The Hong Kong University of Science and Technology

TestAnyTime 10.3.5 User Guide

Scan MC1 Form

（ Machine A ）

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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:
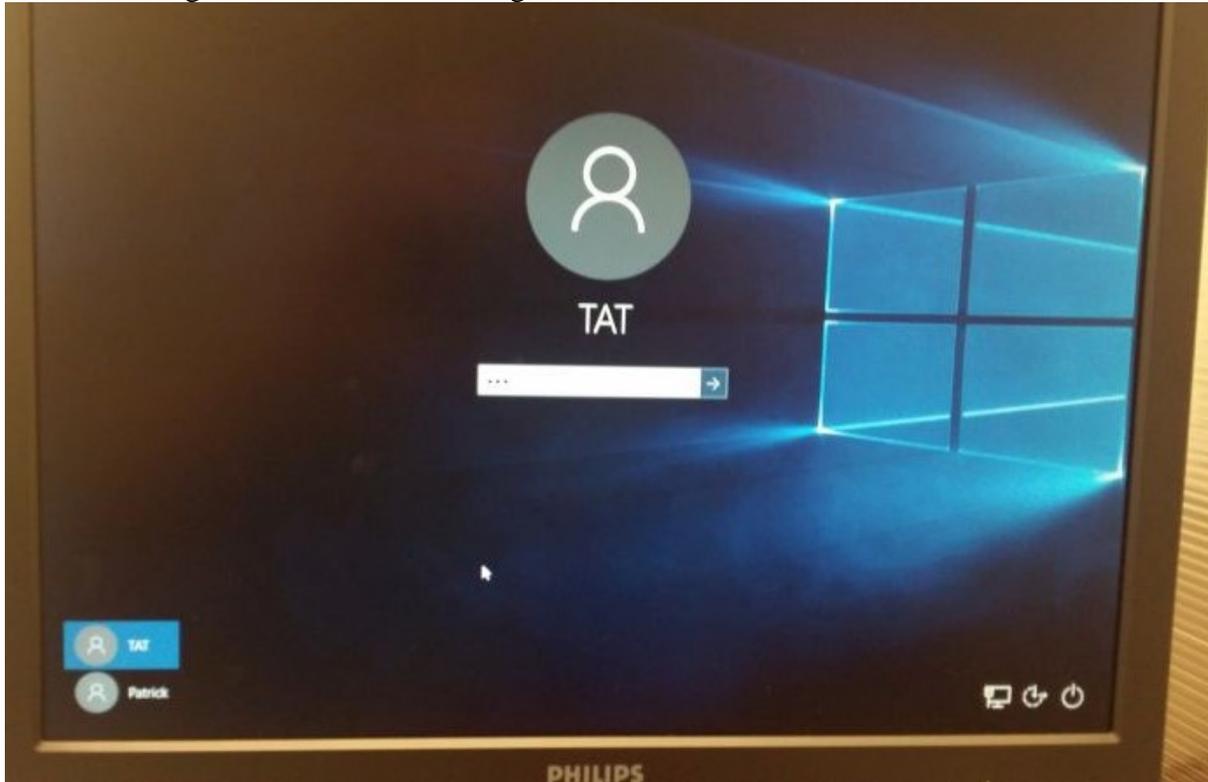

