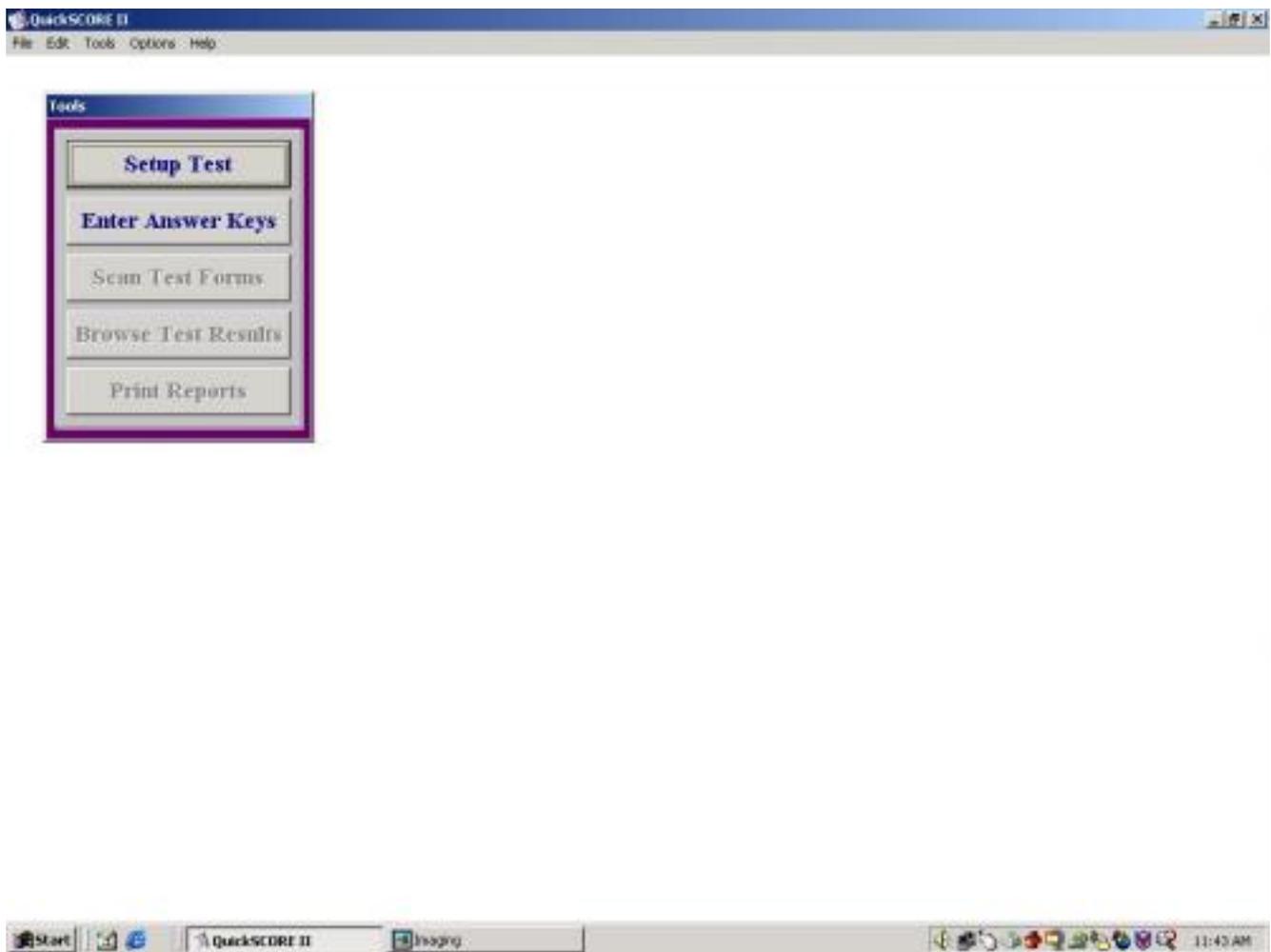


Operating Instructions for Scanmark iNSIGHT 4ES Scanner with QuickScore

This document will guide you through the process of scanning and grading exams and printing their results. It has been written specifically for the ScanMark iNSIGHT 4ES located in the Computer Lab in Paul Robeson Library. There is some additional information at the end of this document that might answer questions you may have.

