

**The Hong Kong University of
Science and Technology**

TestAnyTime 10.3.5 User Guide

Scan MC1 Form

(Machine A)

**SEPT 2022
ITSC**

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A. Preparation

Before you come to ITSC ...

1. *Booking*

ITSC operates a booking system for the Optical Mark Reader so that users will not be inconvenienced by having to wait and indeed they will not be interrupted by others during the operation.

To make a booking, please reserve via below Booking System: -

<http://itscapps.ust.hk/facility/book>

Please note that the scanner is available during [ITSC Service Desk opening hours](#):

2. *Prepare model answer*

You need to prepare a model answer form. Mark on the form the correct answers for all the questions in the test. Please note that each question should have only **ONE** correct answer.

If you have more than ONE answer for the question (OR condition), please refer Section K. If you have answers in AND condition, please refer Section L.

3. *Prepare test forms*

Make sure that all forms are properly completed by respondents and are facing in the same direction.

4. *Bring storage media*

Bring along flash memory key to store your data files or you may send the files via email attachment.

B. Scanner Corner

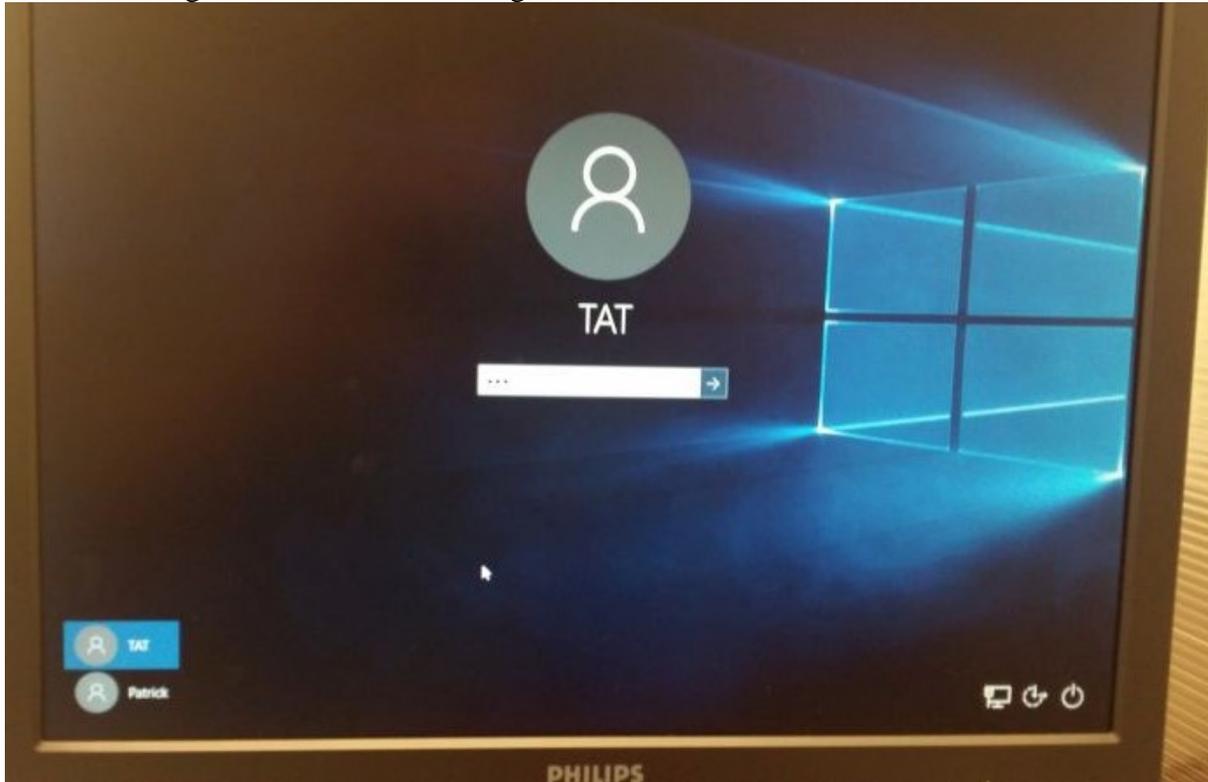


C. Power on Scan Device & Launch TestAnyTime Program

1. Power on the scan device if it has been shut down.



2. Logon PC with the following information:



Username : **TAT**
Password : **TAT**

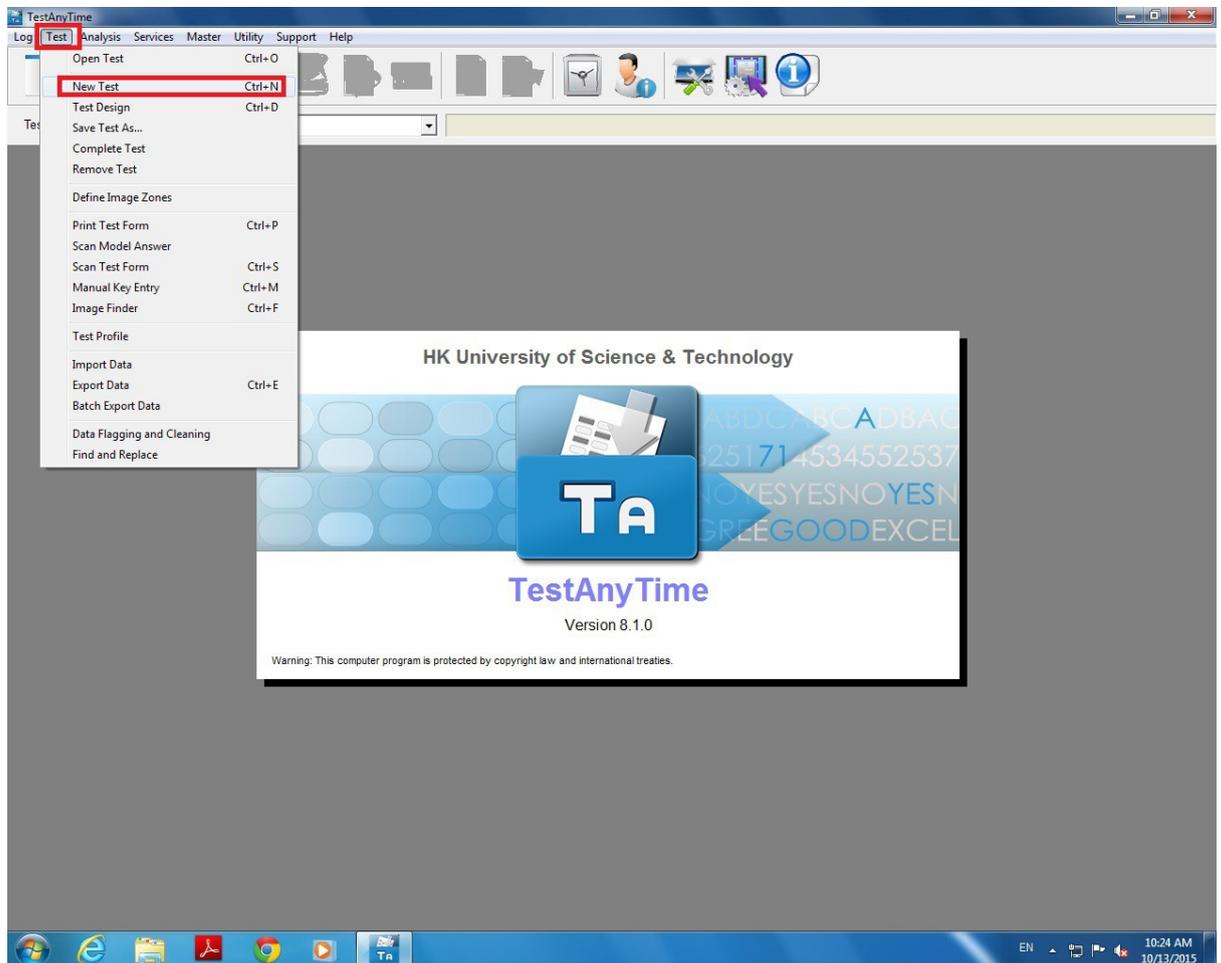
3. Double click **TestAnyTime** icon from desktop



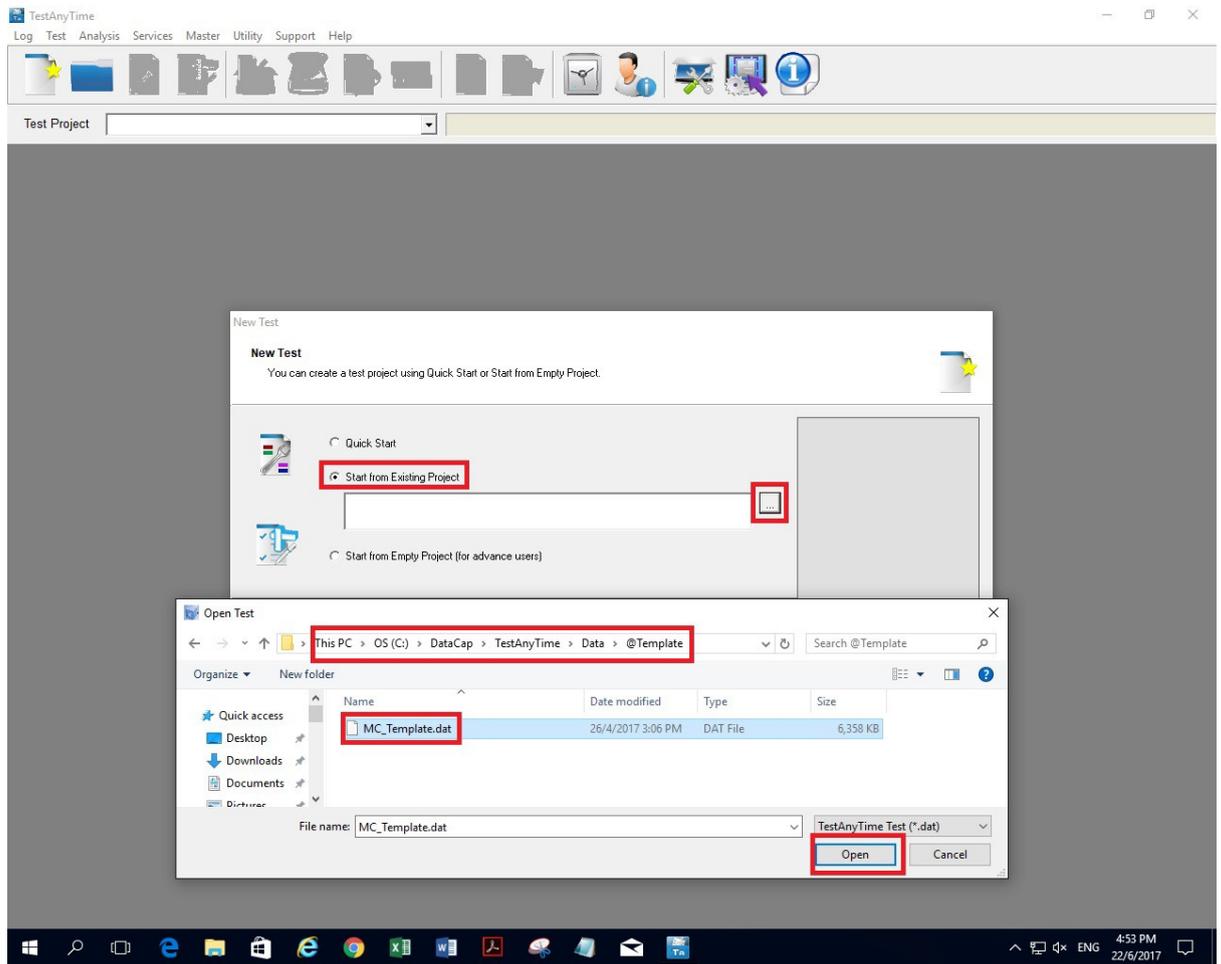
The TestAnyTime main page will be displayed (A backup process will be run if this is the first start of the day, simply click 'Yes' to continue)

D. Create Your Own Project / Working Directory

From Test pull down menu and select “New Test”

