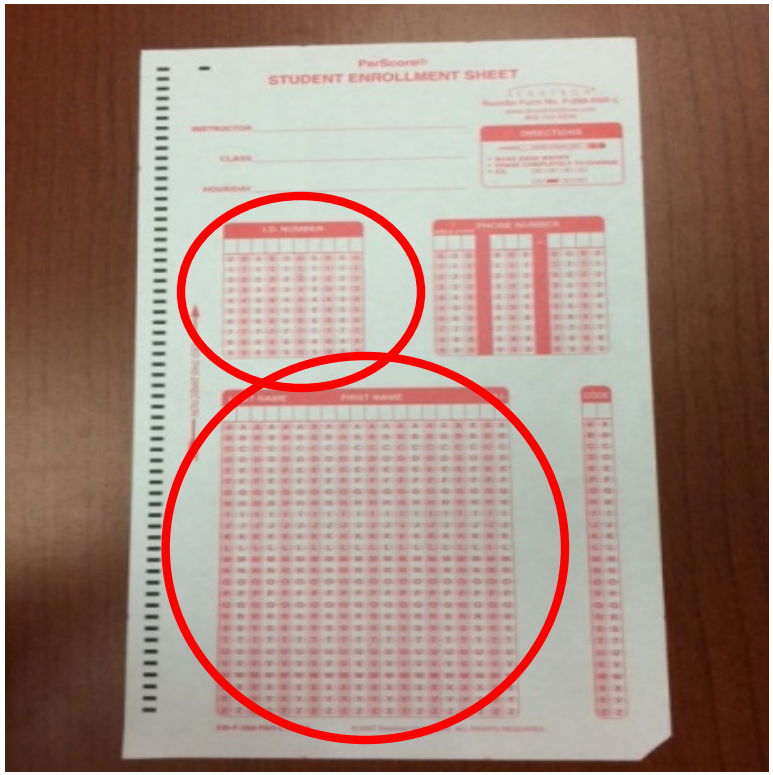
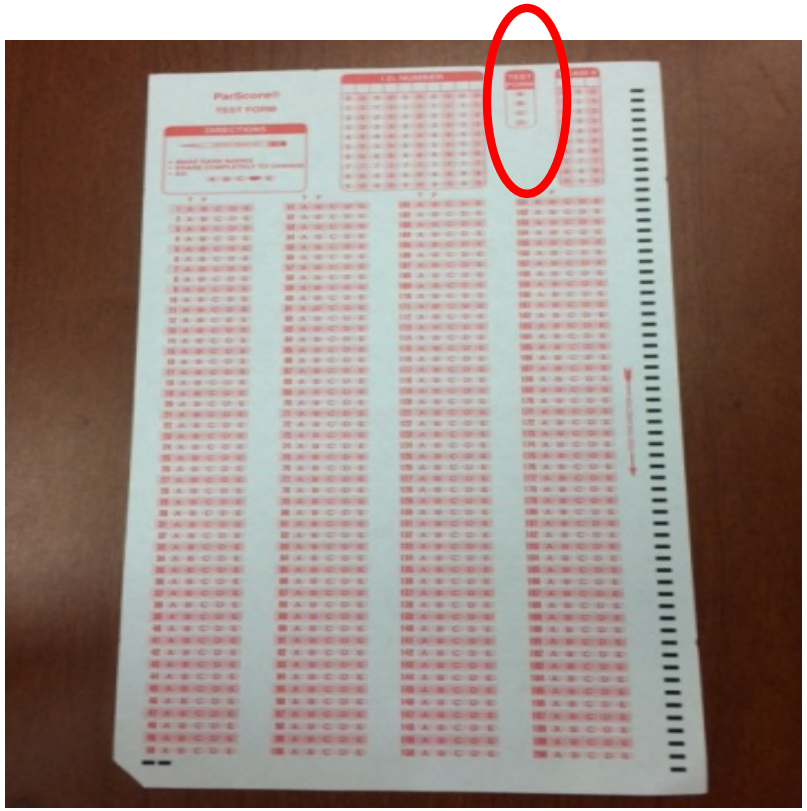
SCANTRON 4ES