Username : TAT
Password : TAT

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"**
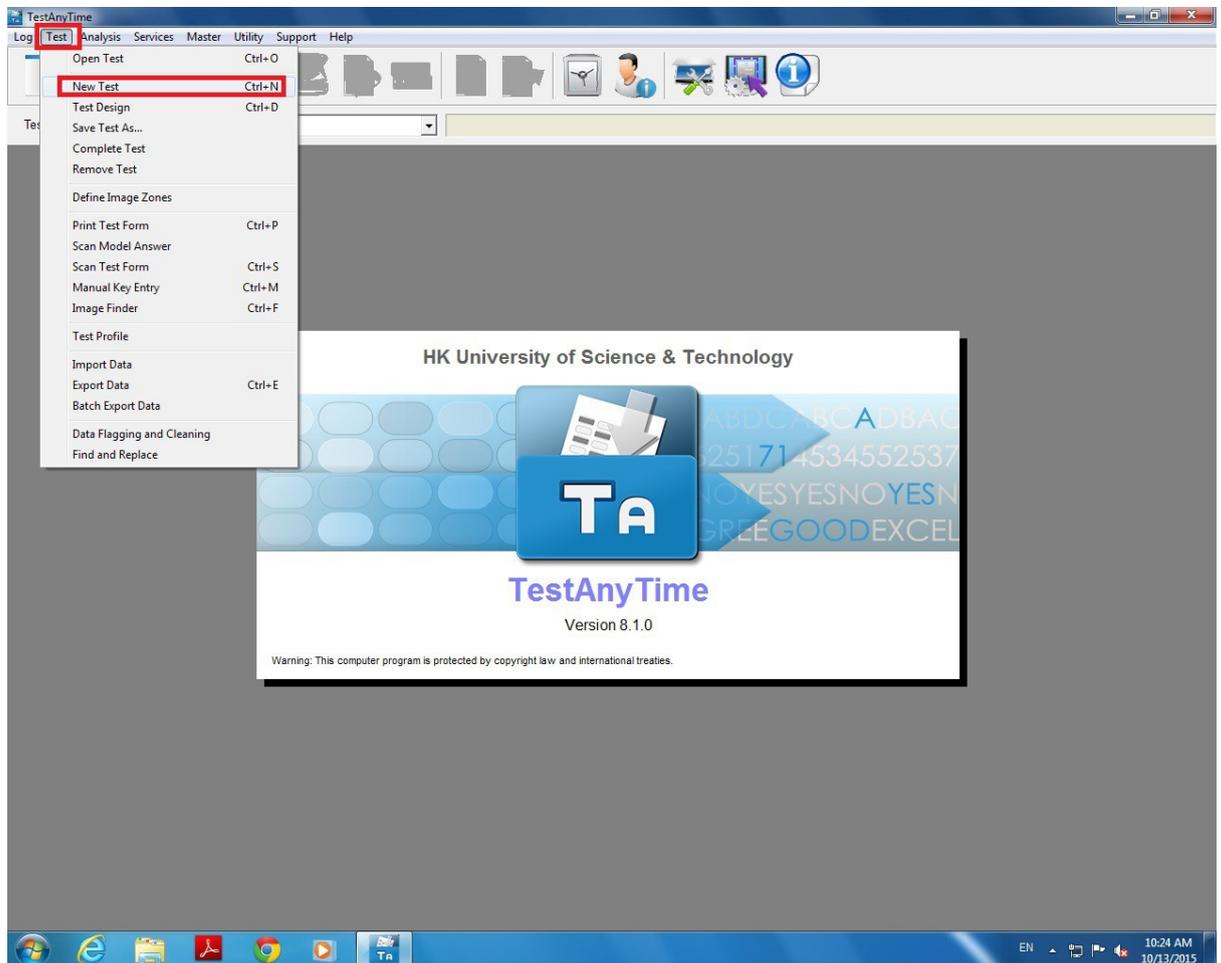
Select MC1 Form Template
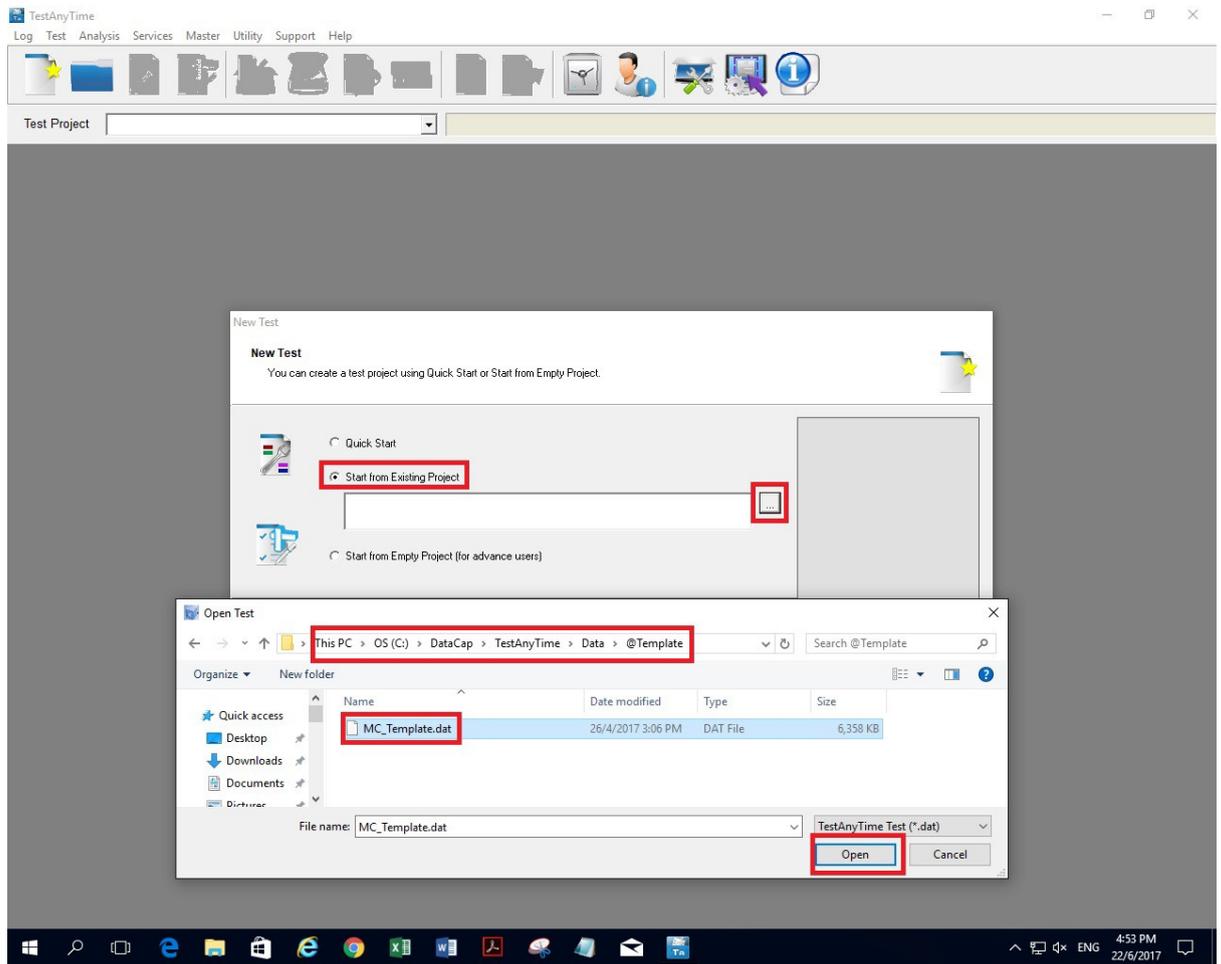
1. Select "Start from Existing Project" and click the right box.
2. Open @Template folder and select MC_Template.dat, click Open and then Start.
   (The full path is C:\DataCap\TestAnyTime\Data\@Template\ MC_Template.dat)

