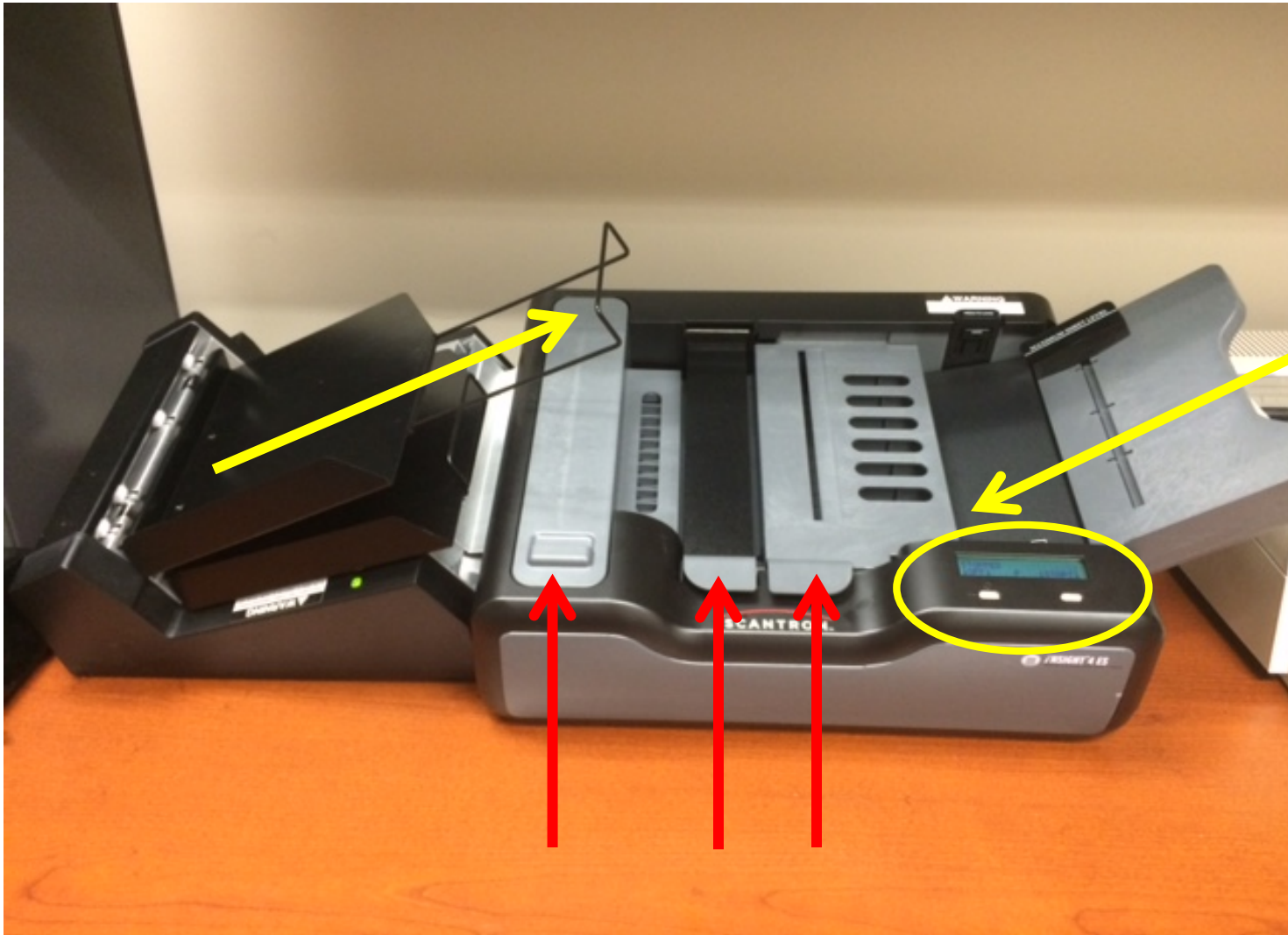


SCANTRON 4ES

School of Social Ecology



BEFORE YOU BEGIN...