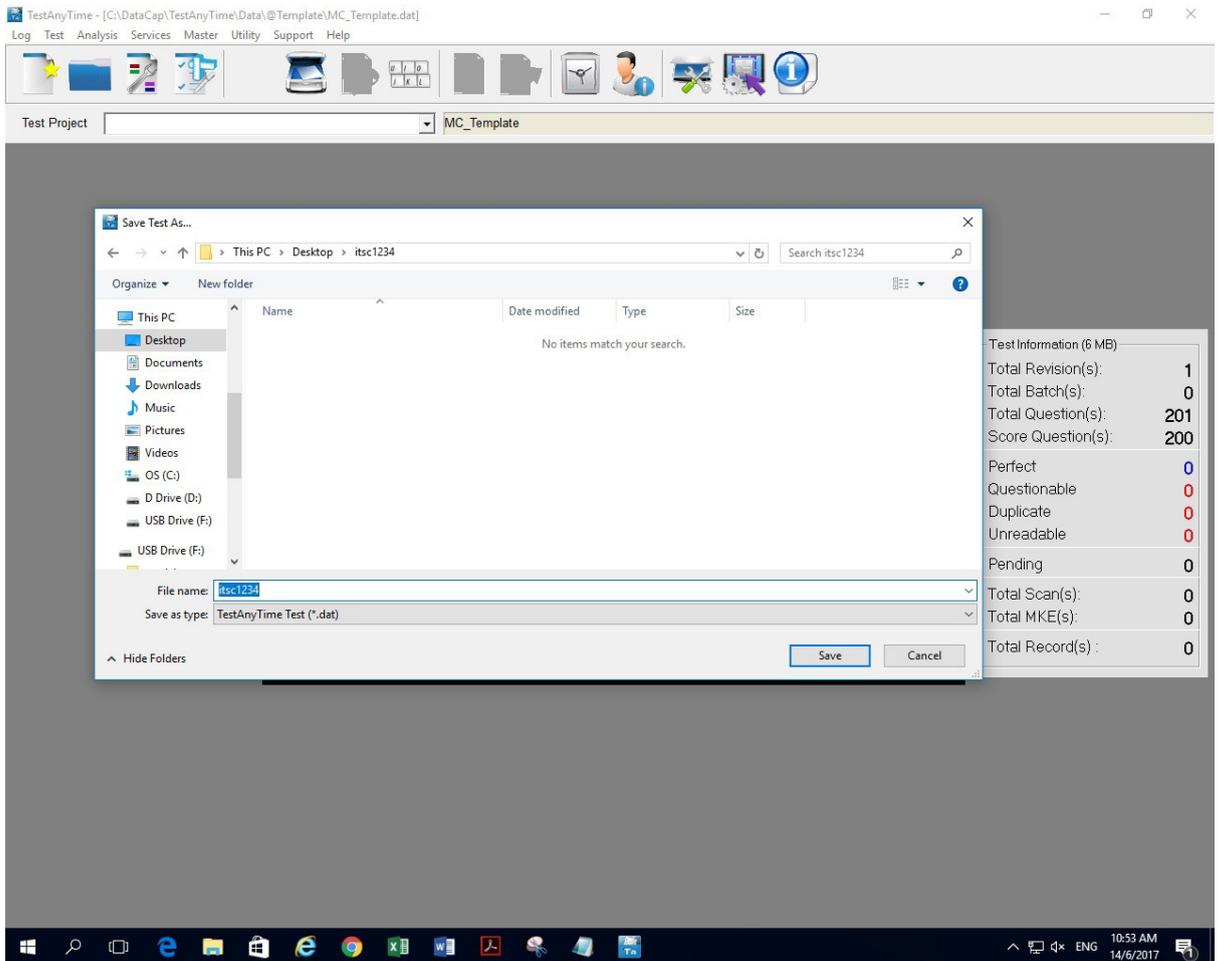


Select MC1 Form Template



1. Select “Start from Existing Project” and click the right box.
2. Open @Template folder and select MC_Template.dat, click Open and then Start.
(The full path is C:\DataCap\TestAnyTime\Data\@Template\MC_Template.dat)

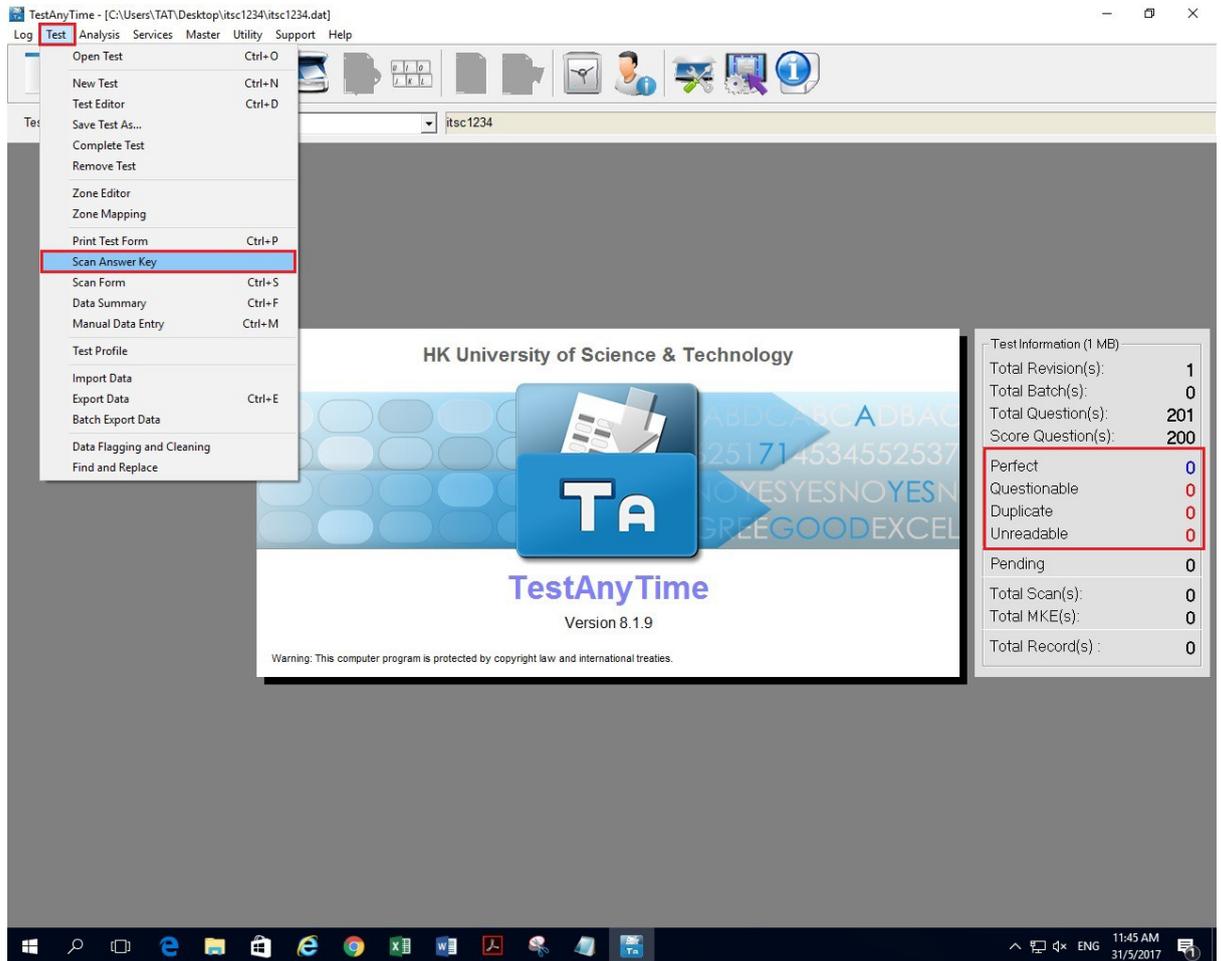
3. Save your own working directory by creating a folder (advisable on Desktop) e.g. ITSC1234 and then save the file name (itsc1234) in the folder.



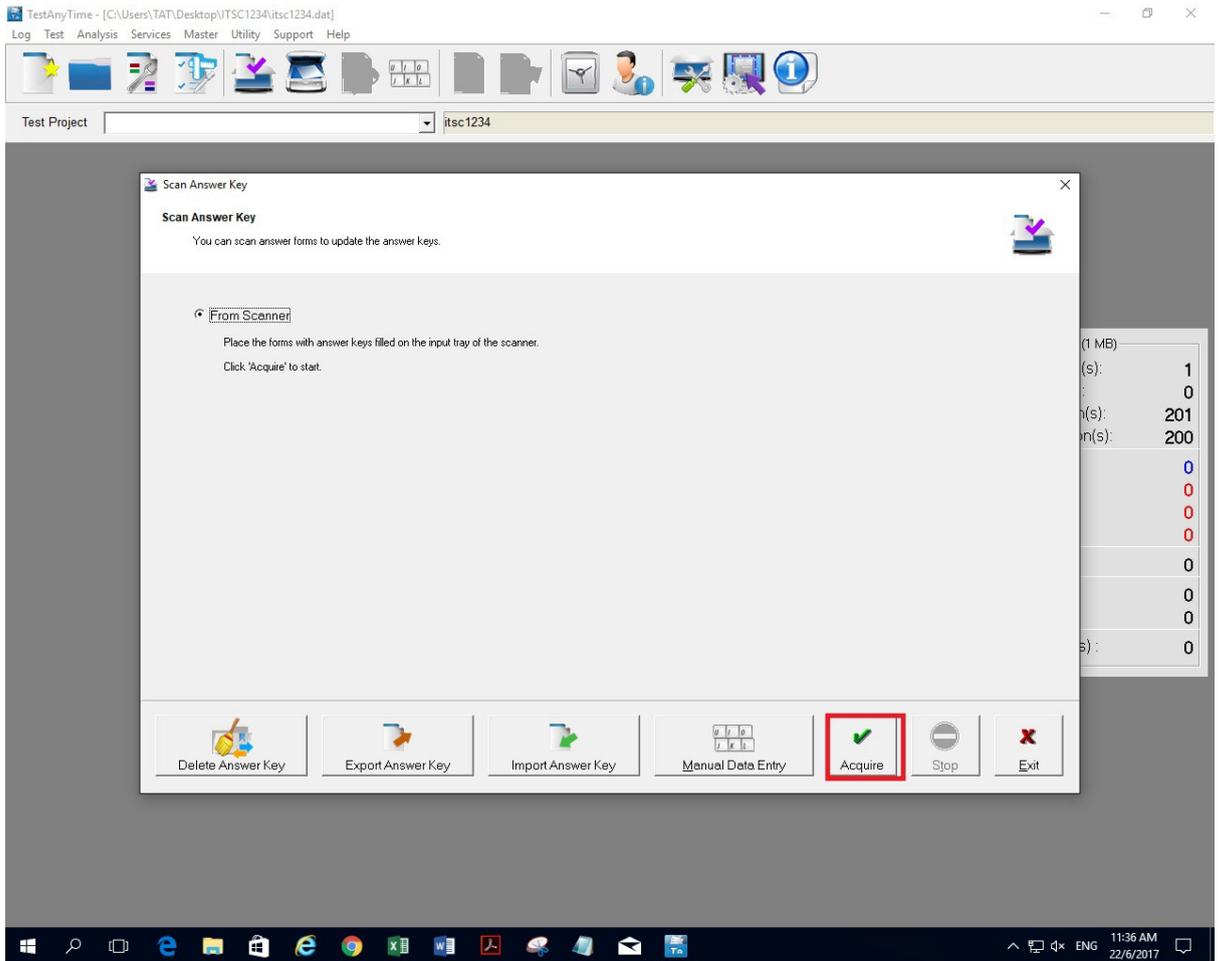
4. Click "Save"

E. Scan Answer Key

1. From **Test** pull-down menu, select and click **Scan Answer Key** option. Make sure the opened template is clean without any data being stored. (Please approach our Service Desk colleague if the template is incorrect)



2. Place **ONLY** the model answer form onto the document scanner, facing up with head goes in first.
3. Click '**Acquire**' button.



4. The scanned model answers are then displayed. **Double check** on each scanned model answer.

act | itsc1234

Scan Answer Key

You can scan answer forms to update the answer keys.

Answer Keys Scanned: Display scanned image

Question	Question Tag	Score	Response
Section 1			
1. IDNo	P01_IDNo	0	Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
Section 2			
1. MC_1	P01_MC_1	1	2 - B
2. MC_2	P01_MC_2	1	3 - C
3. MC_3	P01_MC_3	1	3 - C
4. MC_4	P01_MC_4	1	4 - D
5. MC_5	P01_MC_5	1	1 - A
6. MC_6	P01_MC_6	1	5 - E
7. MC_7	P01_MC_7	1	5 - E
8. MC_8	P01_MC_8	1	5 - E
9. MC_9	P01_MC_9	1	
10. MC_10	P01_MC_10	1	
11. MC_11	P01_MC_11	1	
12. MC_12	P01_MC_12	1	
13. MC_13	P01_MC_13	1	
14. MC_14	P01_MC_14	1	
15. MC_15	P01_MC_15	1	
16. MC_16	P01_MC_16	1	
17. MC_17	P01_MC_17	1	
18. MC_18	P01_MC_18	1	
19. MC_19	P01_MC_19	1	
20. MC_20	P01_MC_20	1	
21. MC_21	P01_MC_21	1	

Note: Only multiple-choices questions will be saved.