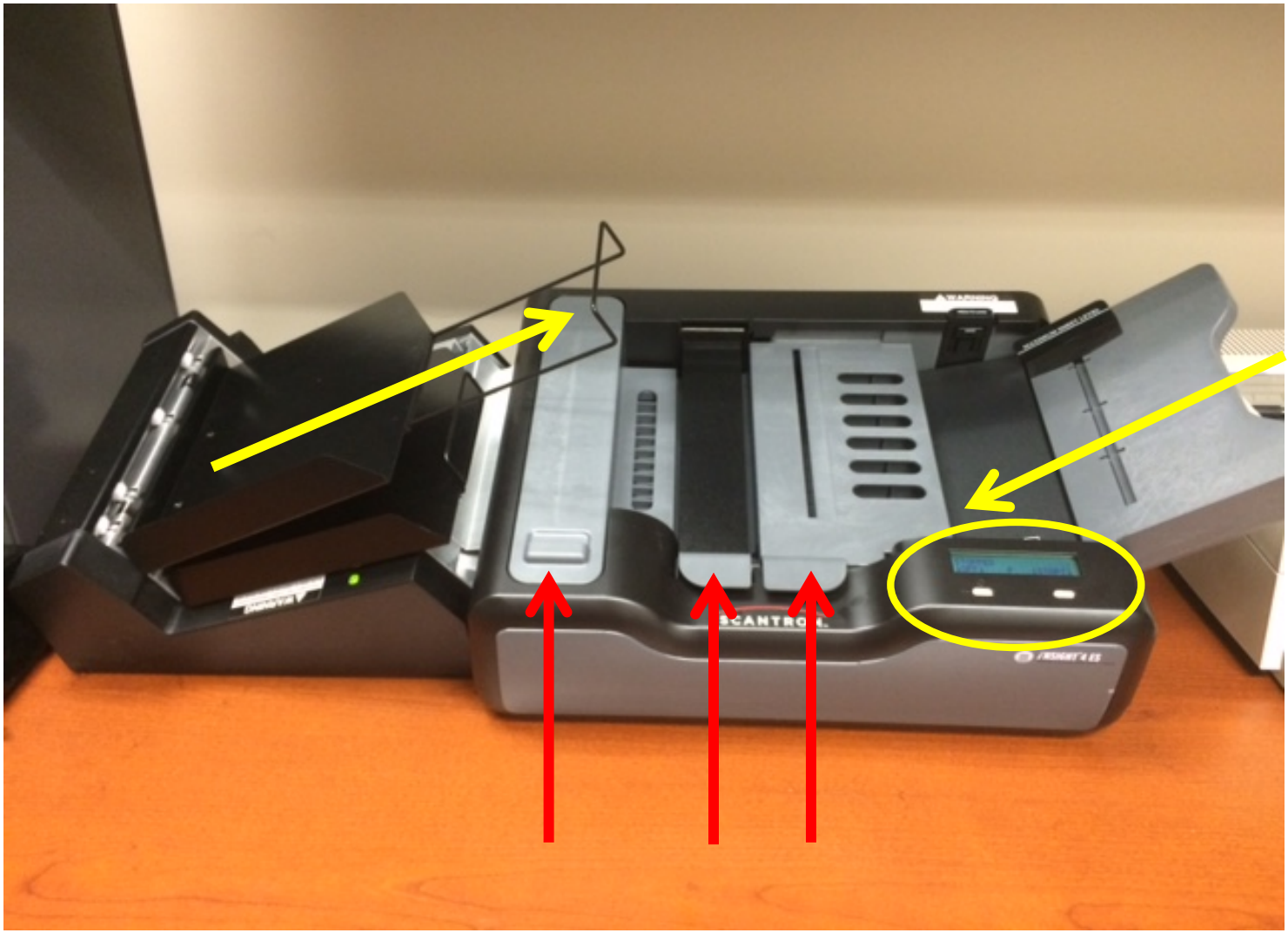
School of Social Ecology

SCANTRON FORM CHANGE

- Now Reads F-288







BEFORE YOU BEGIN…

- Make sure you have a USB drive

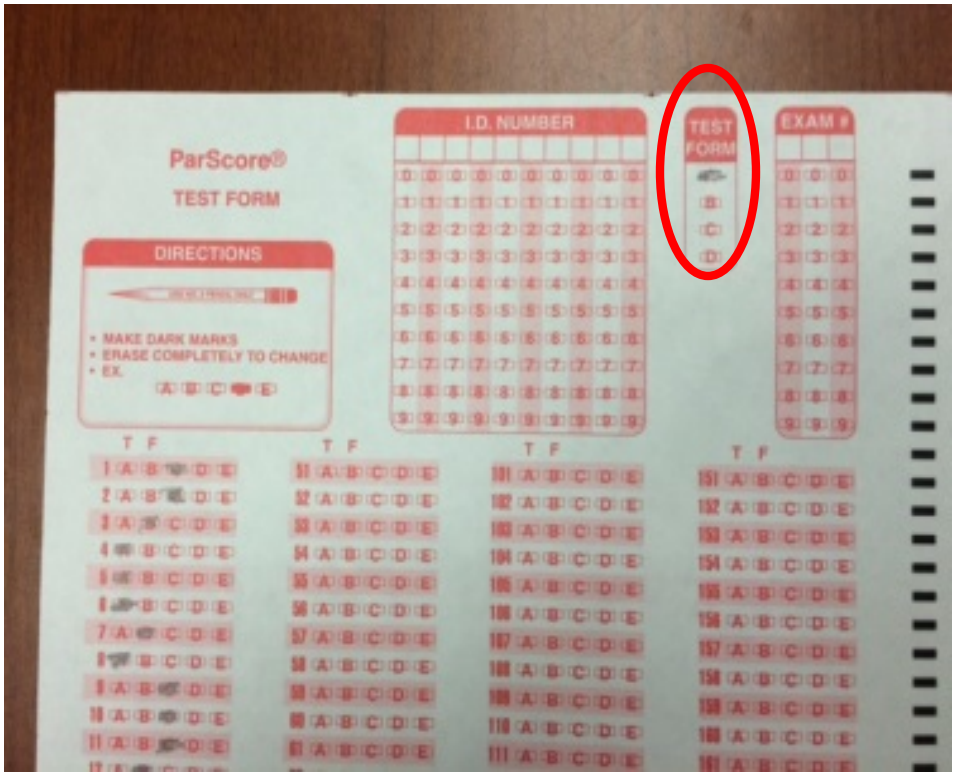
- Figure out how you want to enter your answer keys

