
Remark Office

Multiple Answer Sheet Scan

Quick User Guide

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Prepare digital scan copy before using Remark Office

Prerequisite:

Before making digital scan copy, you have to check through all answer sheet to make sure all student number block has been filled before scan.

1. Click the start button of the scanner

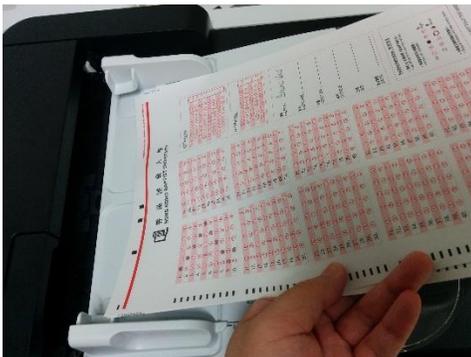


2. Open the Scanning Software by double Click "HP Scan" the desktop

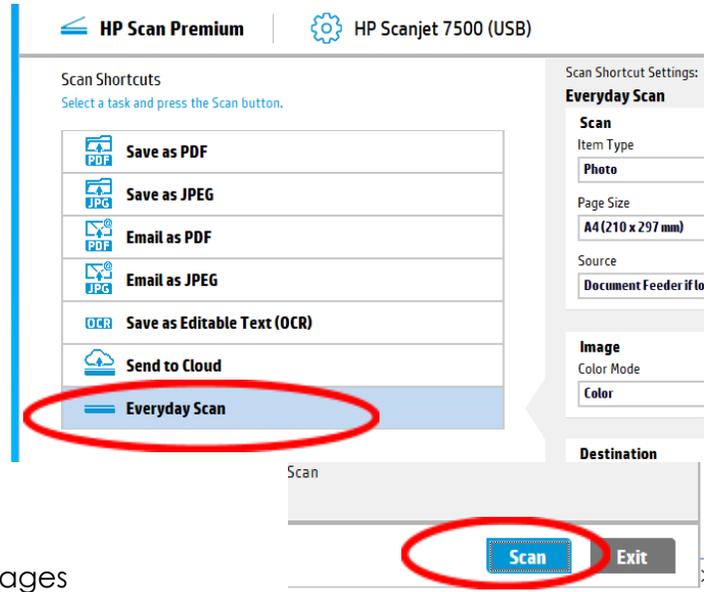


icon on

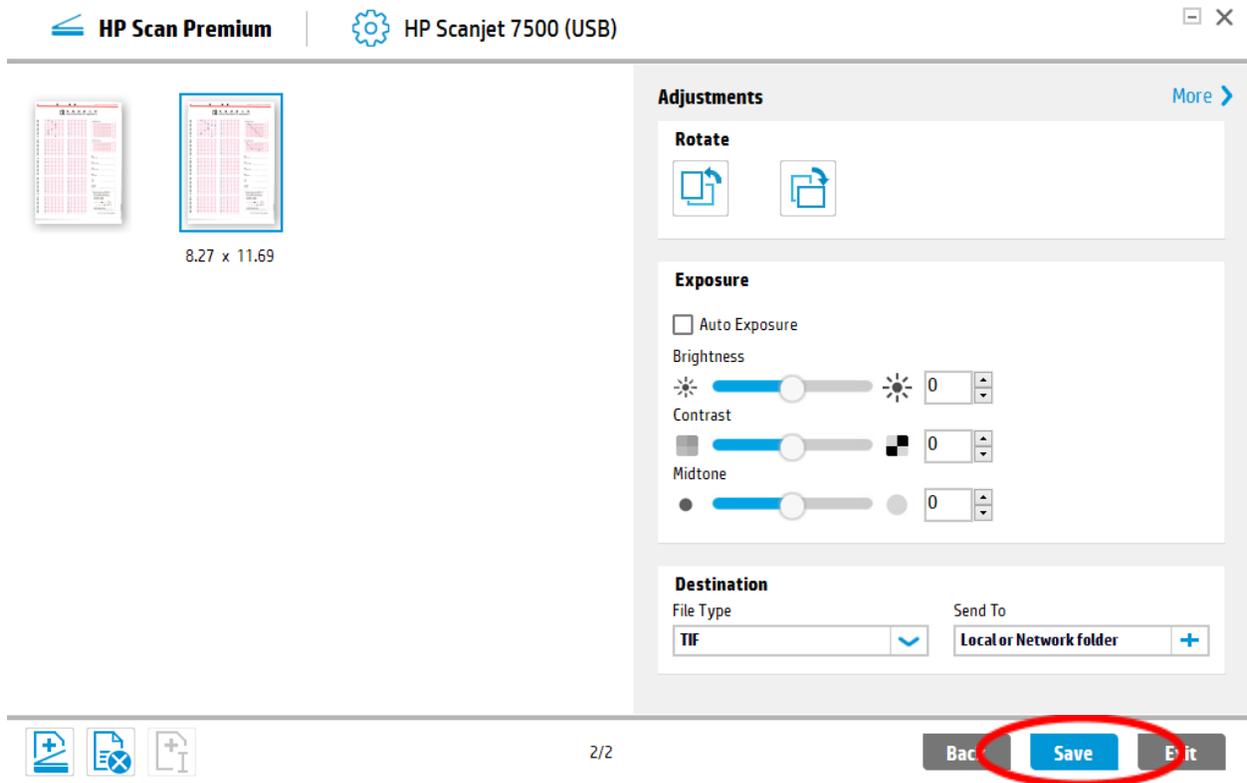
3. Then feed in the multiple answer sheet to the feeder of scanner (ANSWER KEY ON TOP)



