

MCQ Exams using the OMR Scanner – A Quick Start Guide

Instructions for running MCQ exams using the Kendata scanner



Teaching students to complete the scripts

BEFORE running a MCQ exam students must be told how to fill in the sheets correctly.

We strongly suggest you run a practice session using a one sided photocopy of a blank script.

The following 5 points are the key to success....

1. Students must have their 6 digit candidate number for sitting an exam.
2. They need to fill in the boxes carefully and accurately with a **X**.
3. If they make a mistake they should colour in the wrong box completely ■ and make another attempt.
4. If they change their mind back again and want to mark the correct answer on a blacked out square they should put a circle around the box with their final answer.
5. Any marks other than this will count as zero.

A short time teaching the students before the exam will save you a huge amount of time when marking the scripts.

Filling in the answer sheet

Module leaders need to complete an answer sheet with all the correct answers, filled in accurately and cleanly with an **X**, with a candidate number of 000000

Attaching the answer sheet to the question paper

Please try to make sure the answer sheets are not stapled into the question booklet as all staples will need removing and this may cause problems when scanning. Using a hole punch and jewellers tag works better.

If you have done the three things above, scanning the completed scripts is a simple three step process.

To scan and mark your completed scripts

1. Define a New Project

You need to set up a new project folder and database for scanning your exams into.

This will be based on either a single or double sided template already set up on the computer. You need to copy a folder and rename it after your own module.

Go to the folder C:\Master Sheet

Copy either the folder 'Single' (for a single sided MCQ up to 30Q) to the folder 'Projects'

Or,

Copy the folder 'Double' (for a double sided MCQ31-100 questions) to the folder 'Projects'

Rename your project folder

Rename your newly copied folder 'Single' or 'Double' to have the name of your module : eg 'BEA3007'

Rename your database

Go into your renamed project folder and in the folder 'Data' rename the database file from **single.mdb** or **double.mdb** to the name of your module eg: BEA3004.mdb

Open Scan Ann Pro from the desktop icon

Change the project name

File > Change project settings > type in new project name eg BEA3004

Click OK

Make sure the scanner settings are saved to this project

Scan > Save Scanner Setting to Project

Overwrite? > Yes

2. Scan a Batch of exam papers

Check that in the top left of your screen the two drop down boxes contain:
your project name eg BEM3007 and Exam 1

Put papers in the scanner

Note: Single sided sheets head down face away

Scan a small number of sheets each time with the paper guides pushed into the edge of the paper to keep it straight

Scan > Scan a Batch

Click continue for each new batch

Click 'exit batch' when finished

3. Validate the scripts

Batch > process and validate

Batch > process booklets from database

You will need to go through and validate each of the errors or uncertainties on the papers

Check status of papers Utility > Launch Database > Bureau data > Open

Shows

Valid

Validated

Aborted scripts

At this point you can export the database to excel for marking

Marking the scripts

File > export > save file as 'BEM3007-230310.xls'
file type is Excel version 4 .xls

You can then work with the excel spreadsheet containing all the marks of your students and add extra columns with whatever marking scheme you have used for your scripts. Eg: 1 for a correct answer, 1/3 deducted for an incorrect answer. No marks deducted for an answer that is left blank.

Further support and advice is available from the INTEGRATE project website projects.exeter.ac.uk/integrate