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)

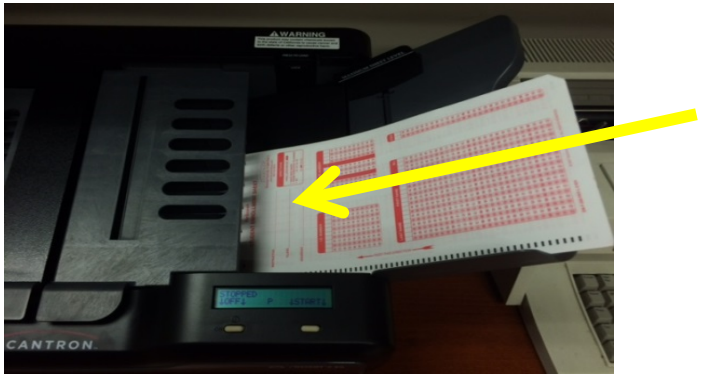


PREPARING MACHINE & FORMS

- Turn on display

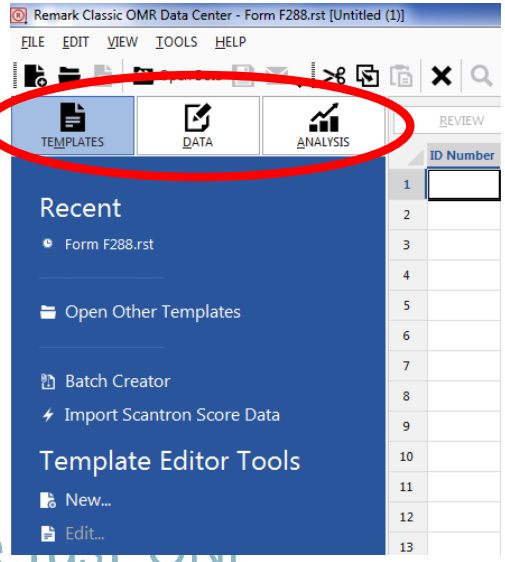
- "press to load" and "lock" scantron tray

- 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….