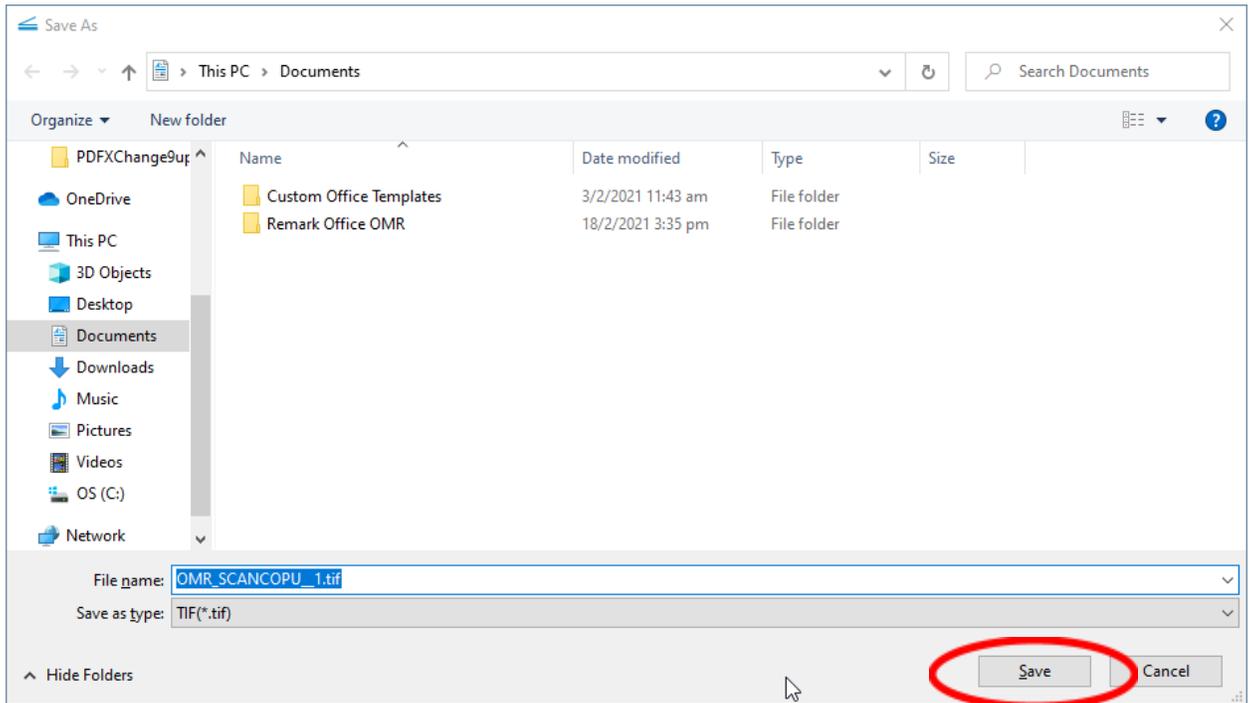
4. Select "Everyday Scan"
Then click "Scan"



5. Click "Save" to save the scanned pages



6. The scanned copy will save at C:\Users\user\Documents



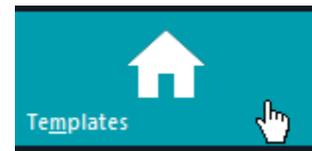
The shortcut icon , which you may find on the desktop to access your scanned copy.