Setup

1. If the ScanMark Scanner is not on, use the ON/OFF Switch located in the upper right-hand corner of the back of the scanner.
2. Wait until the scanner displays the "ES/ScanMark Ready" message in the window on the top of the scanner.
3. If you haven't already, login to the scanner PC using your NetID.
4. Double Click the "Quick Score II" icon located on the desktop. You should then see:

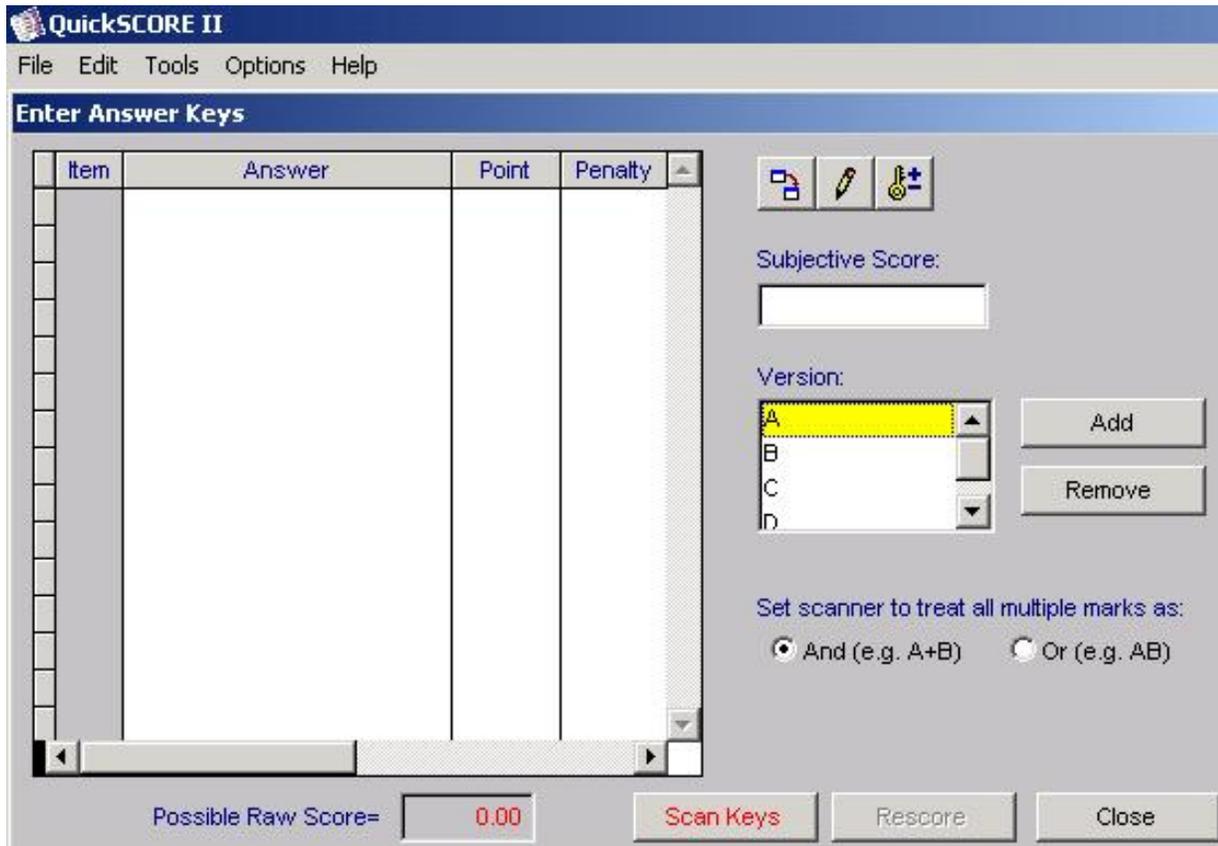


5. In the Quick Score II Tool Palette, click on "Setup Test." and fill in the appropriate information. You do not have to fill in all the text fields if you don't want to.