Score Question(s): Full Mark Passing Mark %

(1 MB)

(s): 1

(s): 0

n(s): 201

n(s): 200

0

0

0

0

0

0

0

s): 0

TestAnyTime

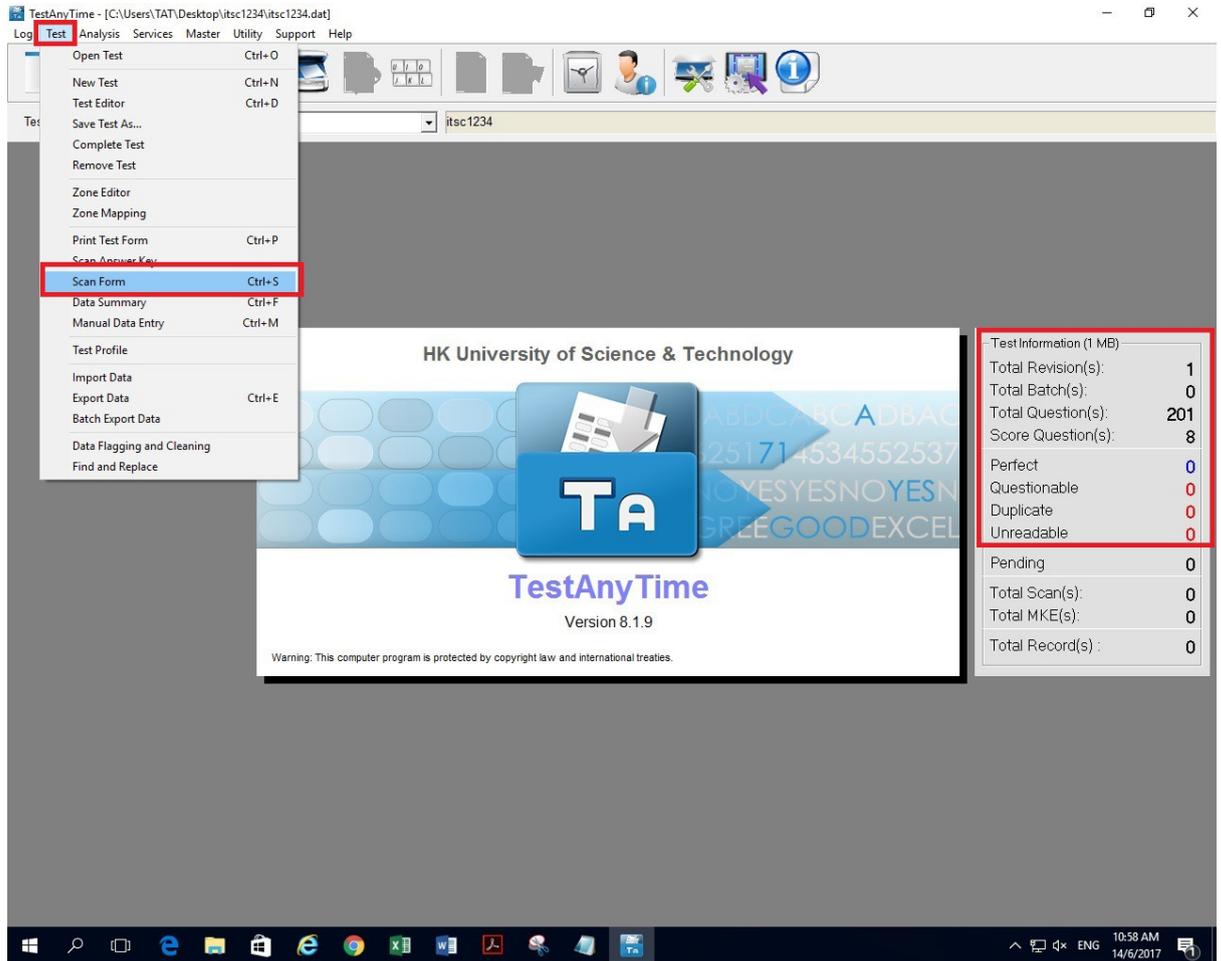
Answer Keys are saved.

3:34 PM
31/5/2017

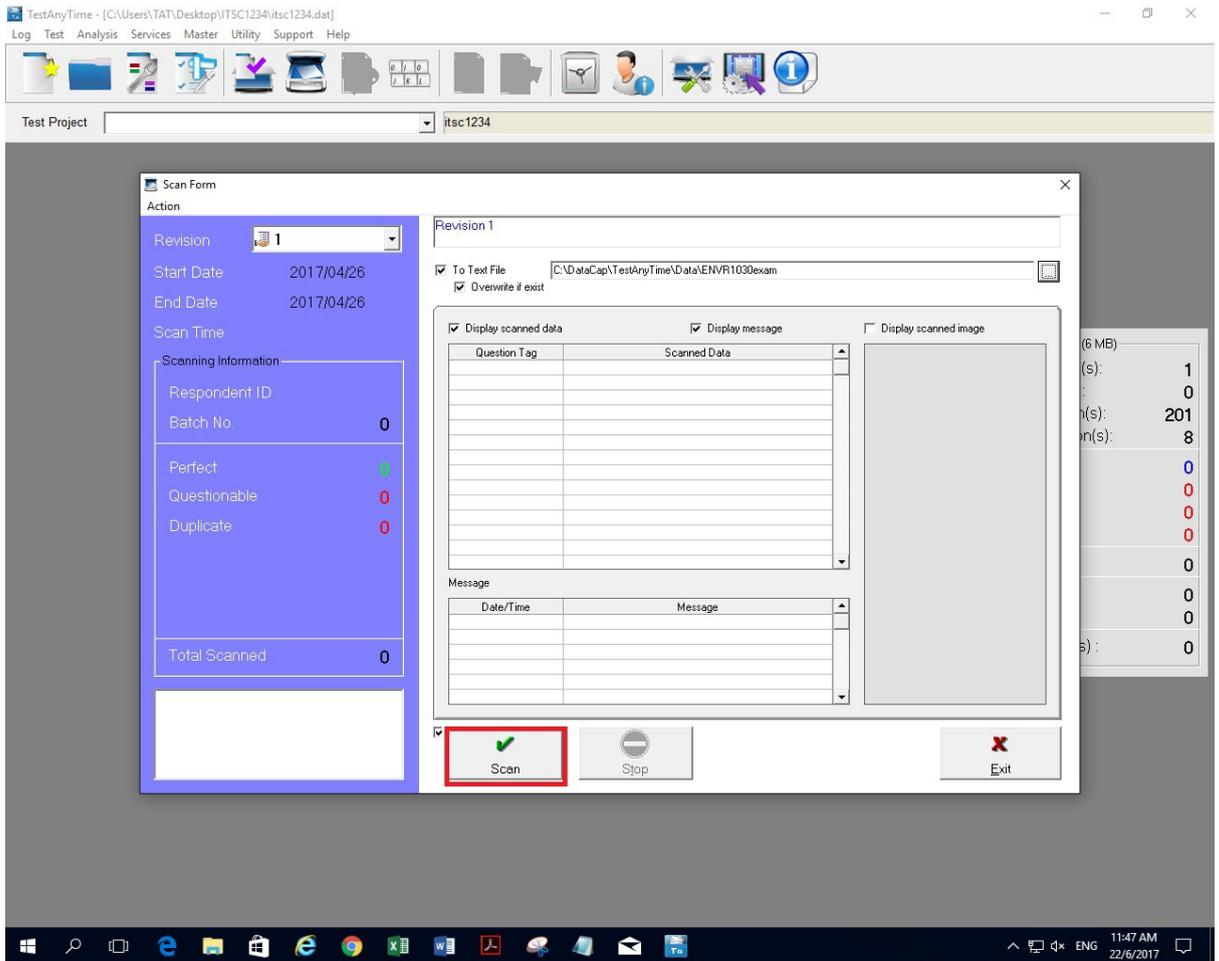
5. Click **Save** to save the model answer and OK to exit to main menu.

F. Scan Test Forms

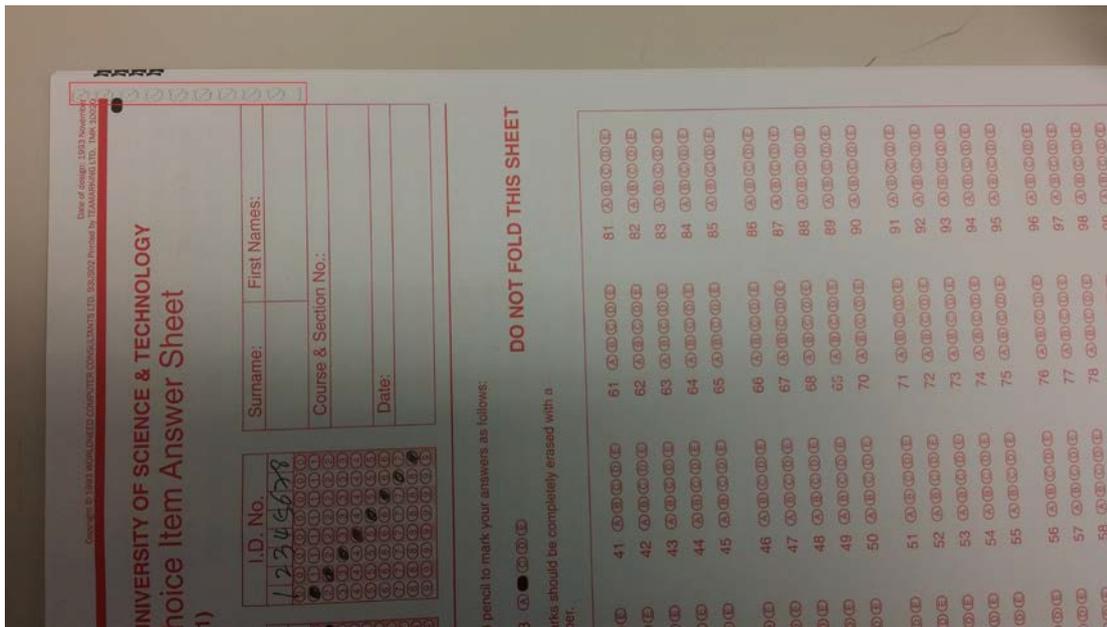
1. From **Test** pull-down menu, select and click **Scan Form** option or click on scan test form icon.



2. Place the test forms onto the document scanner, facing up with head go in first
3. Click '**Scan**' to start scanning process.



4. After all forms are scanned, click **Stop** and then **Exit** to return.



Responded ID will be printed on the scanned form



The **questionable** forms will be sorted on the upper tray while accepted sheets will be allocated on the lower one.

G. Check for Questionable Answers (Auto Load Record)

In order to make the scanning process smooth, the system will continue the scanning when questionable answers are detected. At the end of the scanning process, users are recommended to check for questionable answers and make adjustments where necessary.

Items classified as questionable include:

- Incomplete Student ID Number
- Multiple-answered question
- Any answer that the system could not detect clearly

EXAMPLE: (Questionable – Multiple Answer)

The screenshot displays the 'Manual Key Entry' application window. The title bar reads 'Manual Key Entry' and the menu bar includes 'Action' and 'Text Convert'. The interface features a toolbar with various icons, a 'Profile' dropdown menu set to '-- Select --', and a 'Modify' button. Below the toolbar, there are fields for 'Revision' (set to 1), 'Respondent ID' (0000000003), and 'Batch No.' (00001). A red error message is visible: 'Errors are found: S002Q002_MC_2 Questionable (Multiple - Can only choose one choice)'. The main area is split into two panes. The left pane is a large empty gray box. The right pane, titled 'Section 2' and '2. MC_2', shows a multiple-choice question with five options: 1. A, 2. B, 3. C, 4. D, and 5. E. Each option has a radio button. The status bar at the bottom shows a table of question and answer data:

Question	S001Q001	S002Q001	S002Q002	S002Q003	S002Q004	S002Q005	S002Q006	S002Q007	S002Q008	S002Q009	S002Q010	S002Q011	S002Q012	S002Q013
Answer	33333333	2-B	2-B	2-B	4-D	4-D								

Navigation buttons include 'P. Record', 'Previous', 'Next', and 'N. Record'. The system tray at the bottom shows the taskbar with icons for Internet Explorer, File Explorer, Adobe Reader, Chrome, and a toolbar. The system clock indicates 10:48 AM on 10/13/2015.