Modify answer sheet template with Remark Office

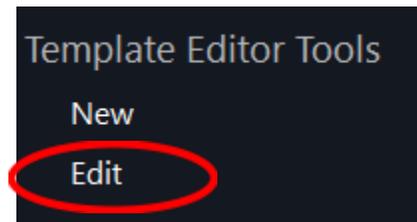
1. Click the answer sheet template on Desktop
"busample02.omr"



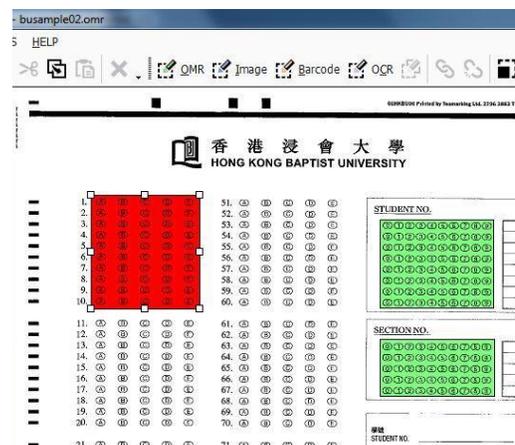
2. Click "TEMPLATES"



3. Click "Edit"

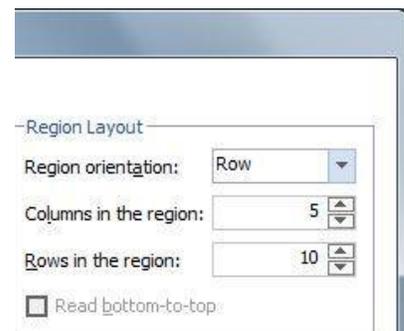


4. For this example, the exam only has 10 questions. Then you can select the rectangle to sink the range to 10 questions scope.



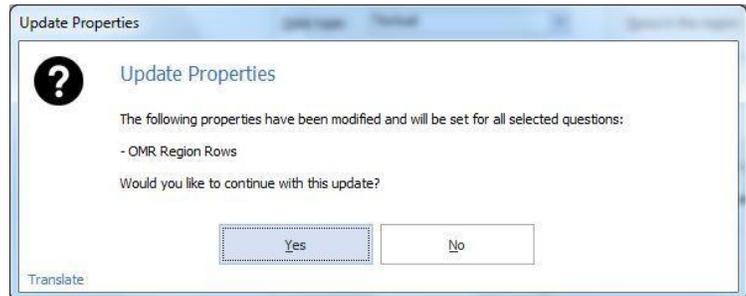
After modifying the rectangle scope, it will turn into red

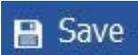
5. Double click the red rectangle, then it will prompt up an option table, on "Rows in the region:" selection, adjust the number of row (for this example is 10, so it was put on 10)



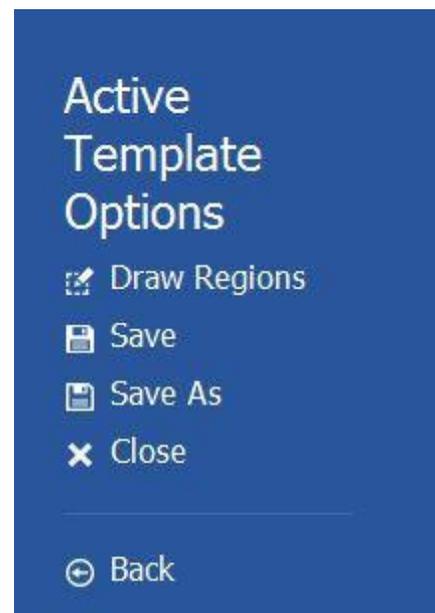
Click  to save the setting

6. Click "Yes" to confirm the update



7. Click  to save the template

Then close Remark Office software

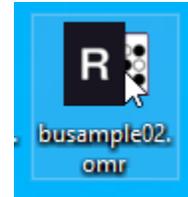


Import digital scan copy to Remark Office

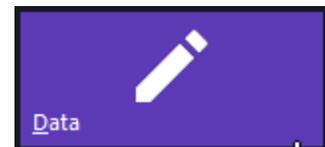
Prerequisite:

You should go through the last 2 chapters for making the digital scanned copy and your own modified answer sheet template

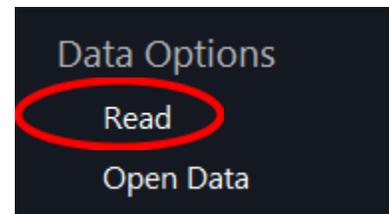
1. Open the modified answer sheet template on desktop
"busample02.omr"



2. Click "DATA"



3. Click "Read"



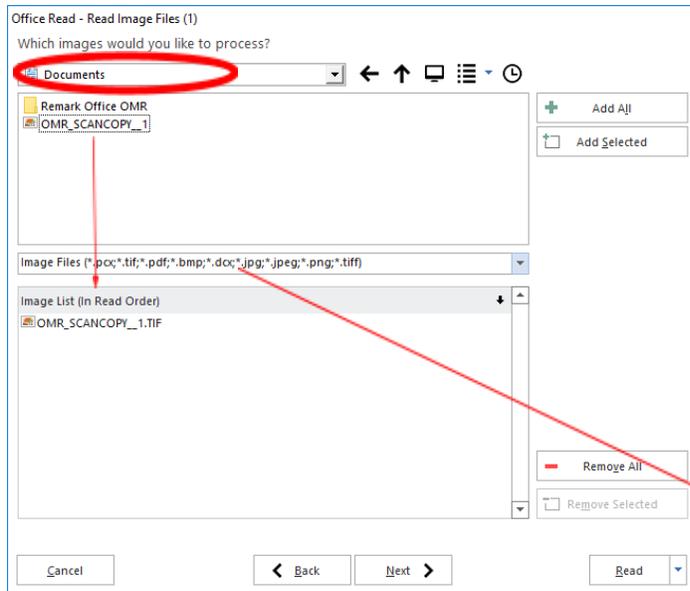
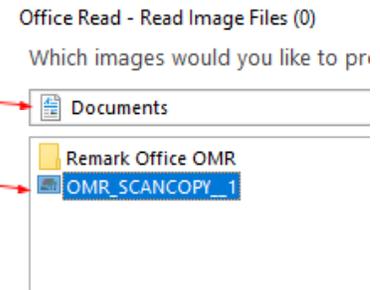
4. Then Click "Read Images"



- Click on the digital scanned copy location Under User > Documents

This example is OMR_SCANCOPU__1

Double Click the TIF file (this example: ITO_001 001.tif), then click "Read"



- The result will generate as shown on right capture.

The first row of answer is the answer key.

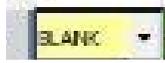
Question1	Question2	Question3	Question4	Question5	Question6	Question7	Question8	Question9	Question10	StudentID	SectionID
1	A	B	C	D	E	D	C	B	A	1	0
2	A	A	A	A	A	A	A	A	A	222222	07
3	B	B	B	B	B	B	B	B	B	11111111	7
4	BLANK	(A,C)	ERROR #316	B	B	B	B	B	B	33333333	

- On Student ID section, you can type the number in the field to correct the student number