- ◎ Make sure you have a USB drive
- ◎ Figure out how you want to enter your answer keys
 - A) Scan key *before* student scantrons
 - B) Scan key *with* student scantrons
 - C) Scan key *after* student scantrons
 - D) Enter key manually after scanning



If you have only one test version, I recommend A

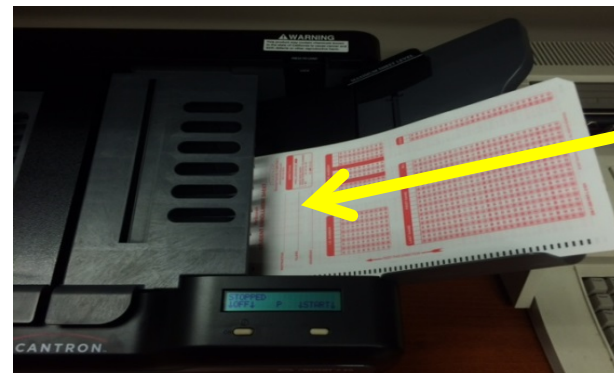
PREPARING MACHINE & FORMS

- Multiple versions can be scanned TOGETHER- no need to sort them!!! (as long as the “form” bubble is filled out on each form)

The image shows a ParScore TEST FORM. The form is white with red text and markings. At the top left, it says "ParScore® TEST FORM". Below that, there is a "DIRECTIONS" box with a pencil icon and the following instructions: "• MAKE DARK MARKS", "• ERASE COMPLETELY TO CHANGE", and "• EX. (A) (B) (C) (D) (E)". To the right of the directions are two columns of bubbles for "I.D. NUMBER" and "EXAM #". The "I.D. NUMBER" column has 10 rows of bubbles, and the "EXAM #" column has 10 rows of bubbles. A red circle is drawn around the "TEST FORM" bubble in the "EXAM #" column, which is the first bubble in the first row of that column. Below the bubbles, there are four columns of question stems, each starting with "1 (A) (B) (C) (D) (E)", "2 (A) (B) (C) (D) (E)", "3 (A) (B) (C) (D) (E)", "4 (A) (B) (C) (D) (E)", "5 (A) (B) (C) (D) (E)", "6 (A) (B) (C) (D) (E)", "7 (A) (B) (C) (D) (E)", "8 (A) (B) (C) (D) (E)", "9 (A) (B) (C) (D) (E)", "10 (A) (B) (C) (D) (E)", "11 (A) (B) (C) (D) (E)", "12 (A) (B) (C) (D) (E)", "13 (A) (B) (C) (D) (E)", "14 (A) (B) (C) (D) (E)", "15 (A) (B) (C) (D) (E)", "16 (A) (B) (C) (D) (E)", "17 (A) (B) (C) (D) (E)", "18 (A) (B) (C) (D) (E)", "19 (A) (B) (C) (D) (E)", "20 (A) (B) (C) (D) (E)".

PREPARING MACHINE & FORMS

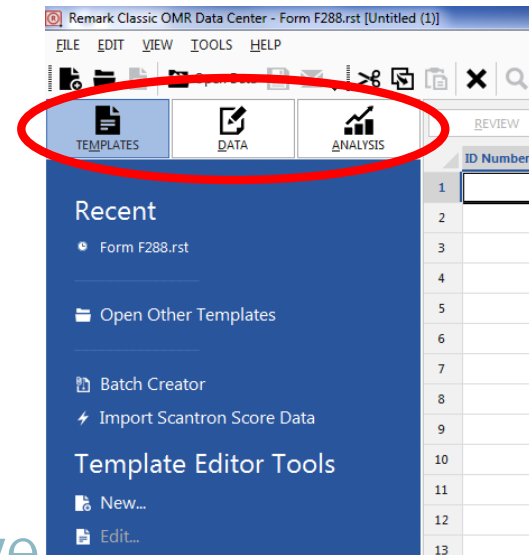
- Turn on display
- “press to load” and “lock” scantron tray
- Load scantrons (20-30 at a time) with front page facing up
- Push “press to load” again