Scan in Answer Key

First:

1. Load the answer key forms
 - a. Lower the input hopper (located at the far right if you are sitting at the PC and turn to face the scanner) by placing your fingertips on the right side of the black bar with the ruler markings and press all the way down. If it does not stay down keep trying until it does stay down.
 - b. Load Answer key face up with black scoring marks at the bottom of the paper, facing you.
 - c. Raise the input hopper. To do this press in the same spot you did to lower the hopper.
2. Click the button that says "Enter Answer Keys."
3. Your screen should look like this:



Next:

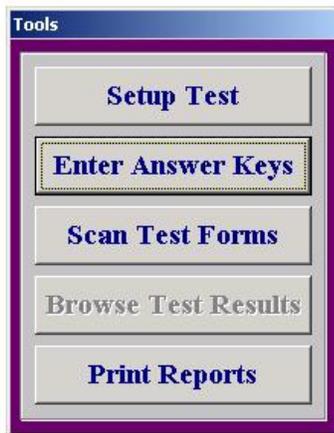
4. Click on "Scan Keys" displayed on PC. The LCD screen on the scanner will display "User Program / Feed Form."
5. The Scanner will scan the answer key.
6. If you want to edit or check the answers click on "Edit."
7. If you have completed scanning all the answer keys hit the red "End" button located on the scanner.
8. The "Enter Answer Keys" box will appear allowing you to view and change the answers on each form.
9. When the you are satisfied with the answer key click "Close" to exit key screen.
10. "Total Possible Points" will appear on screen.



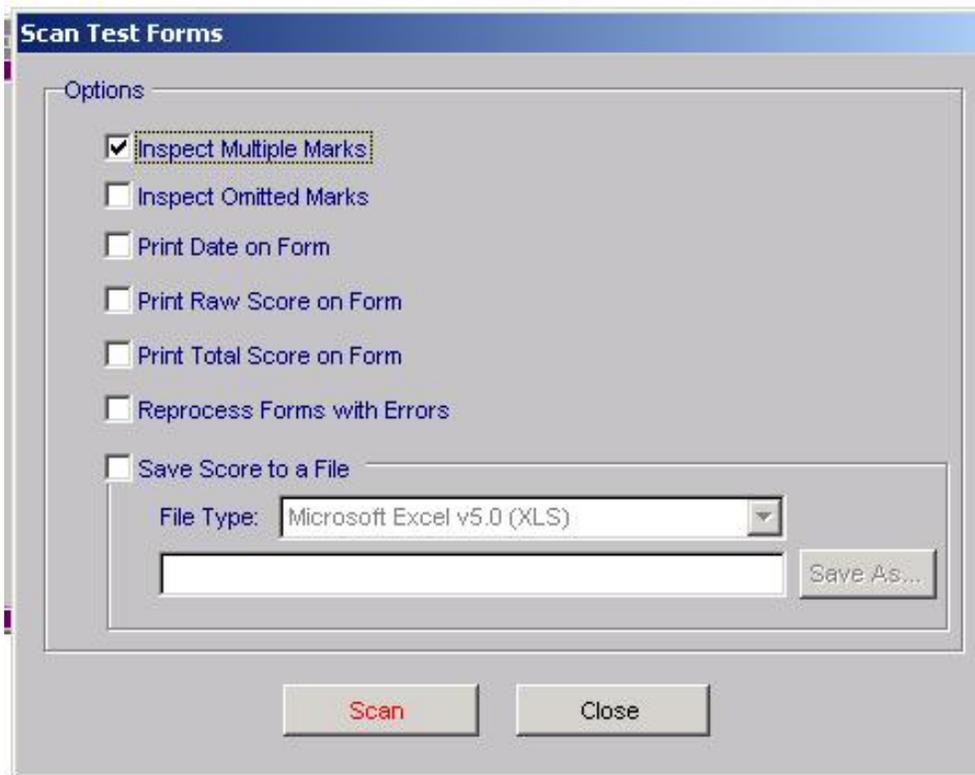
If this is correct select "OK." If this total is not correct, click "OK" and start over from step 1.