EXAMPLE: (Questionable –No ID)

The screenshot shows a software window titled "Manual Key Entry" with a menu bar containing "Action" and "Text Convert". Below the menu bar is a toolbar with various icons. The main interface includes a header area with "Revision" set to "1" and "Revision 1", and "Respondent ID" set to "0000000005". There is an "Auto Load Record" button and a "Batch No." field with "00001".

An error message is displayed: "Errors are found | S001Q001. IDNo Questionable (question-level rule: LENGTH = 8 AND NOT CONTAINS AND NOT CONTAINS *)".

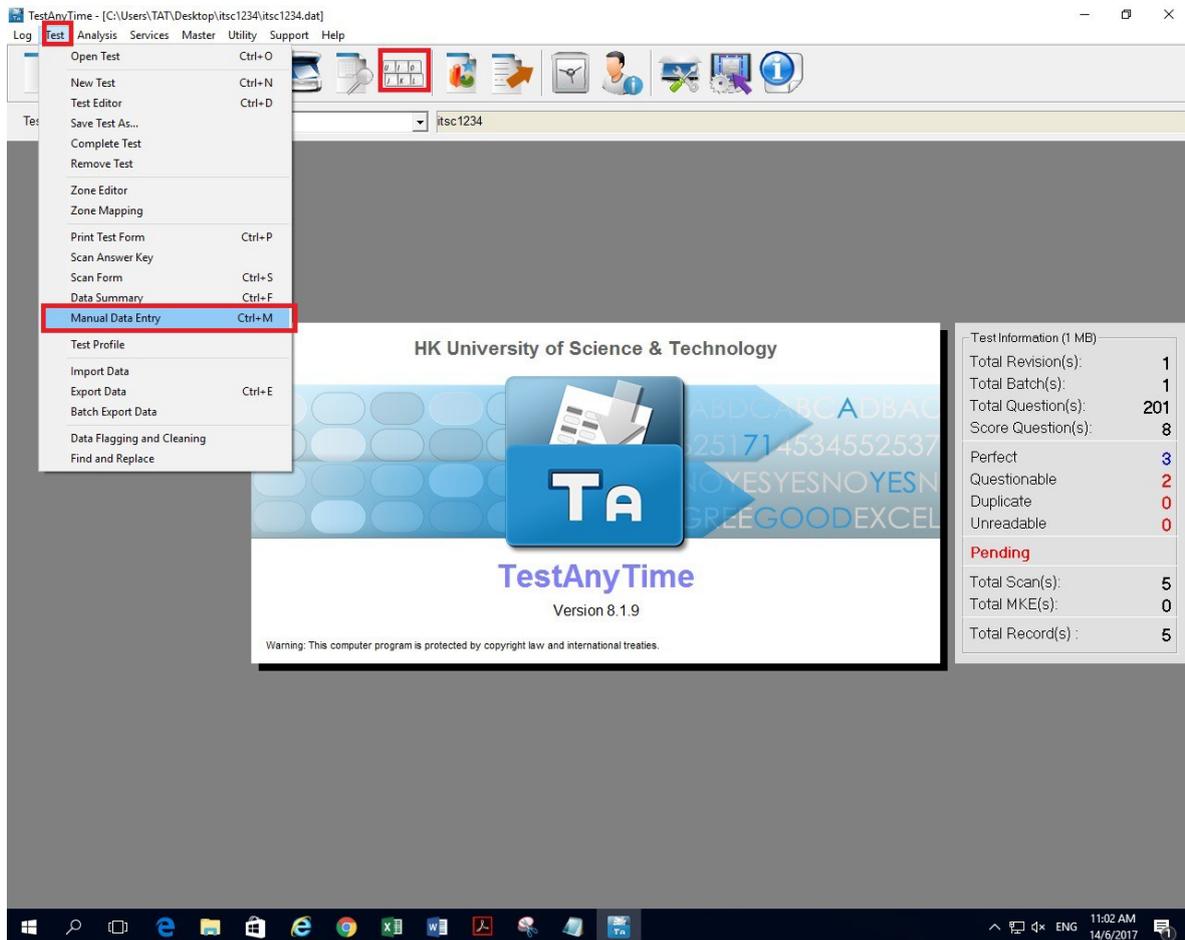
The main content area is split into two panes. The left pane is empty. The right pane is titled "Section 1" and "Score [Factor=1, Wrong=0, Missing=0, Multiple=0]" and contains "1. IDNo" above a large empty text input area.

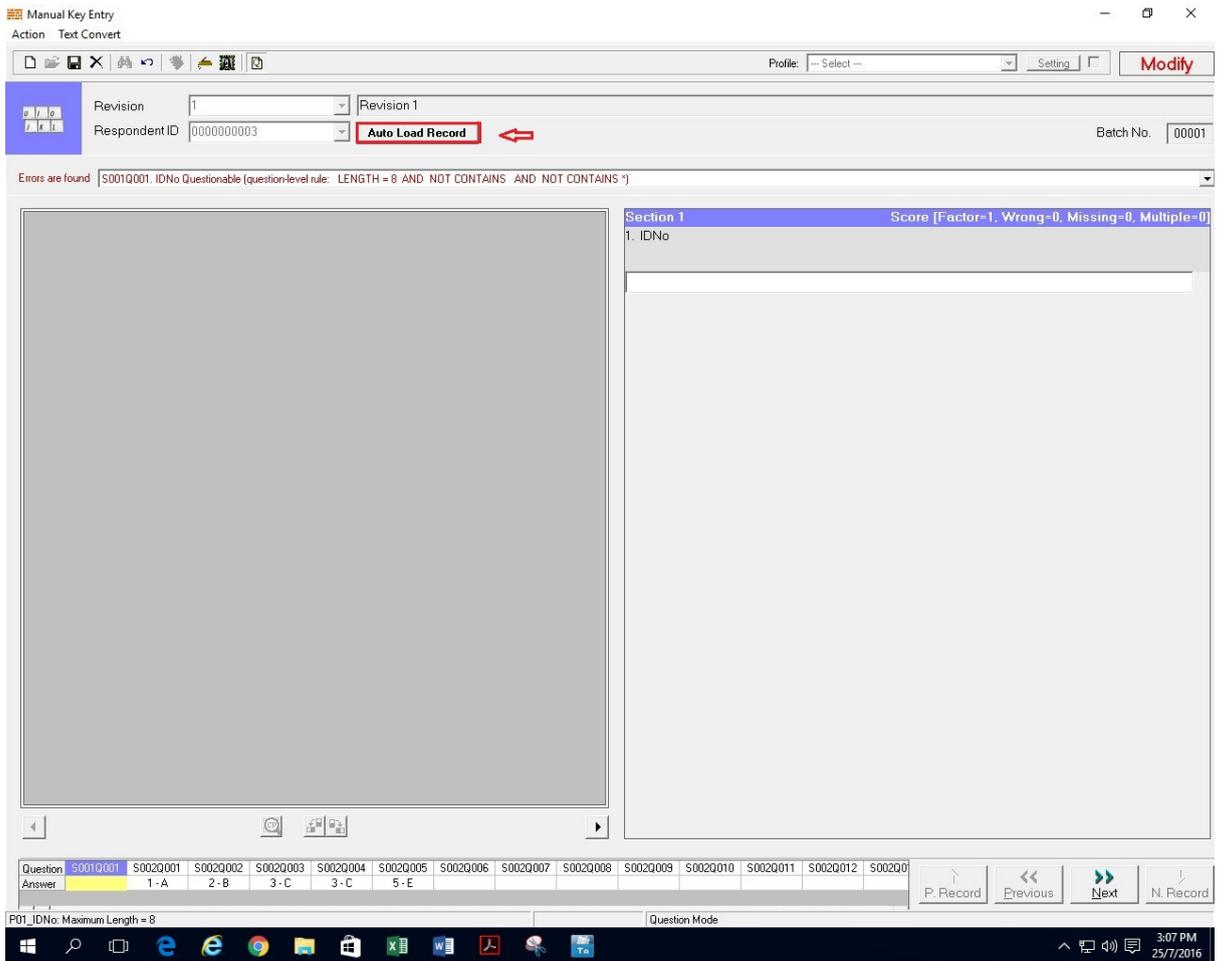
At the bottom, there is a table of question and answer data:

Question	S001Q001	S002Q001	S002Q002	S002Q003	S002Q004	S002Q005	S002Q006	S002Q007	S002Q008	S002Q009	S002Q010	S002Q011	S002Q012	S002Q013
Answer		3-C	2-B	2-B	4-D	5-E								

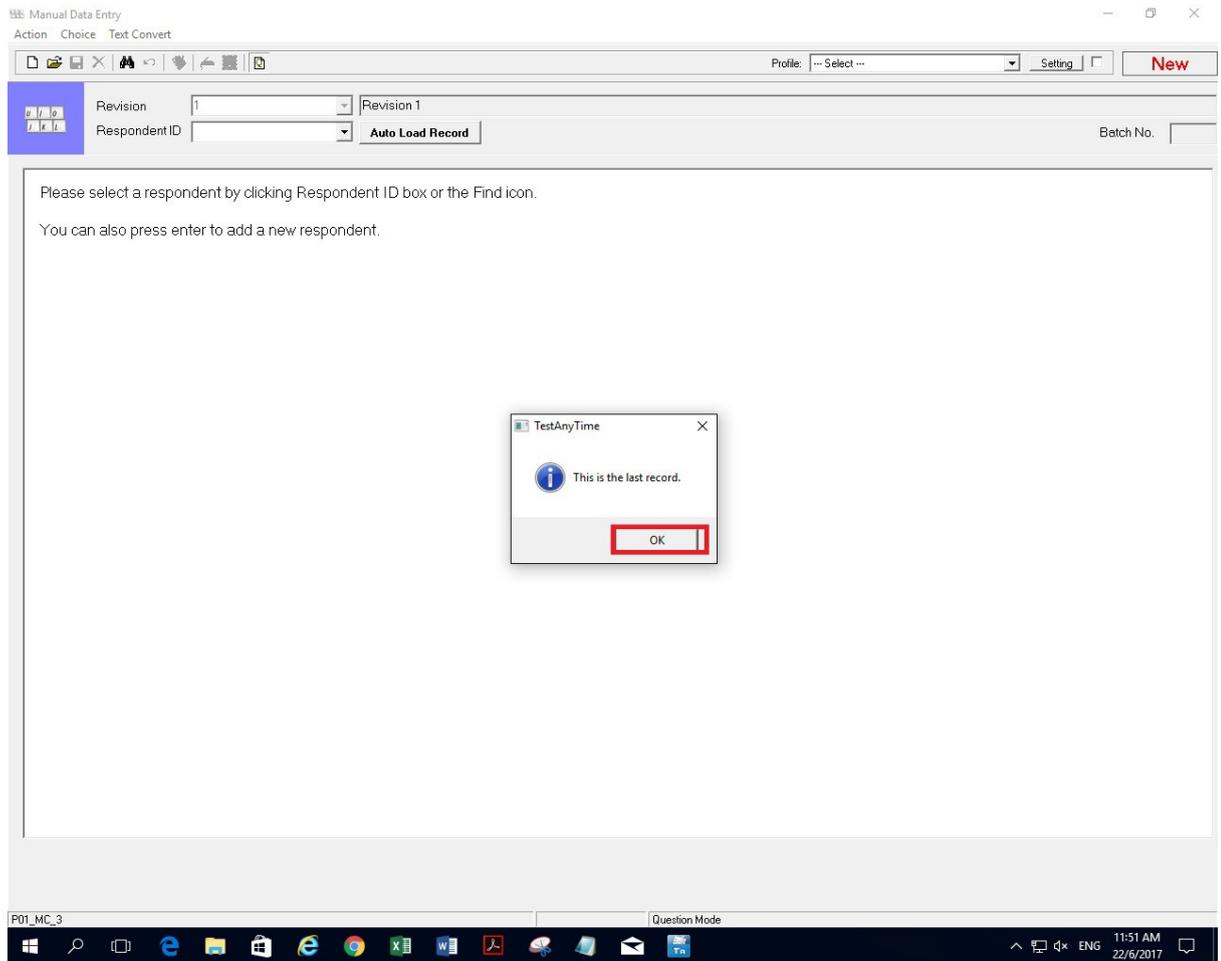
Navigation buttons include "P. Record", "Previous", "Next", and "N. Record". The status bar at the bottom shows "P01_IDNo: Maximum Length = 8" and "Question Mode". The Windows taskbar at the very bottom shows the time as 10:49 AM on 10/13/2015.