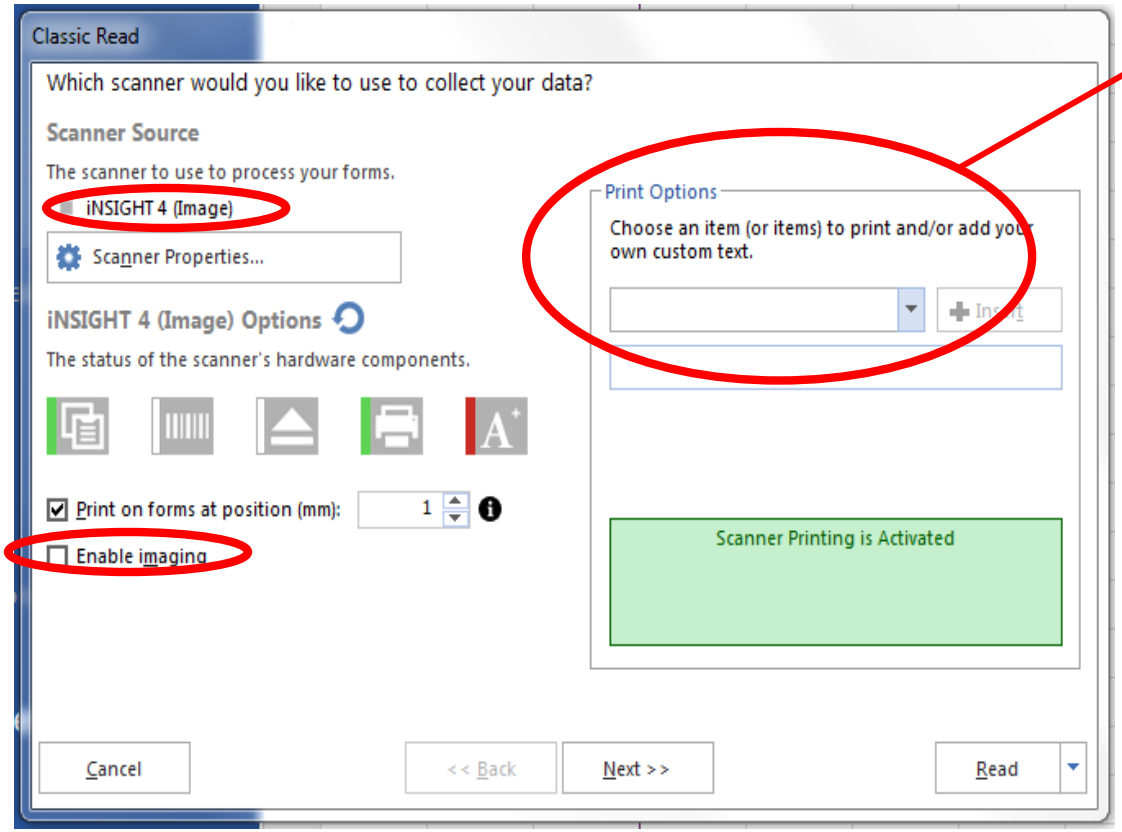
A) “Quick Grade”- Good if you have just ONE answer key AND you are scanning it FIRST

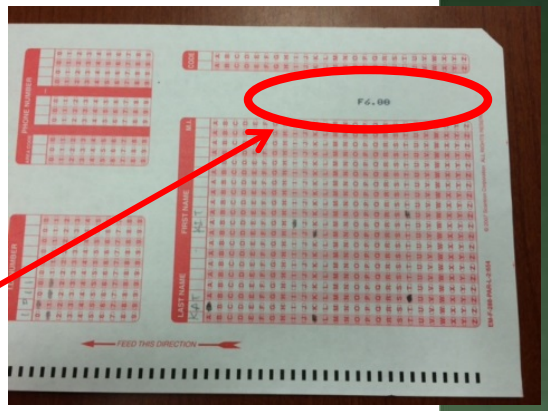
- After scanning, this option will bring you to the Remark Quick Stats (slide 12)