SETTING UP THE PROGRAM

- Log in and select “Remark Classic OMR”
- Select Template “Form F288”

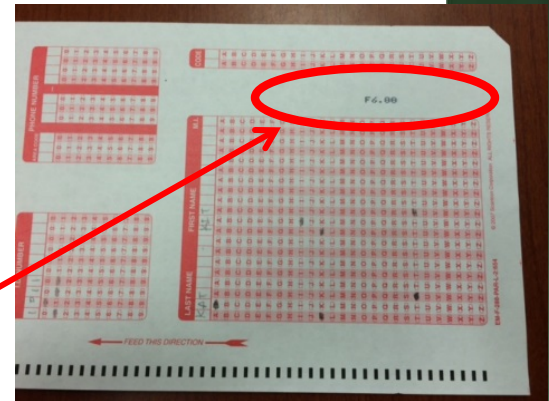


- Select either....

- A) “Quick Grade” - Good if you have just ONE answer key AND you are scanning it FIRST
 - After scanning, this option will bring you to the Remark Quick Stats (slide 12)
- B) “Read” - Good for any other case

SELECTING “READ”...

- The Classic Read box will appear



Classic Read

Which scanner would you like to use to collect your data?

Scanner Source
The scanner to use to process your forms.

INSIGHT 4 (Image)

Scanner Properties...

iNSIGHT 4 (Image) Options

The status of the scanner's hardware components.

Print on forms at position (mm):

Enable imaging

Print Options
Choose an item (or items) to print and/or add your own custom text.

Insert

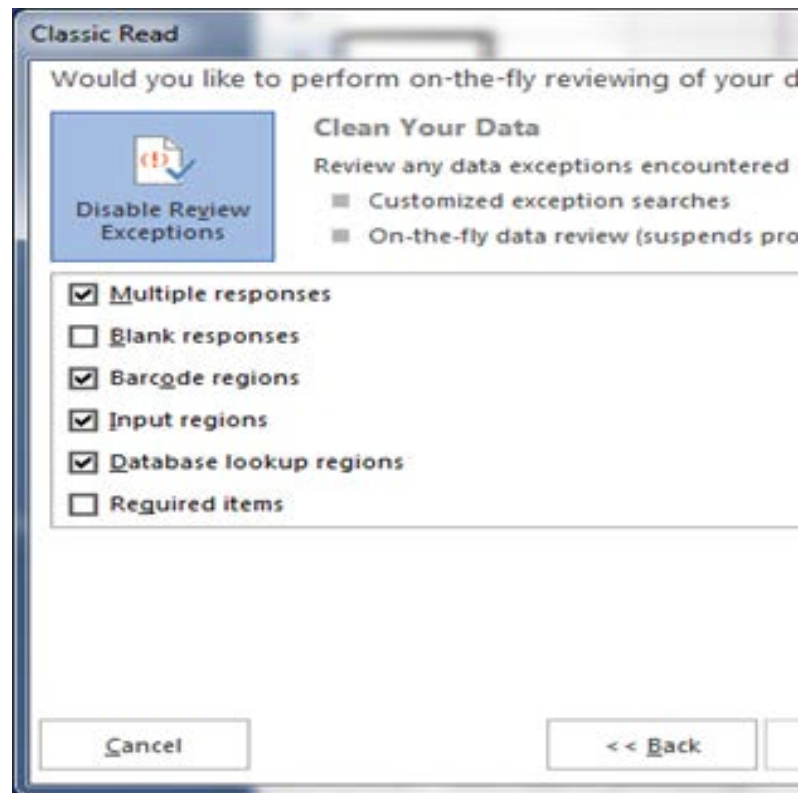
Scanner Printing is Activated

You should only choose print options if:

- You have ONE test version
- AND you are scanning it FIRST

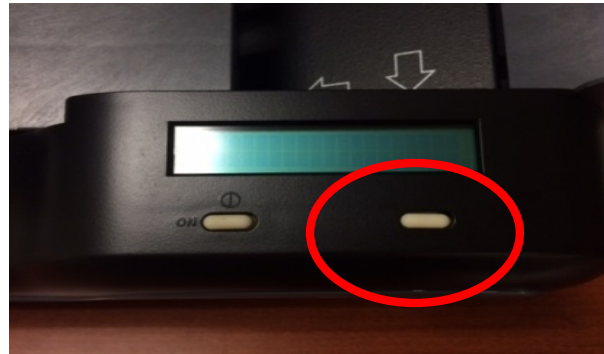
- Click “Enable Review Exceptions”
- Keep these default settings:

Note: The settings from the LAST session run will automatically load. That’s why checking the default is important



SCANNING THE FORMS

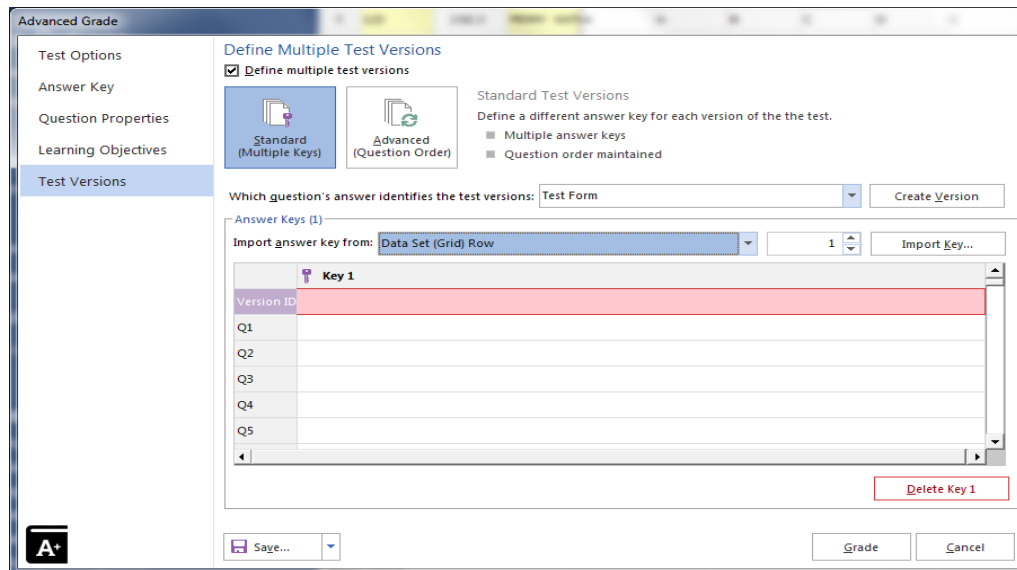
- Press "Start" on the machine



- Press "Read" on the computer
- Re-load machine with scantrons (in batches of 20-30) until you have finished reading them all
- Click "End Scan" on the computer

EDITING KEYS AND PROPERTIES

- Only applicable if you select “Advanced Grade”
 - If you already chose “Quick Grade” and you realized that wasn’t the correct option, you can change this by selecting “Advanced Grade”



ADVANCED GRADE

- You need to first designate which test form was/is the Answer Key (or keys)

To enter by hand, simply type the answers in the correct question row

If you haven't yet scanned your keys, this should be "Read (Scan)"

If you already scanned your keys, this should be "Data Set (Grid) Row"

Advanced Grade

Test Options

Answer Key

Question Properties

Learning Objectives

Test Versions

Define Multiple Test Versions

Define multiple test versions

Standard (Multiple Keys)

Advanced (Question Order)

Standard Test Versions

Define a different answer key for each version of the the test.