1. From **Test** pull-down menu, select and click **Manual Data Entry** option or click the Manual Key Entry icon





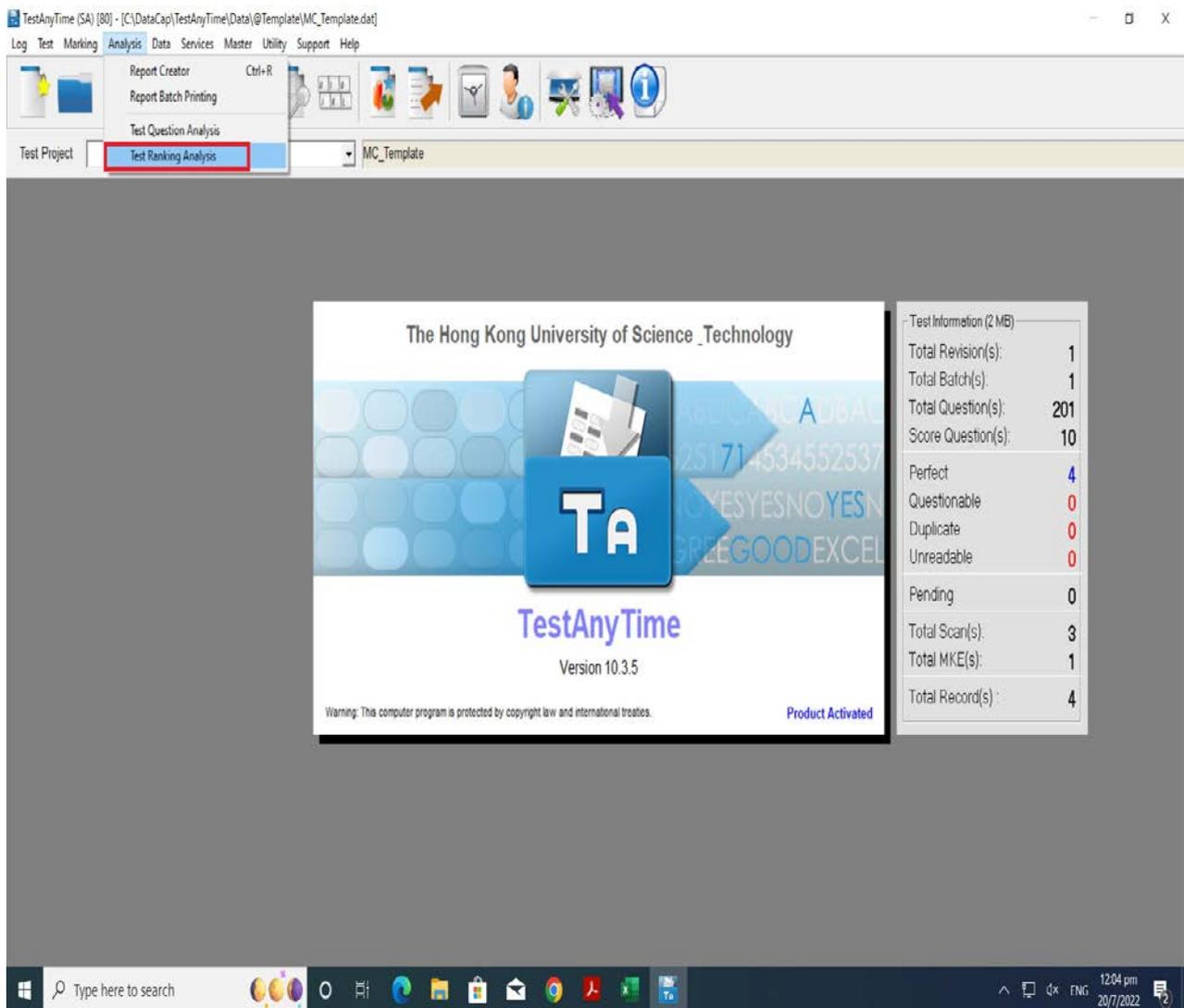
2. Click Auto Load Record and take appropriate correction to the question. Click “Next”
3. Then proceed to the next question or to go to the next record. Click “Yes”.
4. Until “This is the last record” Windows popped up.



5. Click OK and quit Manual Key Entry dialog box and go back to the Main Menu.

H. Test Ranking Analysis Report

1. From **Analysis** pull-down menu, select **Test Ranking Analysis** option.



2. Click **Test Ranking Analysis** to generate report.

itsc1234 (Revision 1)
Test Ranking Analysis - All Respondents (Sorted By Respondent ID)

IDNo	Mark	Result	Ranking	Correct Answer	Wrong Answer	Unanswered Question	Status
20151234	7.00		1	7	1	0	(Highest)
20143366	3.00		5	3	5	0	(Lowest)
20161111	5.00		3	5	3	0	
20180011	6.00		2	6	2	0	
20144012	4.00		4	4	4	0	

No. of candidate attended : 5
 Passing mark : N/A
 Highest mark : 7.0
 Lowest mark : 3.0
 Average mark : 5.0

3. Click **Export** button to export the report in your favorite format. E.g. Excel, PDF etc.. then Click OK.



Export [X]

Format:
 MS Excel 97-2000

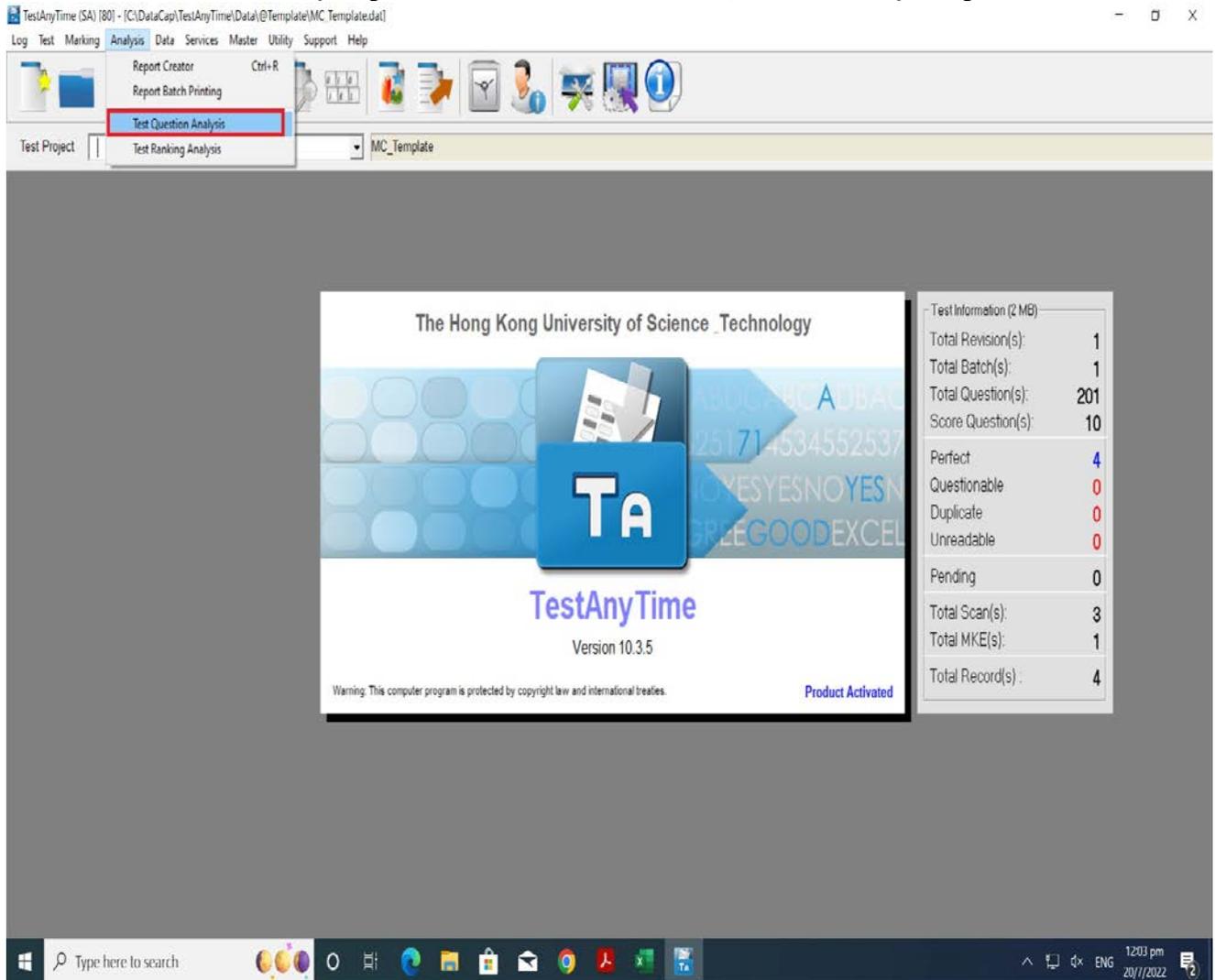
Destination:
 Disk file

OK
 Cancel

4. Click **OK** to accept the default settings/layouts in Excel Format Options.
5. Save the exported file to your working directory.
6. Quit the report preview and go back to the main display menu.

I. Test Questions Analysis Report

1. From **Analysis** pull-down menu, select **Test Question Analysis** option.



2. Click **Test Questions Analysis** to generate report.

itsc1234 (Revision 1)
Test Questions Analysis - Sort the Questions By Record Order

No. of Question = 8
No. of Candidate = 5

Section	Question	Accuracy (%) of Answer			Choice Distribution						Model Answer
		Correct	Incorrect	Missing	A	B	C	D	E	F	
2	1	3 (80.0%)	2 (40.0%)	0 (0.0%)	1 (20.0%)	3 (80.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)		Choice : B
2	2	3 (80.0%)	2 (40.0%)	0 (0.0%)	0 (0.0%)	2 (40.0%)	3 (80.0%)	0 (0.0%)	0 (0.0%)		Choice : C
2	3	3 (80.0%)	2 (40.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	3 (80.0%)	2 (40.0%)	0 (0.0%)		Choice : C
2	4	4 (80.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	4 (80.0%)	1 (20.0%)		Choice : D
2	5	0 (0.0%)	5 (100.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	2 (40.0%)	3 (80.0%)		Choice : A
2	6	4 (80.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (20.0%)	4 (80.0%)		Choice : E
2	7	4 (80.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (20.0%)	4 (80.0%)		Choice : E
2	8	4 (80.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (20.0%)	0 (0.0%)	4 (80.0%)		Choice : E
Average :		3.1 (82.5%)	1.9 (37.5%)	0.0 (0.0%)							

Report Date : 2017-06-22 Page : 1 of 1

The highlighted answer represents the highest selection

3 Click Export button and select your favorite format for the report. Click OK.

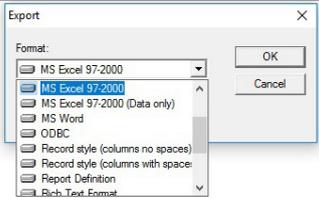


itsc1234 (Revision 1)
 Test Questions Analysis - Sort the Questions By Record Order

No. of Question = 8
 No. of Candidate = 5

Section	Question	Accuracy (%) of Answer			Choice Distribution						Model Answer
		Correct	Incorrect	Missing	A	B	C	D	E	F	
2	1	3 (60.0%)	2 (40.0%)	0 (0.0%)	1 (20.0%)	3 (60.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)		Choice : B
2	2	3 (60.0%)	2 (40.0%)	0 (0.0%)	0 (0.0%)	2 (40.0%)	3 (60.0%)	0 (0.0%)	0 (0.0%)		Choice : C
2	3	3 (60.0%)	2 (40.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	3 (60.0%)	2 (40.0%)	0 (0.0%)		Choice : C
2	4	4 (80.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	4 (80.0%)	1 (20.0%)		Choice : D
2	5	0 (0.0%)	5 (100.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	2 (40.0%)	3 (60.0%)		Choice : A
2	6	4 (80.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (20.0%)	4 (80.0%)		Choice : E
2	7	4 (80.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (20.0%)	4 (80.0%)		Choice : E
2	8	4 (80.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (20.0%)	0 (0.0%)	4 (80.0%)		Choice : E
Average		3.1 (62.5%)	1.9 (37.5%)	0.0 (0.0%)			1 (20.0%)		4 (80.0%)		

Report Date : 2017-06-14 Page : 1 of 1



- 4 Click **OK** to accept Export Option.
- 5 Save the exported file to your working directory
- 6 Quit the report Preview and go back to main display menu.