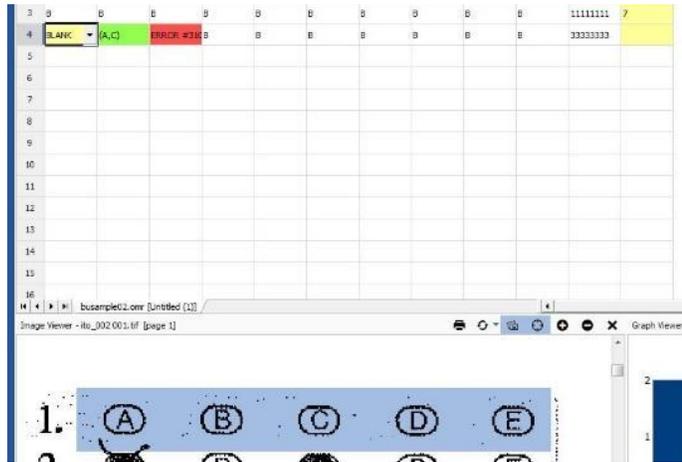
22222222 | 22222222

8. There are different condition will show on the result

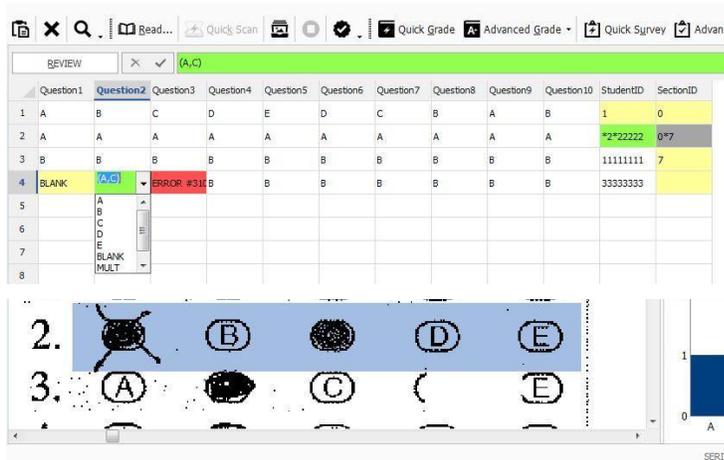
a. BLANK



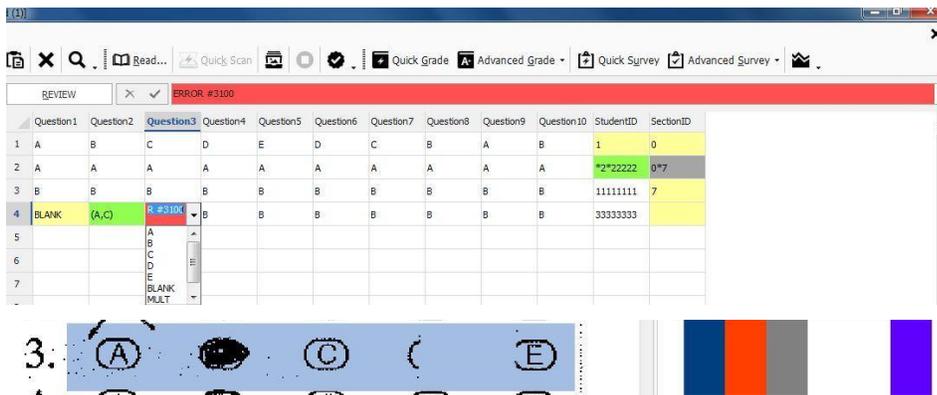
When you click on the individual answer, it will show the digital image of the corresponding question of answer on the below pane screen



b. Multiple answered



c. Answer bank was overwritten by correction tape



Condition B and C, you can click on the answer and select the answer which is preferable for the student respond. Below is the example



If you choose to leave those error and multiple answered unchanged. It will treat as wrong answer comparing with the answer key.

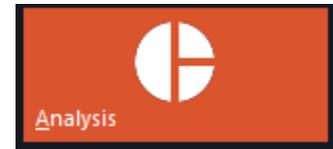
Quick grade and advanced grade for scanned result

Prerequisite:

You should go through on last 3 chapters or you import the saved scanned result into Remark Office.

