## **OMR Operation Guide**

- 1) Turn on the scanner
- 2) Double-click on "ScanTools Plus" to launch the OMR scanning application software



3) Click "File" => "Path" to verify the default data path - D:\Data $\$ 

Application Paths	×
Application:	
C:\Scanner\ScanTools Plus\Applications\	
Profile:	
C:\Scanner\ScanTools Plus\Profiles\	
Data:	
D:\Data\	
OK Cancel	

 Select your answer sheet type through the pull-down menu. E.g., "622 – Std Ans Sheet C" in this case.



5) Select "New" from "Data File" pull-down menu and click "Create". Then, enter your desired "Data File Name" in the pop up box below.

		-			-			
Application: 622 - Std Ans She			eet C 🔹 👻		Open	Documents in Application: 1		
	Data File	<new></new>			Create			
<u>E</u> dit Profile: <u>S</u> core Profile:		<none></none>		,	Open Open			
				•				
Conve	rsion Profile:	<none></none>		•	Open			
ime	Serial #	Operation	Status w Data File	Display F	ield / Sta	tus Messages Docur		
			Data File Name:					

6) Load the answer sheets to the scanner. Then, click "Scan" button.

ScanTools Plus					
ile <u>V</u> iew <u>O</u> ptions	<u>H</u> elp				
Session Control Sca	nning Errors Online Editing				
Application: 622 -	Std Ans Sheet C	•	Open	Description to the Bartist	Scan
Data File: test_hing			Open	Documents in Application: 1	Edit
Edit Profile:	<none></none>		Open	Contains 2 Records	Score
Score Profile:	<none></none>	•	Open	Created: Thursday, June 27, 2013 14:49:57	Convert
Conversion Profile:	<none></none>		Open	Modified: Thursday, June 27, 2013 14:50:16	Archive
		1			iNAME Merge
rime Serial #	Operation Status	Display Fi	eld / Sta	tus Messages Document	

7) Make sure the default settings are chosen as follows, click OK to start scanning.

Scanning Options				x
File Names Scanner Control				
Conversion Output File © Use Default Name © Use Other	✓ Online Edit	Correction	During Sca	nning
Data and Output Conversion Files				
C Replace At S/N (Not with Online Conversion)				
Auto <u>G</u> enerate DAT File Name at Scan Time Autoname Rules				
		ОК	Can	cel

Note: a "Scanning Options" window will be popped up if click on the "Scanner Control" page, however, users are advised not to alter the default settings.

System Errors III Litho-code Errors	These Foreneter	Threshold:	Discrimination:
▼ Thickness Errors (Scanner Controls Errors)	OMR Bubbles:	Normal -	Medium -
Batch Data	Check Marks:	Normal -	Medium -
Serial: 1 Run: 1   Batch: 1 Date: Today •	Tick Marks:	Normal 🝷	Medium -
Transport Printing			
Serial Number Run Number Off	set Edit Printing	Print Position:	1 🌲
Batch Number Scan Date Fo	ur-character Year		

8) Please close the "ScanTools Plus" application and turn off the scanner when you have finished scanning.

Useful Tips: Errors during scanning:

1. When there are messages "Input hopper empty... Scanner not ready" in the Scanner Error(s) box, it means that there are no answer sheets in the input tray. Please put additional answer sheets on the input tray and click "Resume Scanning" to continue.

ScanToo File View	ls Plus Options	Help	Doline Editing					- 0 ×
Scanner E Input hop Scanner n	pper empty not ready	)						Resume Scanning Rescar Booket Accept Sheet
Add shee	overy Action	n: hopper.				:		
Time	Serial #	Operation	Status	Display Field	/ Status Messag	es		
11:45:49	*	Scan	Started					
11:45:51	1	Scan	OK	130627				
11:45:53	2	Scan	OK	130627				
11:45:53	*	Scan	Scanner Error	Input hopp	er empty			
Total Total Docu	Sheets Scar uments Scar	Scan in pro nned: 2 ined: 2	ogress - Current Docum Docume Documents Documents	nent: 07HKIE01 Ints Accepted: Needing Edit: Ints Rejected:	2 (100%) 0 ( 0%) 0 ( 0%)	Elapsed Ti	Save Log	Clear Log Stop Scanning

2. If no more scanning is needed, please click "Stop Scanning' to finish.

## **OMR Report Generation**

URL: https://uslinux.ied.edu.hk/omr/

1. Select your answer sheet from the "Standard Answer Sheet" pull-down menu.

**2.** Select your report type from the "Report Type" pull-down menu. There are 3 types to choose from:

- "General Summary Report" with simple statistics
- "Convert data file to Excel spreadsheet" for further processing
- "Calculate the number of corrected answers for each answer sheet"\* Note: \*user should prepare standard answer sheet data file & model answer sheet data file.
- 3. Select the number of questions from the "Number of Questions" pull-down menu.
- 4. Finally, click "Submit" to generate report.

## OMR Report Generation

The system is developed and maintained by ITS which takes the output data (.dat) file generated from the SCANTOOL software for the OPSCAN OMR Scanner and generate reports for analysis. The system could generate the following types of reports:

- 1. "General Summary Report" with simple statistics.
- 2. "Convert data file to Excel spreadsheet" for further processing.
- 3. "Calculate the number of corrected answers for each answer sheet" by providing the standard answer in a separate DAT file. The output file is an Excel spreadsheet.

Note: The system will only work with the scanned results using "Standard Answer Sheet (B)", "Standard Answer Sheet (C)", "Standard Answer Sheet (D)" and "Standard Answer Sheet (E)".

Answer Sheet:	Standard Answer Sheet (E) - 1
Report Type:	Convert data file to Excel spreadsheet
Data File Name:	Browse
Number of Questions:	90 3
Submit	- 4
Remarks: No data wi	ill be cached in the system. Users could re-submit the data file and generate the report again if needed.