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.
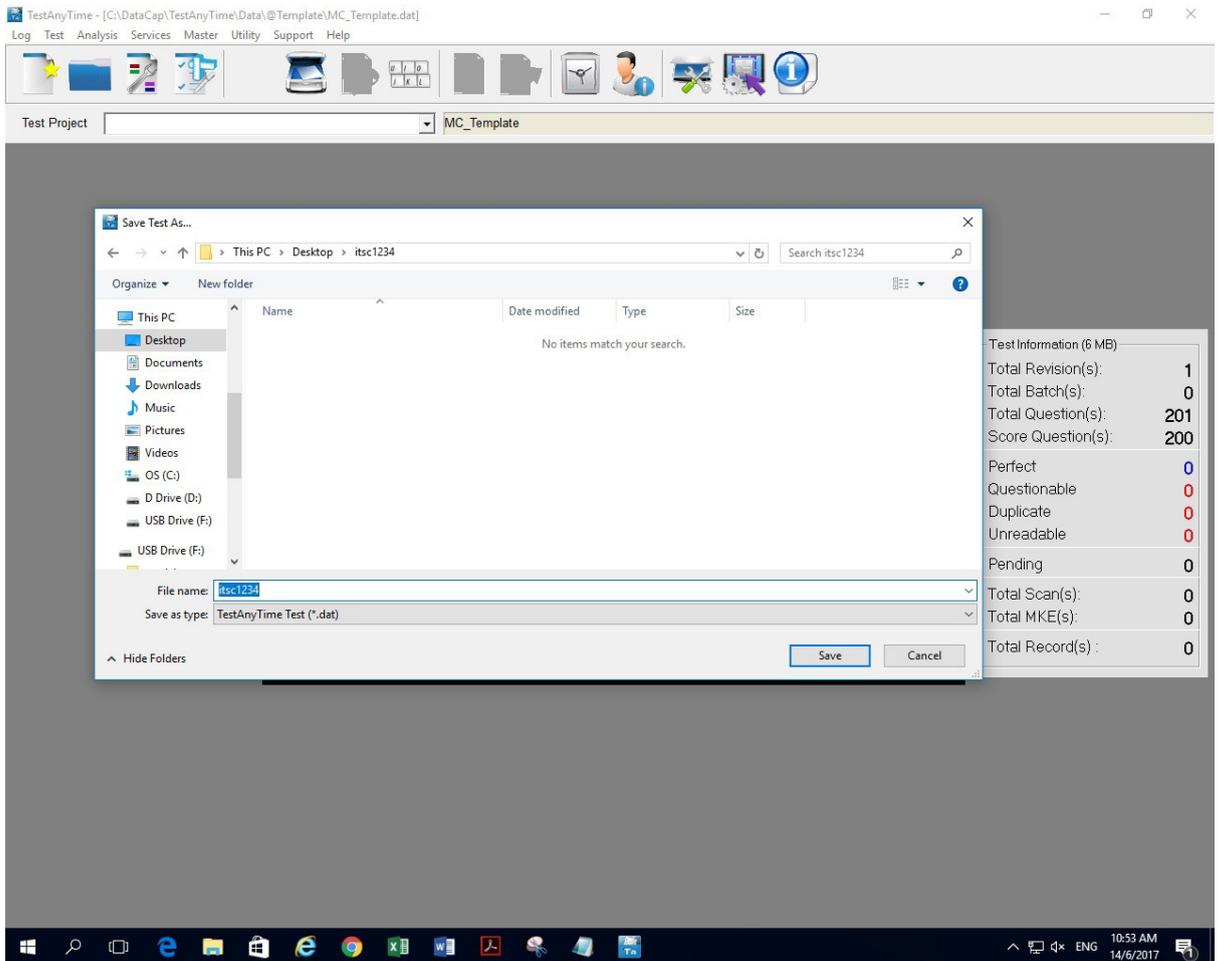