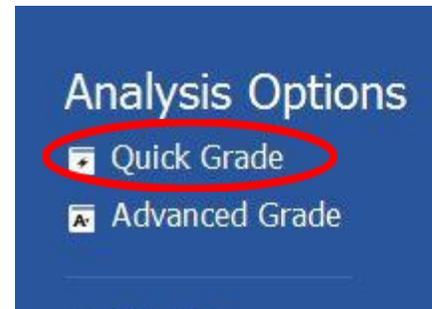
Quick Grade

1. Click "Analysis"

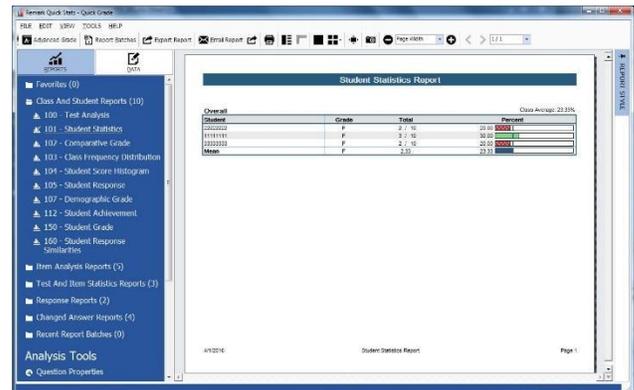


2. Click "Quick Grade"

(It will take few minutes to generate the report)



3. Until it finishes the report

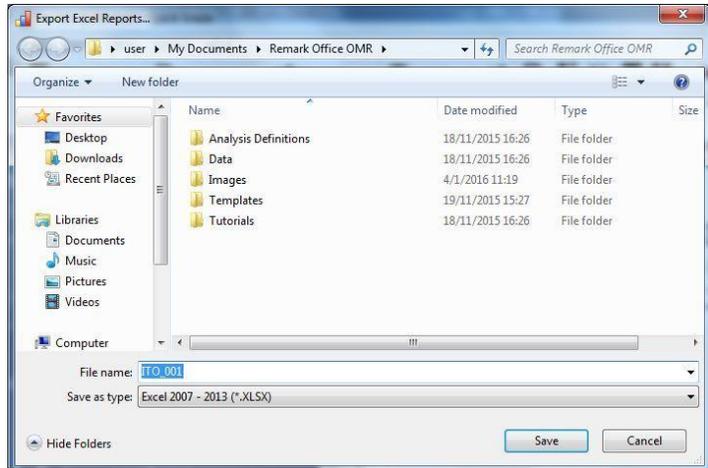


4. Then click "Export Excel"

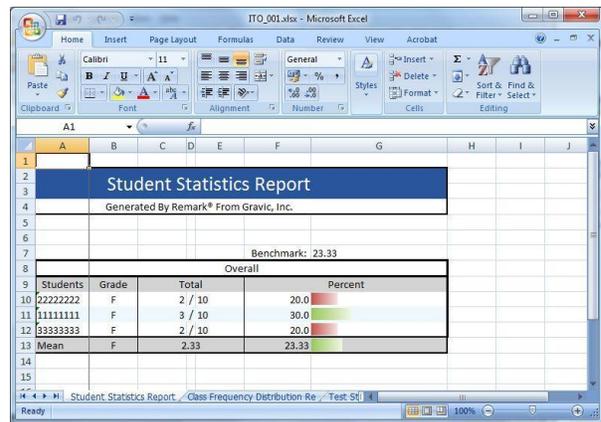


- customize the file name by yourself to save use an excel report

(The report default will save at C:\users\user\My Documents\Remark Office OMR)



- The report outlook



- You may also export the raw scanned result with the score by click "DATA" , then click "Export Textual Data And Grade Results"

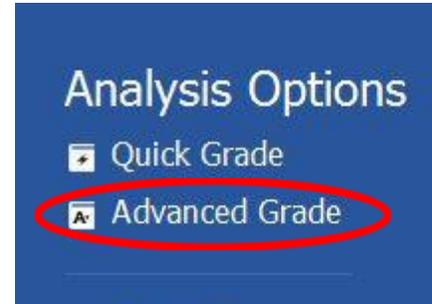


Advanced Grade

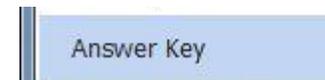
1. Click "Analysis"



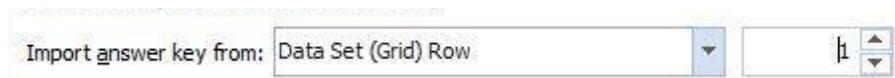
2. Click "Advanced Grade"



3. Click "Answer Key"



4. Select "Data Set (Grid) Row" and type "1" on the side box



5. Click "Import Key..."



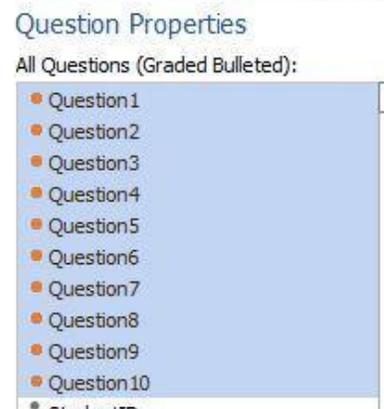
6. Then you will see the Answers have been filled

