear: “Would you like to save the current Grade Report Template before continuing?” Answer **NO**.

Note: You can also change the correct response by clicking on the answer key letter.

The following screen will now appear.



If you choose to print reports, just hit the printer icon.

NOTE: If you are a TA or student you will not be able to print to the printer unless you use pay for print.

TO SAVE REPORTS: Go to: File > Export > PDF > Choose All Sections or Current Section only. Change save location to "My Documents" to save reports on your F drive.

NOTE: You may also email reports using an external email account.

Faculty web access: <http://www.exchange.ok.ubc.ca/exchange>

*DO NOT click through the printing process too quickly as Remark will crash and you will have to start over!

Proceed to select and print any reports necessary for you.

When done, close your program. You're finished! No need to save anything.