Scan Test Forms

1. Your screen should look like this:



2. Click on Scan Test Forms
3. The options box will appear on screen:



4. Check the options that you want. The scanner will let you correct the errors as each is discovered. Check the additional information section for more information about how to fix these errors.
5. Load Test Forms:
 - a. To Load the test forms repeat the actions performed when loading the answer keys.
 - b. Press down on the hopper.
 - c. Place the forms in the hopper.
 - d. Press down again and it should pop up.
6. Click on "Scan." Scanner lights will blink and scanner will read "User Program / Feed Forms."
7. When the scanner has finished scanning press the red "End" key on the scanner.
8. Click "Close" on the option menu display when the tests have finished scoring.
9. To view the test results click on Browse Test Results

Save the Test Results to Disk (OPTIONAL)

1. Go to "File" in the menu bar and select "Save Scoring Session." The "Save As" dialog will display.
2. Enter a name and location to save the scoring session.
3. Select "Save." The session is saved as set of files, for example: EconQuiz.ssf, EconQuiz_R0000.dbf, EconQuiz_R0000.cdx (and possibly others). These files are required to open the scoring session next time.

Print Test Report

1. Click on "Print Report."
2. Report screen will appear.
3. Check to see that the proper information is filled out at the top. Sometimes old information will be saved in the two text boxes and will be needed to be changed if you want the correct headings.
4. To preview a report, click on "Print Preview."
5. To print report, click on "Print."

Exit Program

Exit Program by one of the following:

- Select the "X" in the upper right-handcorner.
- Select "File - Exit."
- The confirmation displays: Are you sure you want to quit? "Yes or No."

Restoring Saved Test Results

1. Go to File in the menu bar and select "Open Scoring Session."
2. Select your file from folder.
3. Click on open.
4. Proceed with scoring options.

Additional Information

Forms

ANSWER KEYS

- The answer key must have the Test Form box filled in so that it corresponds to the appropriate test. For example, if there are two versions of the same test version A should have A filled in in the Test Forms box and the answers for version A filled in.
- The answer key must have all the correct answers filled in on the form.
- That is all that is needed. Name, I.D. Number, Exam Number, and Phone Number are all unnecessary.

TEST FORMS

1. Here is a rough outline of which fields are optional and which are required in a test form:

The image shows two forms from PaSCORE. The left form is the 'STUDENT ENROLLMENT SHEET' with a 'Required' section containing fields for ID NUMBER, PHONE NUMBER, LAST NAME, FIRST NAME, M.I., and CODE. A large 'OPTIONAL' watermark is overlaid on the bottom half of this form. The right form is the 'PaSCORE SCORE SHEET' with a 'Required' section for NAME, BIRTH DATE, and SEX, and a grid of 200 numbered bubbles for responses. The word 'Responses' is written in the top right corner of the score sheet.

2. Students must enter at least the following information:
 - a. I.D. Number. This must be 9 numbers long so there will be 1 blank space that isn't filled in. It can be right justified or left justified; meaning there can be one space before the I.D. Number or one space after the I.D. Number.
 - b. Test Form. This must be filled out to the version of the test they are taking. For example, they should put Test Form filled out to A if they are taking test version A.
 - c. Name. The student must enter a name. If the student only enters the last name this will be accepted as a valid name.

Paper Jams

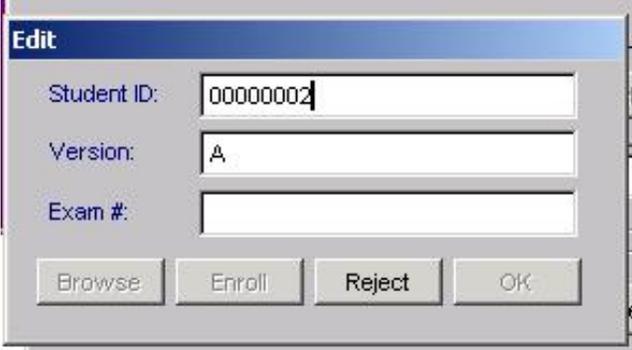
Sometimes the scanner will not scan and display the message "Paper Jam" on the LCD screen. This happens when a form is jammed but often it is because the scanner is picky about how the forms are loaded.