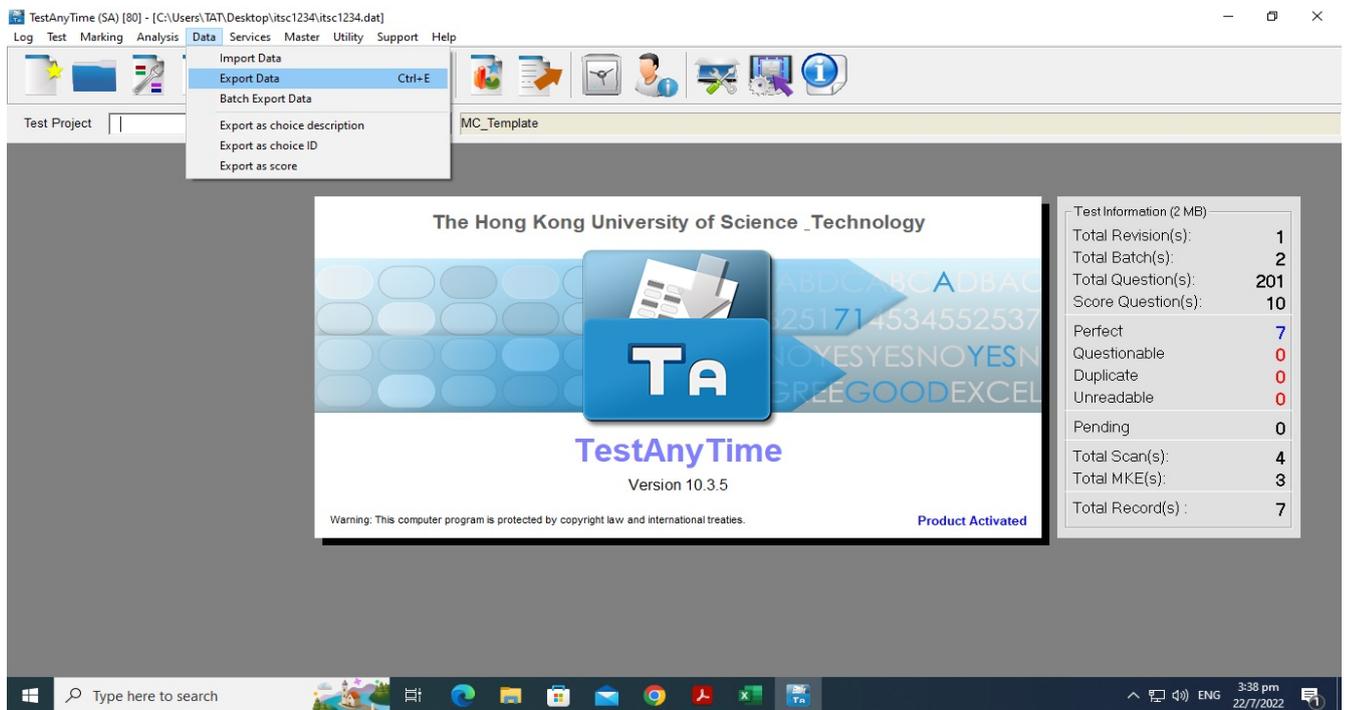
J. Export Data

After scanning the test forms, you may export the data to various file formats for filing purpose or for further analysis. Available file formats are as follow:

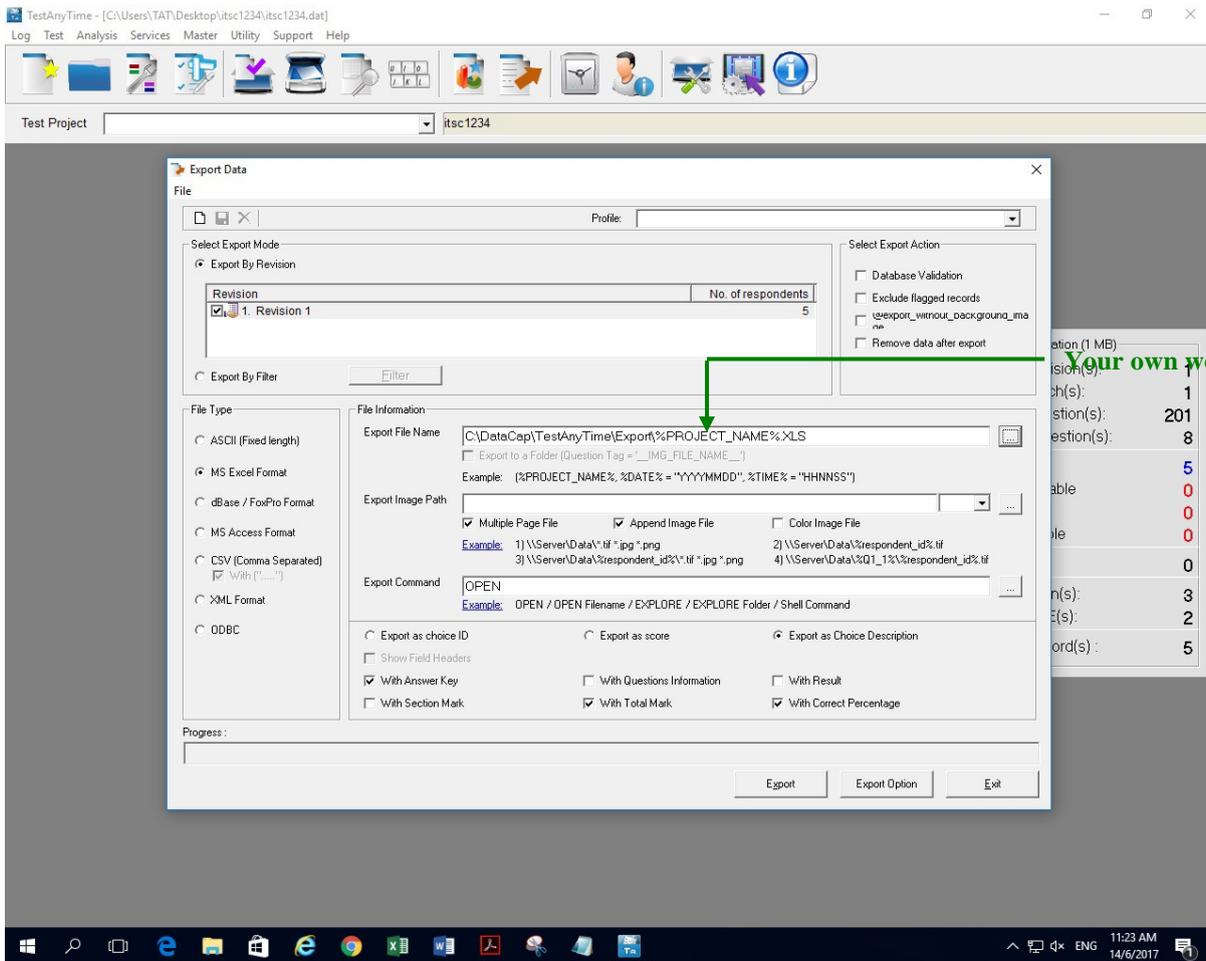
- ASCII (Fix Length) format
- dBase / FoxPro format
- MS Excel format
- MS Access format
- CSV (Comma Separated)
- XML Format

To export data:

1. From **Data** pull-down menu, select and click **Export Data** option.



2. At the Export Data dialog:



- Under **Export By Revision** option, tick check box for Revision 1.
- At **File Type**, select appropriate file format that you want to export to.
Eg. MS Excel Format
- Select Export As option.

Export as Choice ID: Exported data contains students' answer to each question. Data will be exported as 1, 2, 3, 4 and 5, representing A, B, C, D and E respectively.

Export as Choice Description:
Exported data contains students' answer to each question. Data will be exported as A, B, C, D and E .

Export as Score: Exported data contains students' score for each question. (1 represents correctly answered)

Selective checkbox options: With Answer Key, With Total Mark, With Correct Percentage

- d. At the **Export File Name** area, browse and save the file in your working directory.
- e. Click Open and then Click Export
- f. Quit the Excel file and exit to Main Menu

Examples on the layout of the exported data

(Mapping on student's answer: 1 - A, 2 - B, 3 - C, 4 - D, 5 - E)

Export As Choice ID, MS Excel Format

	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	P01_MC_6	P01_MC_7	P01_MC_8	TotalScore	CorrectPercentage
1	MC(Answer)		2	3	3	4	1	5	5	5		
2	0000000001	20151234	2	3	3	4	4	5	5	5	7	87.5
3	0000000002	20143366	1	2	3	4	5	5	4	3	3	37.5
4	0000000003	20161111	2	2	4	4	5	5	5	5	5	62.5
5	0000000004	20180011	3	3	3	4	4	5	5	5	6	75
6	0000000005	20144012	2	3	4	5	5	4	5	5	4	50

Export As Choice Description, MS Excel Format

	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	P01_MC_6	P01_MC_7	P01_MC_8	TotalScore	CorrectPercentage
1	MC(Answer)		B	C	C	D	A	E	E	E		
2	0000000001	20151234	B	C	C	D	D	E	E	E	7	87.5
3	0000000002	20143366	A	B	C	D	E	E	D	C	3	37.5
4	0000000003	20161111	B	B	D	D	E	E	E	E	5	62.5
5	0000000004	20180011	C	C	C	D	D	E	E	E	6	75
6	0000000005	20144012	B	C	D	E	E	D	E	E	4	50

Export AS Total Score, MS Excel Format

	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	P01_MC_6	P01_MC_7	P01_MC_8	TotalScore	CorrectPercentage
1	MC(Answer)		2	3	3	4	1	5	5	5		
2	0000000001	20151234	1	1	1	1	0	1	1	1	7	87.5
3	0000000002	20143366	0	0	1	1	0	1	0	0	3	37.5
4	0000000003	20161111	1	0	0	1	0	1	1	1	5	62.5
5	0000000004	20180011	0	1	1	1	0	1	1	1	6	75
6	0000000005	20144012	1	1	0	0	0	0	1	1	4	50

Note : In order to ensure the PC functions properly and effectively, ITSC will perform the PC house-keeping periodically without further notice. Users are **STRONGLY** recommended to either save the scanned data in storage devices like flash drives or external HDD, or send the files to their own accounts via email. You may also save your project file (XXXX.dat) for future reference

K. Question with Multiple Answers (OR Condition)

1. Open Template and create your own project/working directory same as stated in Section D.
2. Scan Answer Key (same as Section E).
3. Double click for questions with Multiple answer and give it one answer from A-E. Click Save. Click OK to go back to main menu.

TestAnyTime - [C:\Users\TAT\Desktop\itsc1234\itsc_or.dat]

Log Test Analysis Services Master Utility Support Help

Test Project: itsc_or

Scan Answer Key

You can scan answer forms to update the answer keys.

Answer Keys Scanned: Display scanned image

Question	Question Tag	Score	Response
Section 1			
1. IDNo	P01_IDNo	0	Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
Section 2			
1. MC_1	P01_MC_1	1	2 - B
2. MC_2	P01_MC_2	1	* - <Multiple>
3. MC_3	P01_MC_3	1	3 - C
4. MC_4	P01_MC_4	1	2 - B
5. MC_5	P01_MC_5	1	* - <Multiple>
6. MC_6	P01_MC_6	1	4 - D
7. MC_7	P01_MC_7	1	3 - C
8. MC_8	P01_MC_8	1	3 - C
9. MC_9	P01_MC_9	1	
10. MC_10	P01_MC_10	1	
11. MC_11	P01_MC_11	1	
12. MC_12	P01_MC_12	1	
13. MC_13	P01_MC_13	1	
14. MC_14	P01_MC_14	1	
15. MC_15	P01_MC_15	1	
16. MC_16	P01_MC_16	1	
17. MC_17	P01_MC_17	1	
18. MC_18	P01_MC_18	1	
19. MC_19	P01_MC_19	1	
20. MC_20	P01_MC_20	1	
21. MC_21	P01_MC_21	1	