	Correct Answer
Question1	A
Question2	B
Question3	C
Question4	D
Question5	E
Question6	D
Question7	C
Question8	B
Question9	A
Question10	B
StudentID	

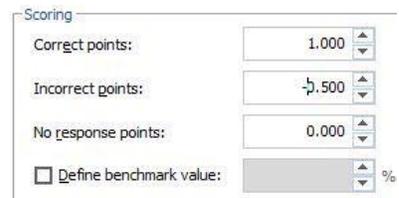
7. Click "Question Properties"



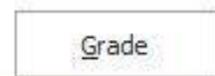
8. On Key Press on "Shift" key and then select all questions



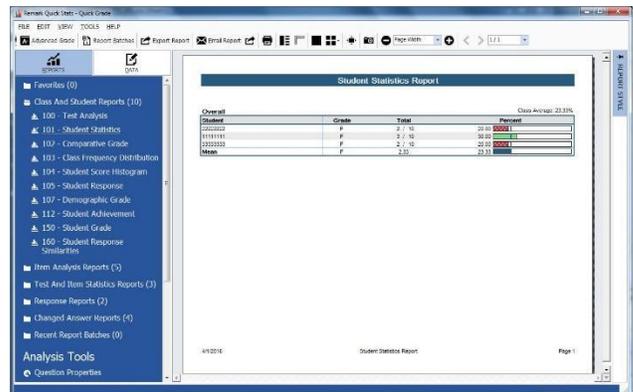
9. You can adjust the scoring for correct, incorrect and blank response of the answer.



10. Confirm the setup then click "Grade"
(It will take few minutes to generate the report)



11. Until it finishes the report

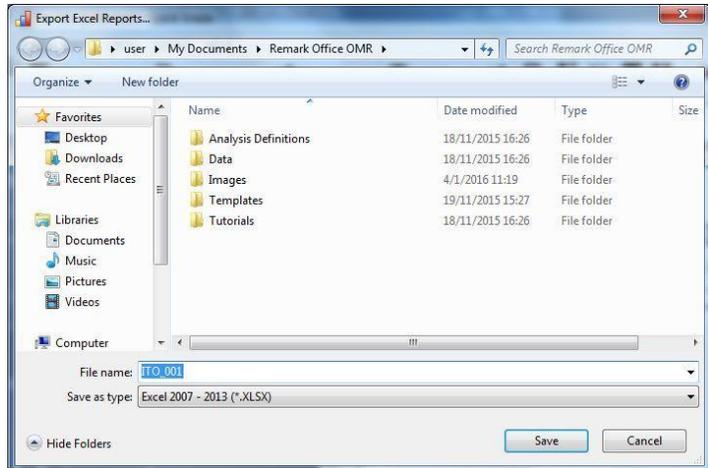


12. Then click "Export Excel"

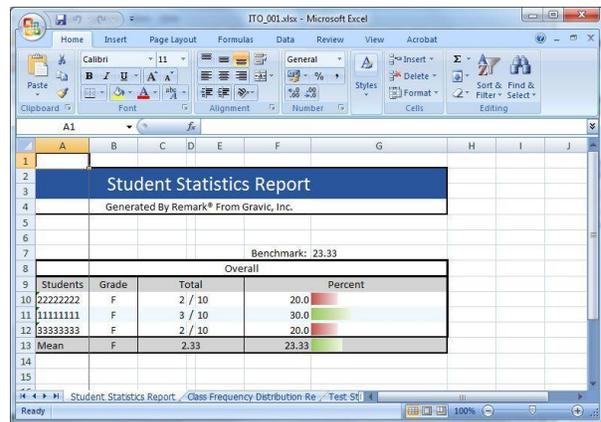


13. customize the file name by yourself to save use an excel report

(The report default will save at C:\users\user\My Documents\Remark Office OMR)



14. The report outlook



15. You may also export the raw scanned result with the score by click "DATA" , then click "Export Textual Data And Grade Results"