If the scanner doesn't pull the forms out you'll need to reload them making sure that they are flush with the left side of the hopper. When you have finished reloading the forms press the number 2 on the scanner to continue the scanning process.

If a form gets stuck in the scanner, pull it out carefully and try to smooth it out as best as you can. Reload the form back into the input hopper (press down on the hopper reinsert the form and then press down on the hopper again to raise it) and hit the number 2 on the scanner to continue scanning.

Fixing Errors on Tests

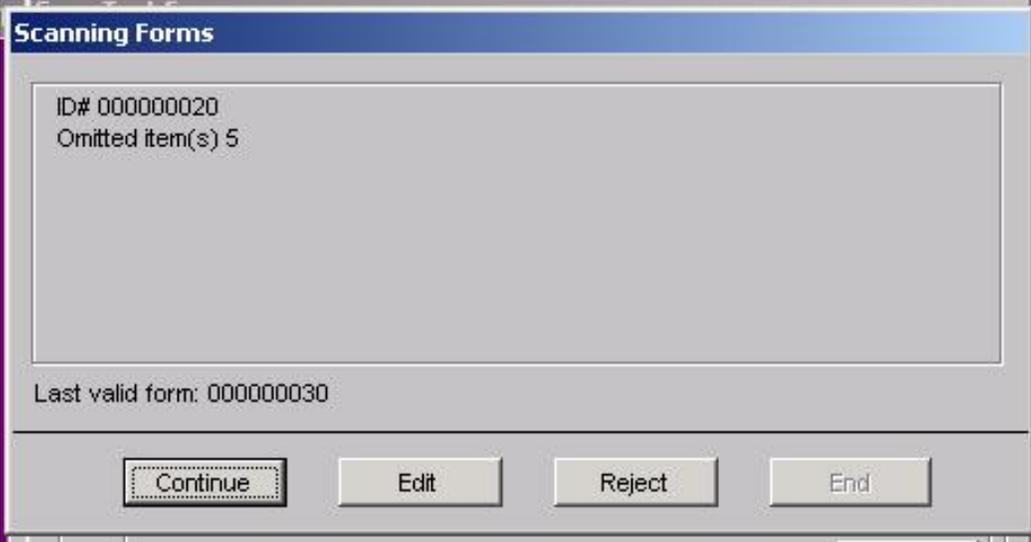
If there is a test that has no Name, no I.D. number, or no Test Form filled in the scanner will stop scanning and pop up a window like this:



The image shows a software dialog box titled "Edit". It contains three input fields: "Student ID:" with the value "00000002", "Version:" with the value "A", and "Exam #:" which is empty. Below the fields are four buttons: "Browse", "Enroll", "Reject", and "OK".

In this example the student has not filled in the I.D. Number correctly. If you happen to know the student's I.D. number you can enter it into the Student ID box by hand. After entering in the ID number the Enroll button will become clickable. To add the student to the grade database click on "enroll." The box should disappear. Then click on "Continue" to continue scanning.

If there are on answers that are missing and you checked off the "Inspect Omitted" option at the option creen you will get a box that looks like this:



The image shows a software dialog box titled "Scanning Forms". It displays the text "ID# 000000020" and "Omitted item(s) 5". Below this, it says "Last valid form: 000000030". At the bottom, there are four buttons: "Continue", "Edit", "Reject", and "End". The "Continue" button is highlighted with a dashed border.

If you don't want to fix the answer click on "Continue." This will mark the answer down as incorrect. If you want to enter an answer in click on "Edit." You should get a box that looks like Figure 1. Fill in the missing answer and click "OK". Then click on "Continue" to start scanning again. If there are two answers scanned when there should only have been one, then you will get a box that looks like Figure 2.

Item	Response
1.	B
2.	B
3.	B
4.	B
5.	

Figure 1

ID# 000000030
Multiple marks item(s) 1

Last valid form: 000000010

Figure 2

Item	Response
1.	BC
2.	B
3.	D
4.	D
5.	B

Figure 3

To fix the error click on "Edit" and you will get a box that looks like Figure 3.

Click on the answers that need to be fixed and delete the unnecessary one. Then click "OK", followed by "Continue" to continue scanning.