Multiple answer keys

Question order maintained

Which question's answer identifies the test versions: Test Form

Create Version

Answer Key (1)

Import answer key from: Data Set (Grid) Row

Import Key...

key 1

Version ID	Q1	Q2	Q3	Q4	Q5

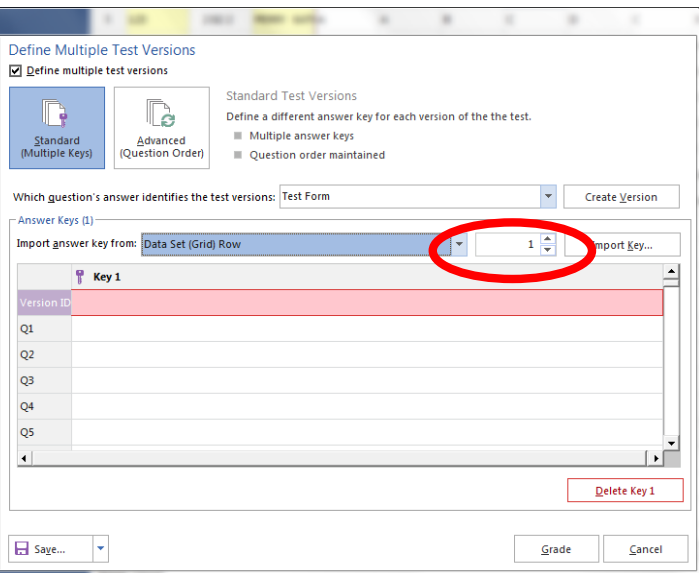
Delete Key 1

Save...

Grade

Cancel

- If you already scanned your keys, you should import their answers from “Data Set (Grid) Row”



ID Number	Phone Numl	Name	Test Form
1		Answer Key B	B
2	123	Student 6	A
3	789	Student 2	A
4	1011	Student 4	A
5		Answer Key A	A
6	987	Student 3	B
7	654	Student 1	B
8	321	Student 5	B

- For each version of the test you have, you need to click “Create Version”

REMARK QUICK STATS

- Once you have “graded” your scantrons, you can look at the reports on the grades

The screenshot displays the Remark Quick Stats software interface. The window title is "Remark Quick Stats - Advanced Grade". The menu bar includes FILE, EDIT, VIEW, TOOLS, and HELP. The toolbar contains icons for "Advanced Grade", "Report Batches", "Export Report", "Email Report", and other functions. A red circle highlights the "REPORTS" and "DATA" buttons in the toolbar. The left sidebar shows a tree view of reports, including "Class And Student Reports (9)", "Item Analysis Reports (5)", and "Test And Item Statistics Reports (3)". The main content area displays a "Test Analysis Report" with the following data:

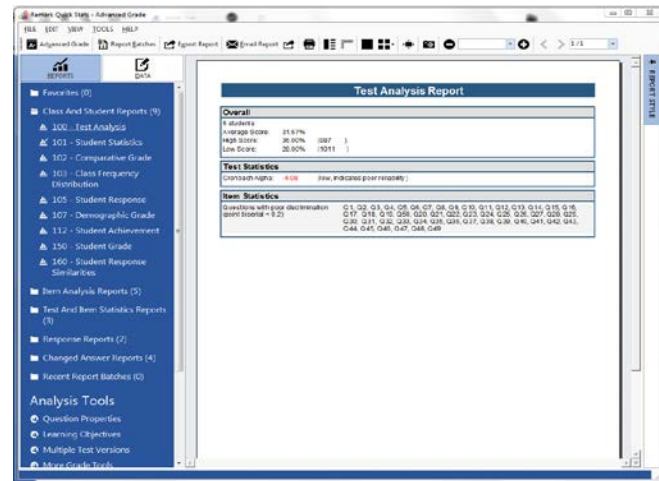
Overall	
6 students	
Average Score:	31.67%
High Score:	36.00% (987)
Low Score:	28.00% (1011)