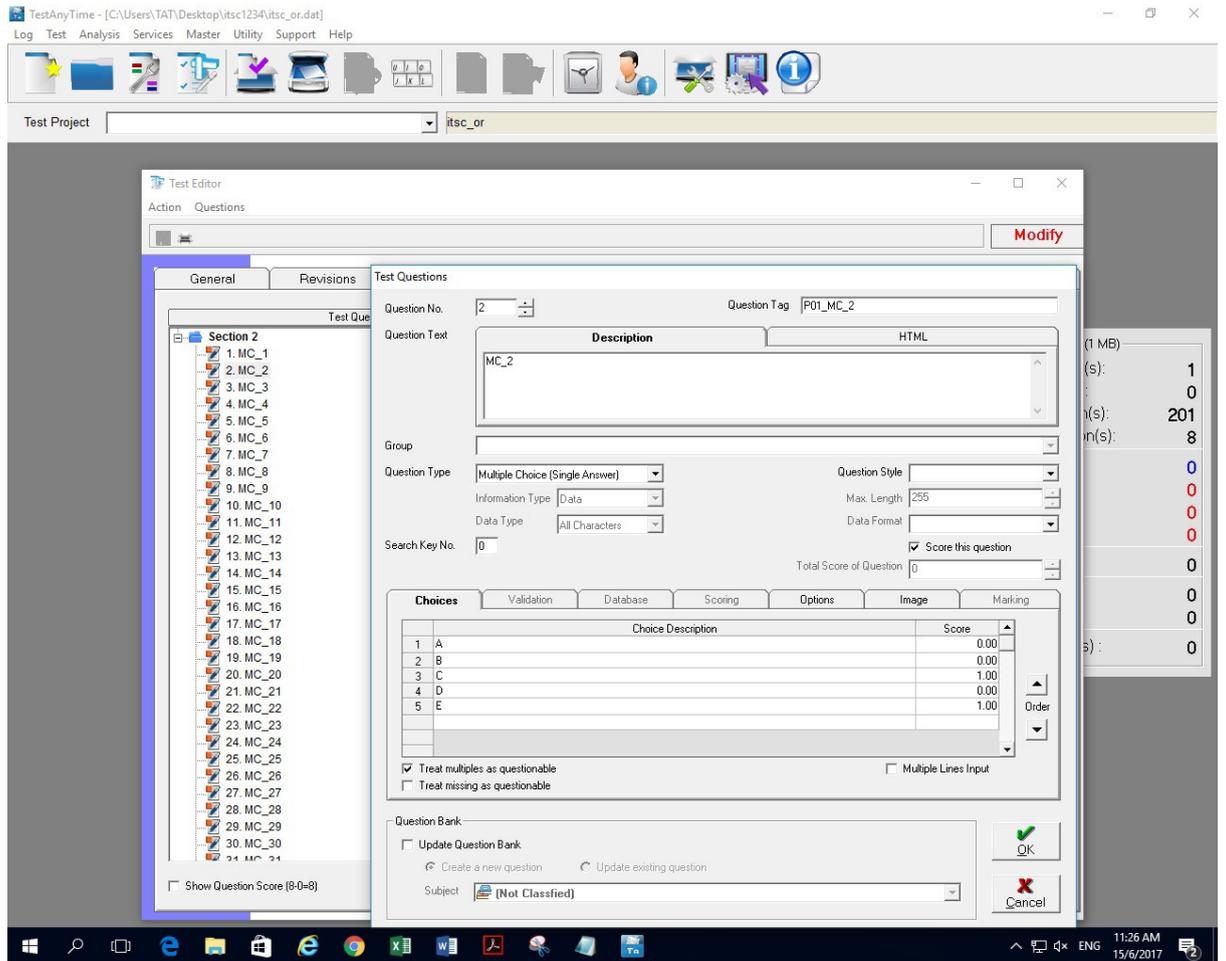
Note: Only multiple-choices questions will be saved.

Score Question(s): Full Mark: Passing Mark: %

Back Save Exit

11:18 AM 15/6/2017

4. Modify Answer
 - From Test pull-down menu, select and click Test editor
 - Select Question Tab
 - Click “+” sign to expand section 2
 - Double click on question with multiple answers. Change from 0 to 1 in the score column to the correct answers & click OK
 - Below picture indicate that C & E are correct answers for Question 2



-Apply same to other questions with multiple answers.

-After correcting all questions, remember to click save icon under Test Editor.

-Click OK and quit to main menu

5. Proceed onward steps from Scan Forms, create reports and export data

Examples:

Output with Choice Description

1	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	P01_MC_6	P01_MC_7	P01_MC_8	TotalScore	CorrectPercentage
2	MC(Answer)		B	*	C	B	A	D	C	C		
3	0000000001	20112233	C	B	C	D	C	B	D	D	1	12.5
4	0000000002	20156677	D	D	C	C	B	C	D	C	2	25
5	0000000003	20152211	B	A	C	C	B	D	D	D	3	37.5
6	0000000004	20145588	B	D	A	E	E	C	C	C	3	37.5
7	0000000005	20113456	A	B	C	D	E	D	D	C	3	37.5

Output with Choice ID

1	respondent	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	P01_MC_6	P01_MC_7	P01_MC_8	TotalScore	CorrectPercentage
2	MC(Answer)		2	*	3	2	1	4	3	3		
3	0000000001	20112233	3	2	3	4	3	2	4	4	1	12.5
4	0000000002	20156677	4	4	3	3	2	3	4	3	2	25
5	0000000003	20152211	2	1	3	3	2	4	4	4	3	37.5
6	0000000004	20145588	2	4	1	5	5	3	3	3	3	37.5
7	0000000005	20113456	1	2	3	4	5	4	4	3	3	37.5

Output with Score

1	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	P01_MC_6	P01_MC_7	P01_MC_8	TotalScore	CorrectPercentage
2	MC(Answer)		2	3.5	3	2	1	4	3	3		
3	0000000001	20112233	0	0	1	0	0	0	0	0	1	12.5
4	0000000002	20156677	0	0	1	0	0	0	0	1	2	25
5	0000000003	20152211	1	0	1	0	0	1	0	0	3	37.5
6	0000000004	20145588	1	0	0	0	0	0	1	1	3	37.5
7	0000000005	20113456	0	0	1	0	0	1	0	1	3	37.5

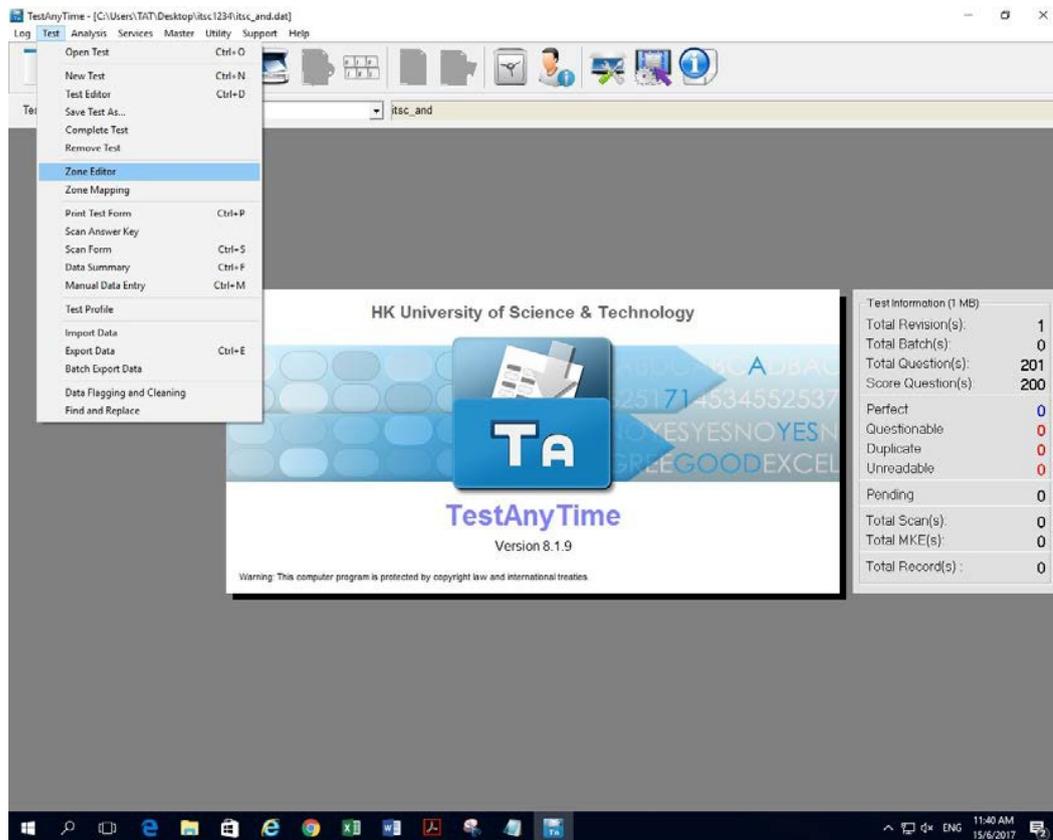
Test Question Analysis Report

1	0623_or (Revision 1)											
2	Test Questions Analysis - Sort the Questions By Record Order											
3												
4												
5	No. of Question = 8											
6	No. of Candidate = 5											
7												
8												
9												
10	Accuracy (%) of Answer						Choice Distribution					
11	Section	Question	Correct	Incorrect	Missing	A	B	C	D	E	F	Model Answer
15	2	1	2 (40.0%)	3 (60.0%)	0 (0.0%)	1 (20.0%)	2 (40.0%)	1 (20.0%)	1 (20.0%)	0 (0.0%)	0 (0.0%)	Choice : B
17	2	2	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (20.0%)	2 (40.0%)	0 (0.0%)	2 (40.0%)	0 (0.0%)	0 (0.0%)	Invalid Model Answer
19	2	3	4 (80.0%)	1 (20.0%)	0 (0.0%)	1 (20.0%)	0 (0.0%)	4 (80.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	Choice : C
21	2	4	0 (0.0%)	5 (100.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	2 (40.0%)	2 (40.0%)	1 (20.0%)	0 (0.0%)	Choice : B
23	2	5	0 (0.0%)	5 (100.0%)	0 (0.0%)	0 (0.0%)	2 (40.0%)	1 (20.0%)	0 (0.0%)	2 (40.0%)	0 (0.0%)	Choice : A
25	2	6	2 (40.0%)	3 (60.0%)	0 (0.0%)	0 (0.0%)	1 (20.0%)	2 (40.0%)	2 (40.0%)	0 (0.0%)	0 (0.0%)	Choice : D
27	2	7	1 (20.0%)	4 (80.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (20.0%)	4 (80.0%)	0 (0.0%)	0 (0.0%)	Choice : C
29	2	8	3 (60.0%)	2 (40.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	3 (60.0%)	2 (40.0%)	0 (0.0%)	0 (0.0%)	Choice : C
31	Average :		1.5 (30.0%)	2.9 (57.5%)	0.0 (0.0%)							

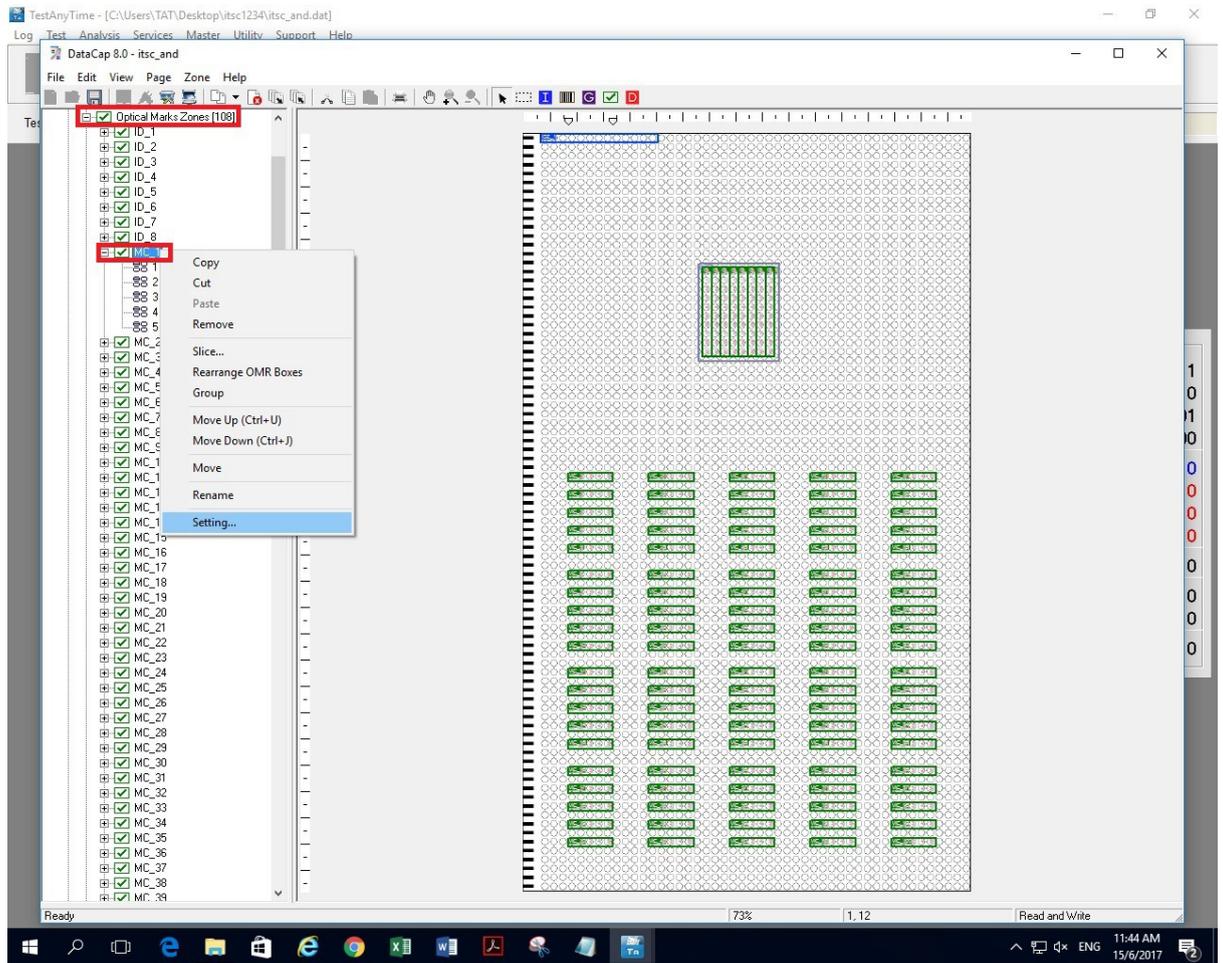
L. Question with Multiple Answers (AND Condition)