B) “Read”- Good for any other case

SELECTING "READ"…

- The Classic Read box will appear



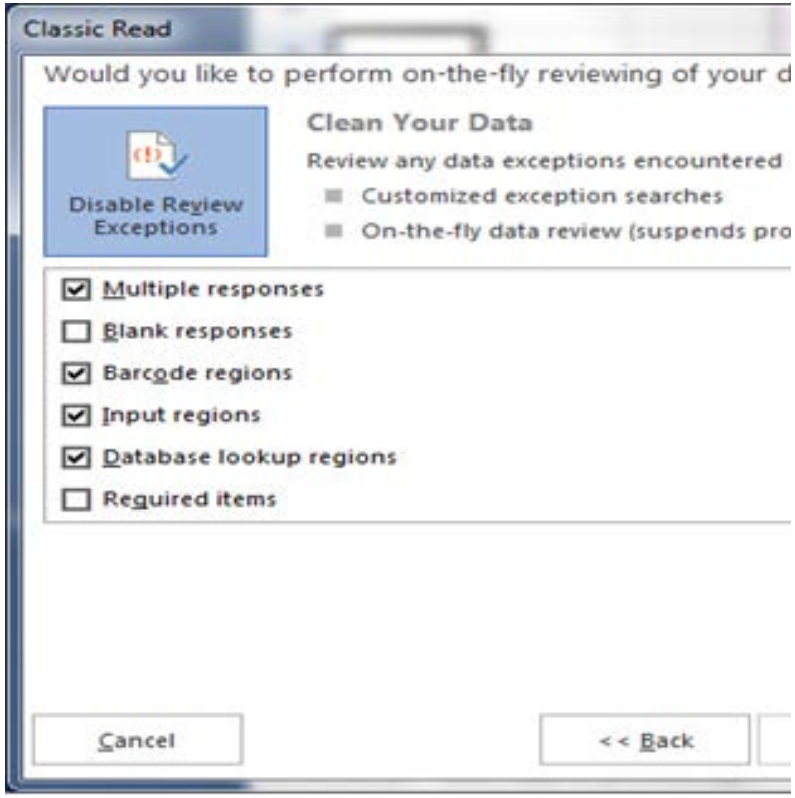


You should only choose print options if:

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

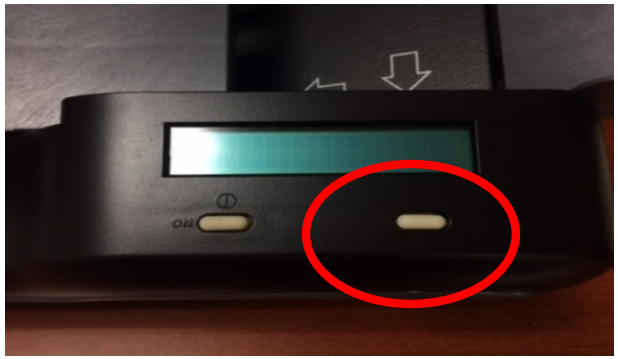
- Click “Enable Review Exceptions”
- Keep these default settings:

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



SCANNING THE FORMS

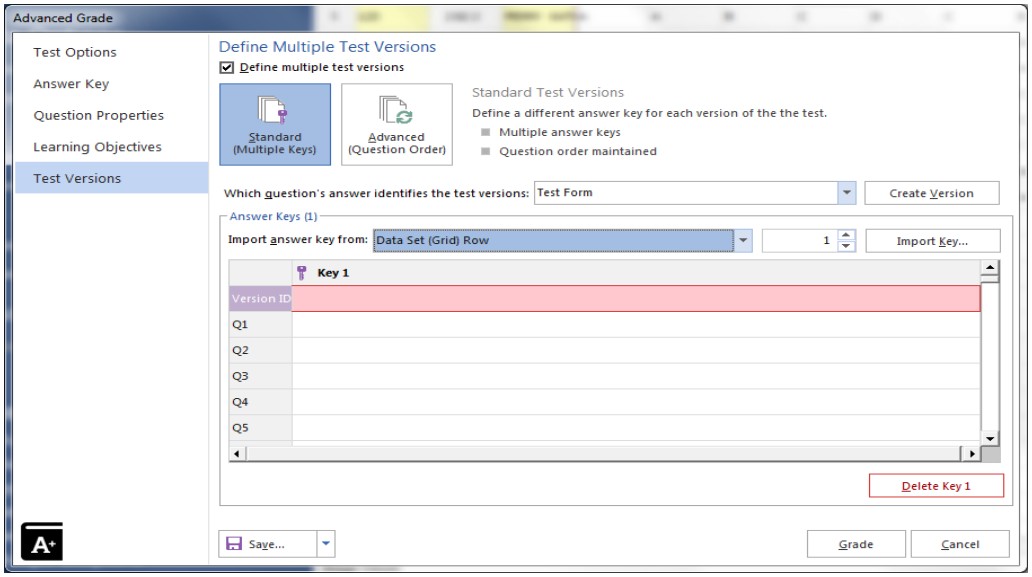
- Press “Start” on the machine



- 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”