Test Statistics	
Cronbach Alpha:	-4.08 (low, indicates poor reliability)

Item Statistics	
Questions with poor discrimination (point biserial < 0.2):	Q1, Q2, Q3, Q4, Q5, Q6, Q7, Q8, Q9, Q10, Q11, Q12, Q13, Q14, Q15, Q16, Q17, Q18, Q19, Q50, Q20, Q21, Q22, Q23, Q24, Q25, Q26, Q27, Q28, Q29, Q30, Q31, Q32, Q33, Q34, Q35, Q36, Q37, Q38, Q39, Q40, Q41, Q42, Q43, Q44, Q45, Q46, Q47, Q48, Q49

RECOMMENDED REPORTS

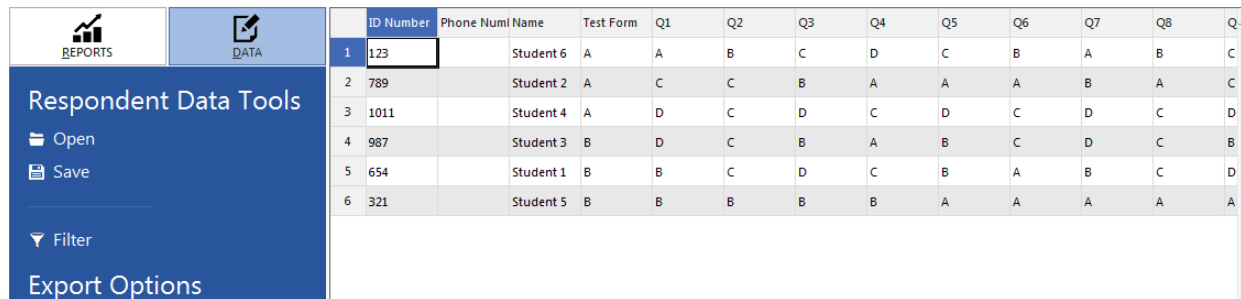
- "100- Test Analysis"
- "101- Student Statistics"
- "105- Student Response"
- "206- Condensed Test"
- "310- Test Statistics"



- Click "Export" for each report you choose to save
- Save to your USB drive

EXPORTING THE DATA TAB

- You might also want to export and save the raw data



The screenshot shows a software interface with a top navigation bar containing 'REPORTS' and 'DATA' tabs. A dark blue sidebar menu is open, displaying 'Respondent Data Tools' with options: 'Open', 'Save', 'Filter', and 'Export Options'. The main area displays a data table with the following columns: ID Number, Phone Numl Name, Test Form, Q1, Q2, Q3, Q4, Q5, Q6, Q7, Q8, and Q. The table contains six rows of data:

	ID Number	Phone Numl Name	Test Form	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q
1	123	Student 6	A	A	B	C	D	C	B	A	B	C
2	789	Student 2	A	C	C	B	A	A	A	B	A	C
3	1011	Student 4	A	D	C	D	C	D	C	D	C	D
4	987	Student 3	B	D	C	B	A	B	C	D	C	B
5	654	Student 1	B	B	C	D	C	B	A	B	C	D
6	321	Student 5	B	B	B	B	B	A	A	A	A	A

- We recommend choosing “Export Textual Data and Grade Results”
- Save as an Excel file (97-2003 if you plan on using an older version of office)

SAVING SESSION AND CLOSING OUT

- "Save Data as"
- Double check your USB drive
- Click "Templates" Tab
 - You will see your recently saved session listed
 - Right click to Remove Session from "Recent List"
- Eject USB, close Remark Quick Stats
- Log off
- Press button on scanner to turn off