Remember to define Zone Image and Test Editor before scanning Answer Key

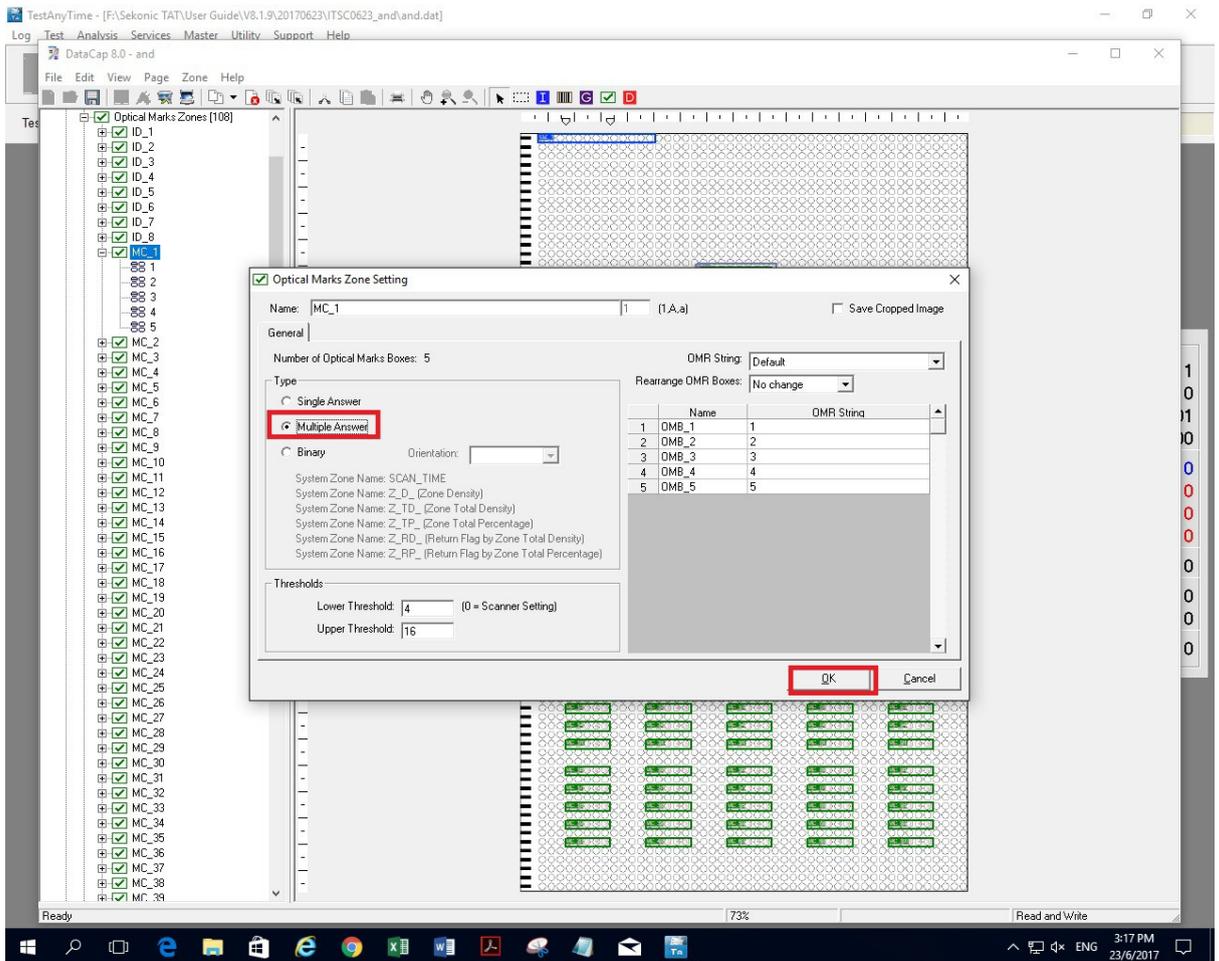
1. Open Template and create your own project/working directory same as stated in Section D.
2. Configure Zone Image (define question with multiple answers)
 - From Test pull-down menu, select and click Zone Editor



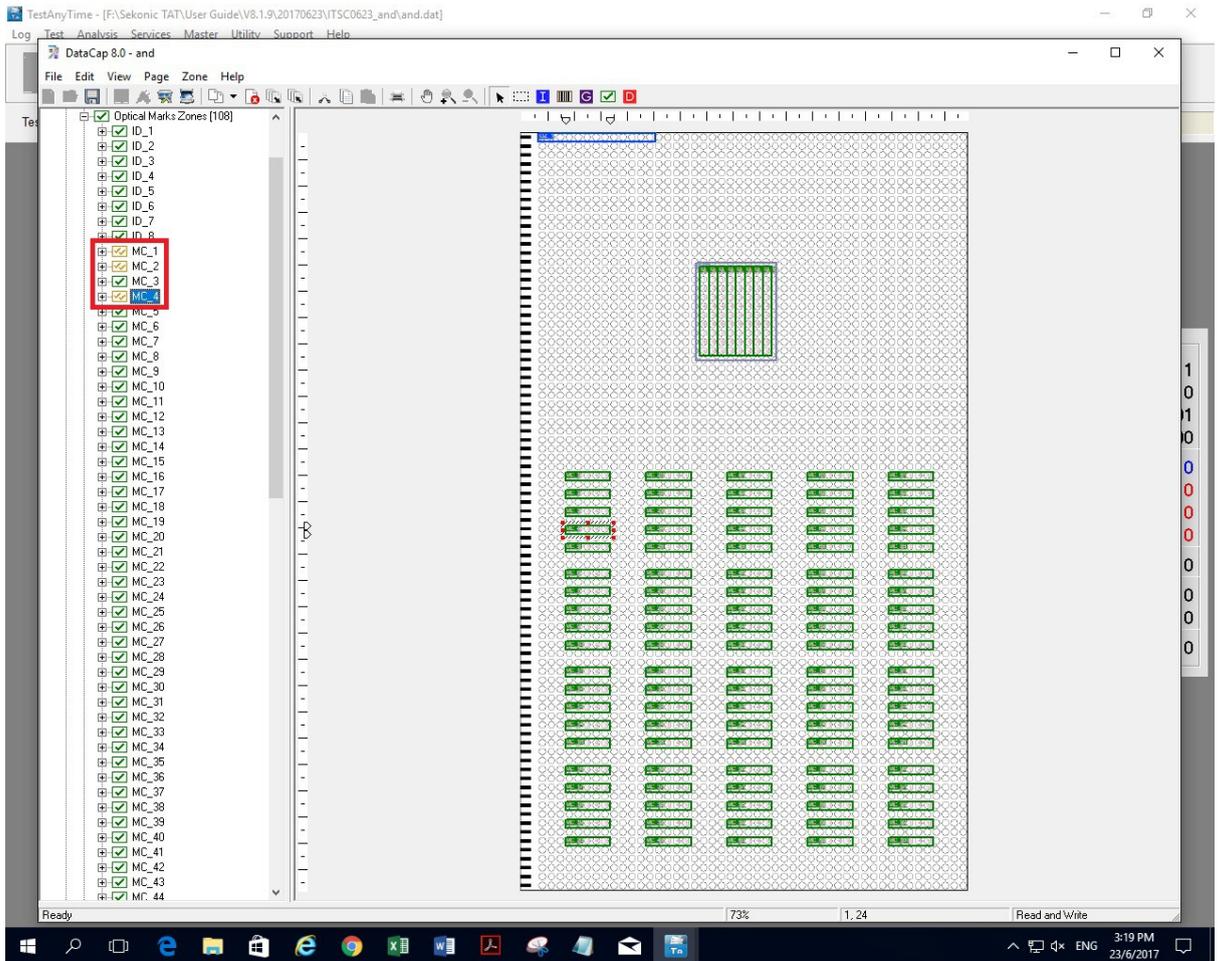
-Click “+” sign to expand Optical Marks Zone



- Right click the question you want to change (eg. MC_1). Click Setting.
- Change to multiple Answer and click OK.



- Do same settings to other questions.
- Checked and confirmed that questions are marked with double ticks.



- Quit application and click Yes to save it
- Click NO when ask to rebuild question.

4. Scan Answer Key (Section E)

TestAnyTime - [F:\Sekonic TAT\User Guide\V8.1.9\20170623\TSC0623_and\and.dat]

Log Test Analysis Services Master Utility Support Help

Test Project [and]

Scan Answer Key

You can scan answer forms to update the answer keys.

Answer Keys Scanned: Display scanned image

Question	Question Tag	Score	Response
Section 1			
1. IDNo	P01_IDNo	0	Score {Factor=1, Wrong=0, Missing=0, Multiple=0}
Section 2			
1. MC_1	P01_MC_1	1	11000
2. MC_2	P01_MC_2	1	00110
3. MC_3	P01_MC_3	1	5 - E
4. MC_4	P01_MC_4	1	11001
5. MC_5	P01_MC_5	1	3 - C
6. MC_6	P01_MC_6	1	
7. MC_7	P01_MC_7	1	
8. MC_8	P01_MC_8	1	
9. MC_9	P01_MC_9	1	
10. MC_10	P01_MC_10	1	
11. MC_11	P01_MC_11	1	
12. MC_12	P01_MC_12	1	
13. MC_13	P01_MC_13	1	
14. MC_14	P01_MC_14	1	
15. MC_15	P01_MC_15	1	
16. MC_16	P01_MC_16	1	
17. MC_17	P01_MC_17	1	
18. MC_18	P01_MC_18	1	
19. MC_19	P01_MC_19	1	
20. MC_20	P01_MC_20	1	
21. MC_21	P01_MC_21	1	

Note: Only multiple-choices questions will be saved.

Score Question(s): Full Mark Passing Mark %

Back Exit

(1 MB)
 (s): 1
 : 0
 n(s): 201
 n(s): 200
 : 0
 : 0
 : 0
 : 0
 : 0
 s): 0

3:25 PM
23/6/2017

5. Proceed to scan forms and sequent steps.

Examples:

Output with Choice Description

1	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	TotalScore	CorrectPercentage
2	MC(Answer)		A,B	C,D	E	A,B,E	C		
3	0000000001	20011111	A,B	C,D	E	A,B,E	C	5	100
4	0000000002	20171771	A,C	C,D	B	A,B,E	B	2	40
5	0000000003	20166789	B	C,D	E	B,C	C	3	60
6	0000000004	20155678	A,B,C	C,D	E	B,E	C	3	60
7	0000000005	20144567	A,B	C,D	E	D,E	C	4	80

Output with Choice ID

1	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	TotalScore	CorrectPercentage
2	MC(Answer)		1,2	3,4	5	1,2,5	3		
3	0000000001	20011111	11000	00110	5	11001	3	5	100
4	0000000002	20171771	10100	00110	2	11001	2	2	40
5	0000000003	20166789	01000	00110	5	01100	3	3	60
6	0000000004	20155678	11100	00110	5	01001	3	3	60
7	0000000005	20144567	11000	00110	5	00011	3	4	80

Output with Score

1	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	TotalScore	CorrectPercentage
2	MC(Answer)		1,2	3,4	5	1,2,5	3		
3	0000000001	20011111	1	1	1	1	1	5	100
4	0000000002	20171771	0	1	0	1	0	2	40
5	0000000003	20166789	0	1	1	0	1	3	60
6	0000000004	20155678	0	1	1	0	1	3	60
7	0000000005	20144567	1	1	1	0	1	4	80