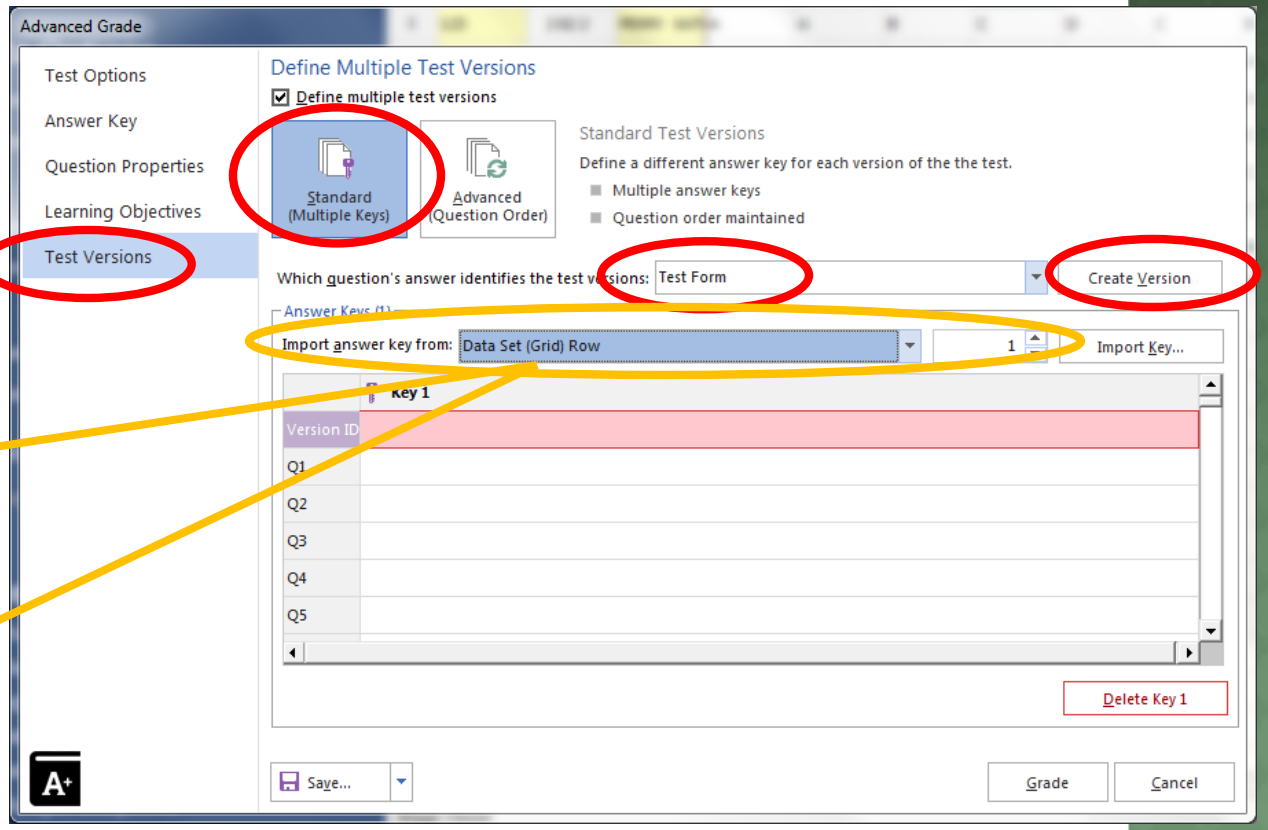
ADVANCED GRADE

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

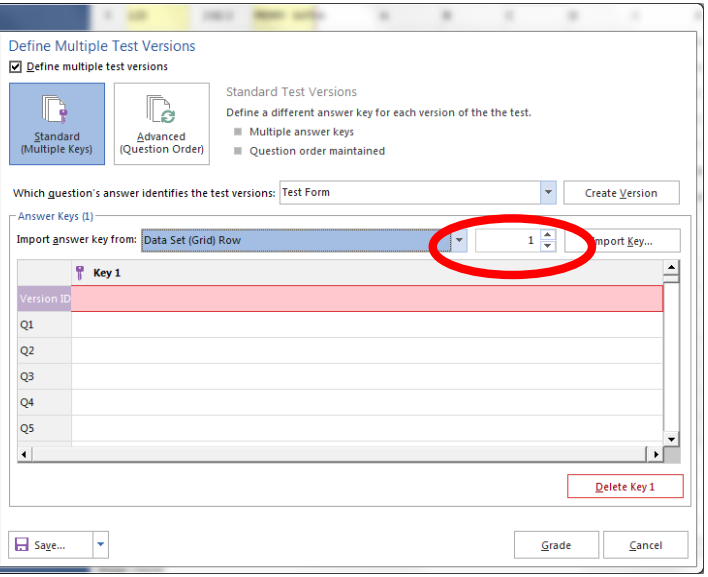
To enter by hand, simply type the answers in the correct question row

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"



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

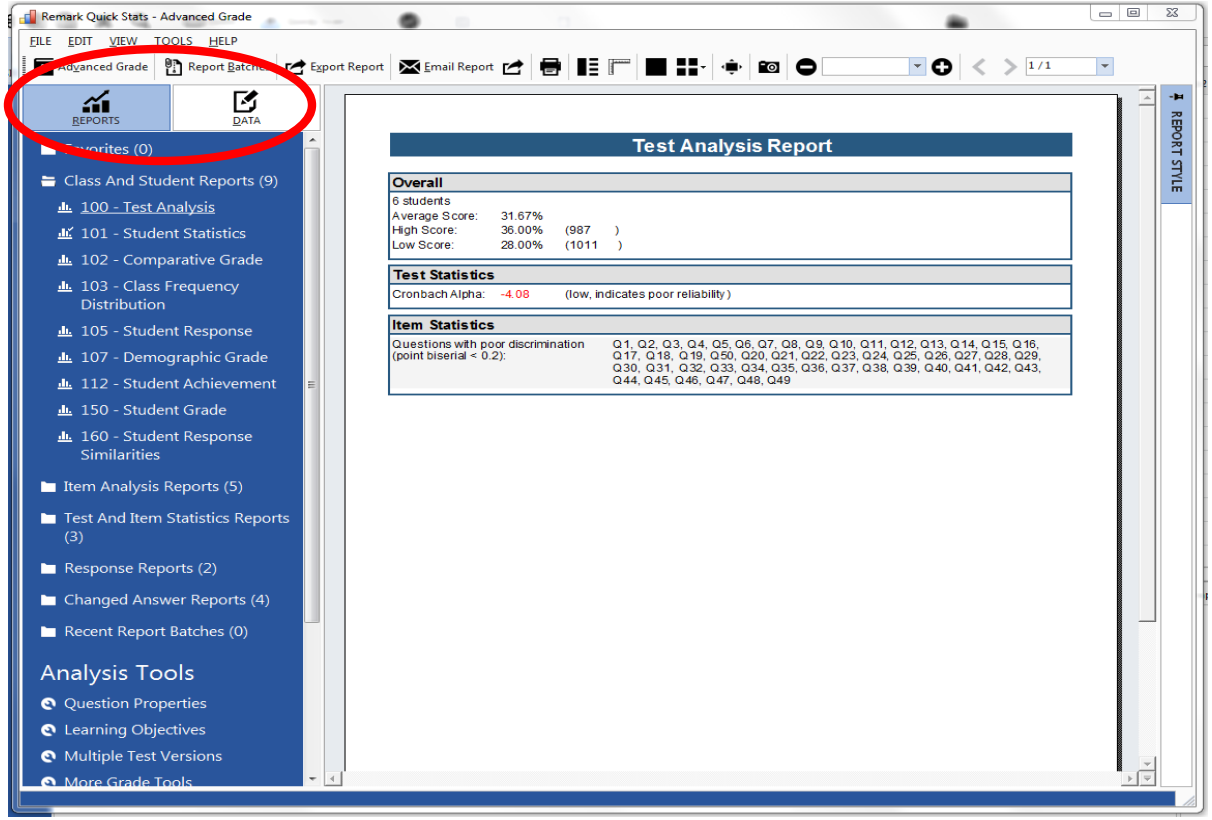


	ID Number	Phone Numl	Name	Test Form
1			Answer Key B	B
2	123		Student 6	A
3	789		Student 2	A
4	1011		Student 4	A
5			Answer Key A	A
6	987		Student 3	B
7	654		Student 1	B
8	321		Student 5	B

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

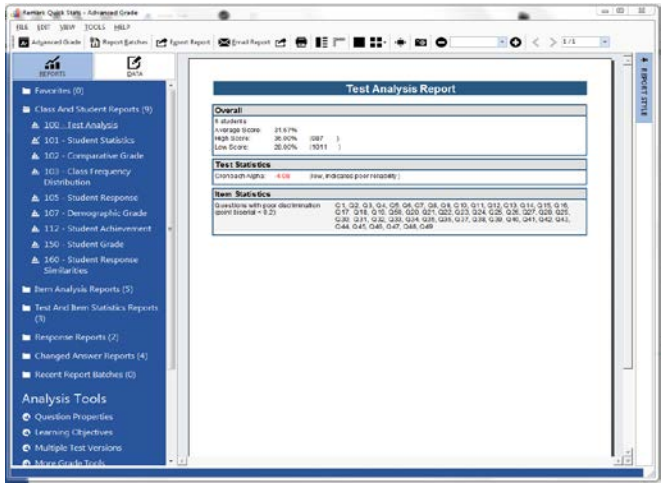
REMARK QUICK STATS

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



RECOMMENDED REPORTS

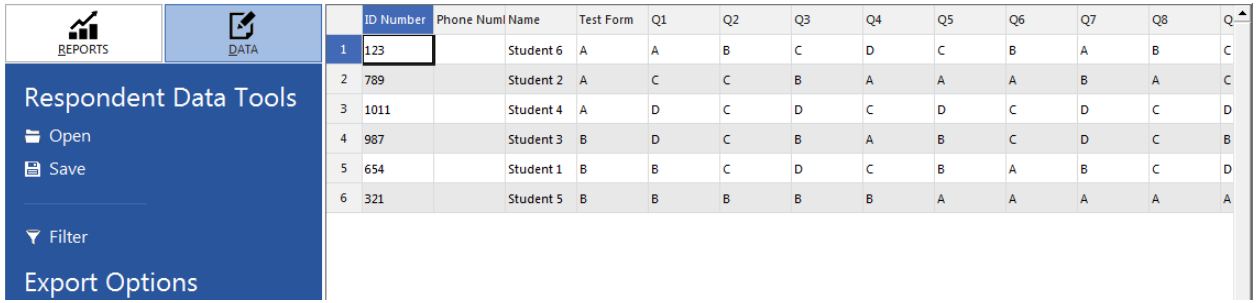
- “100- Test Analysis”
- “101- Student Statistics”
- “105- Student Response”
- “206- Condensed Test”
- “310- Test Statistics”



- 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



	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