4. Click "Save"

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)
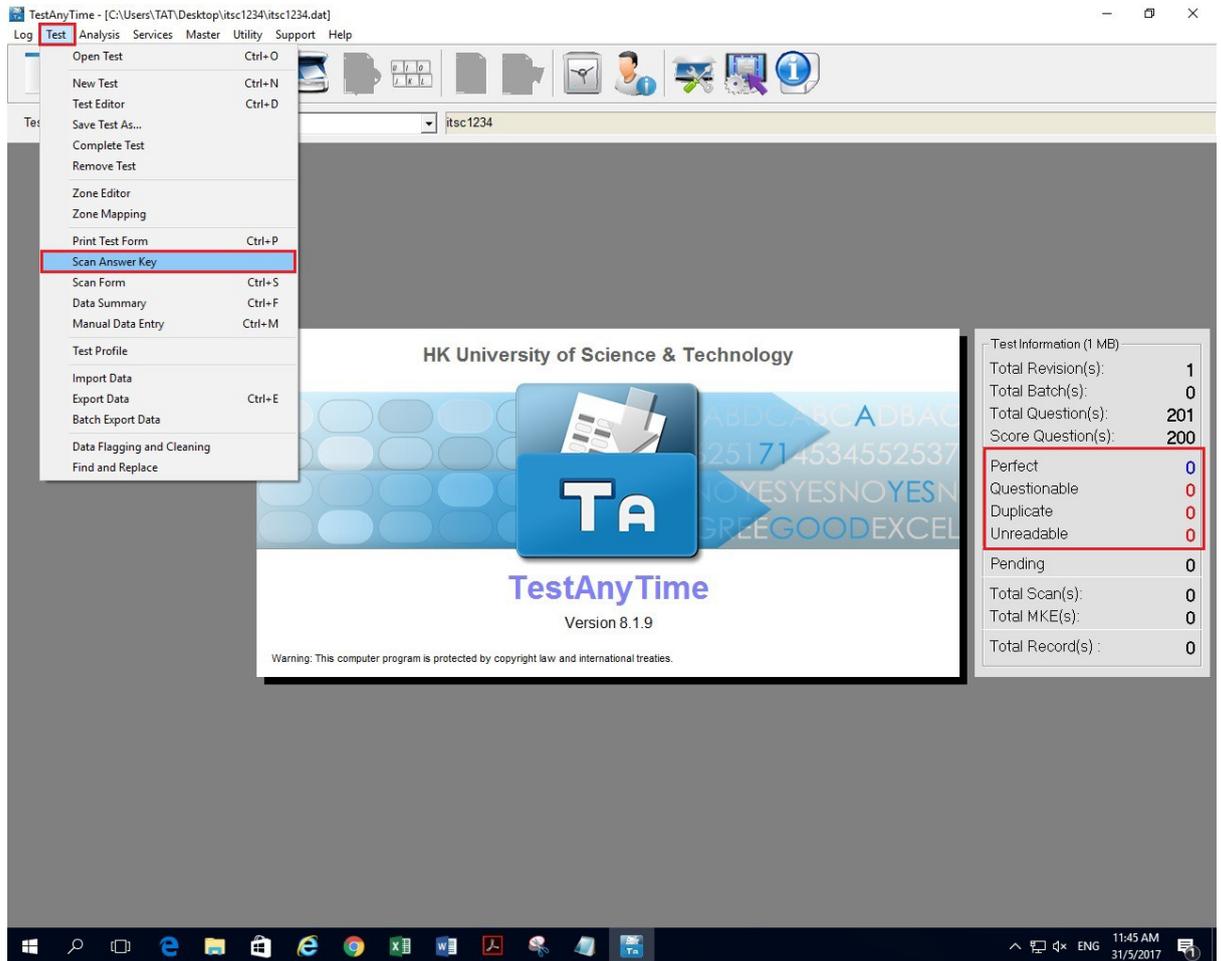
2. Place ONLY the model answer form onto the document scanner, facing up with head goes in first.

3. Click '**Acquire'** button.
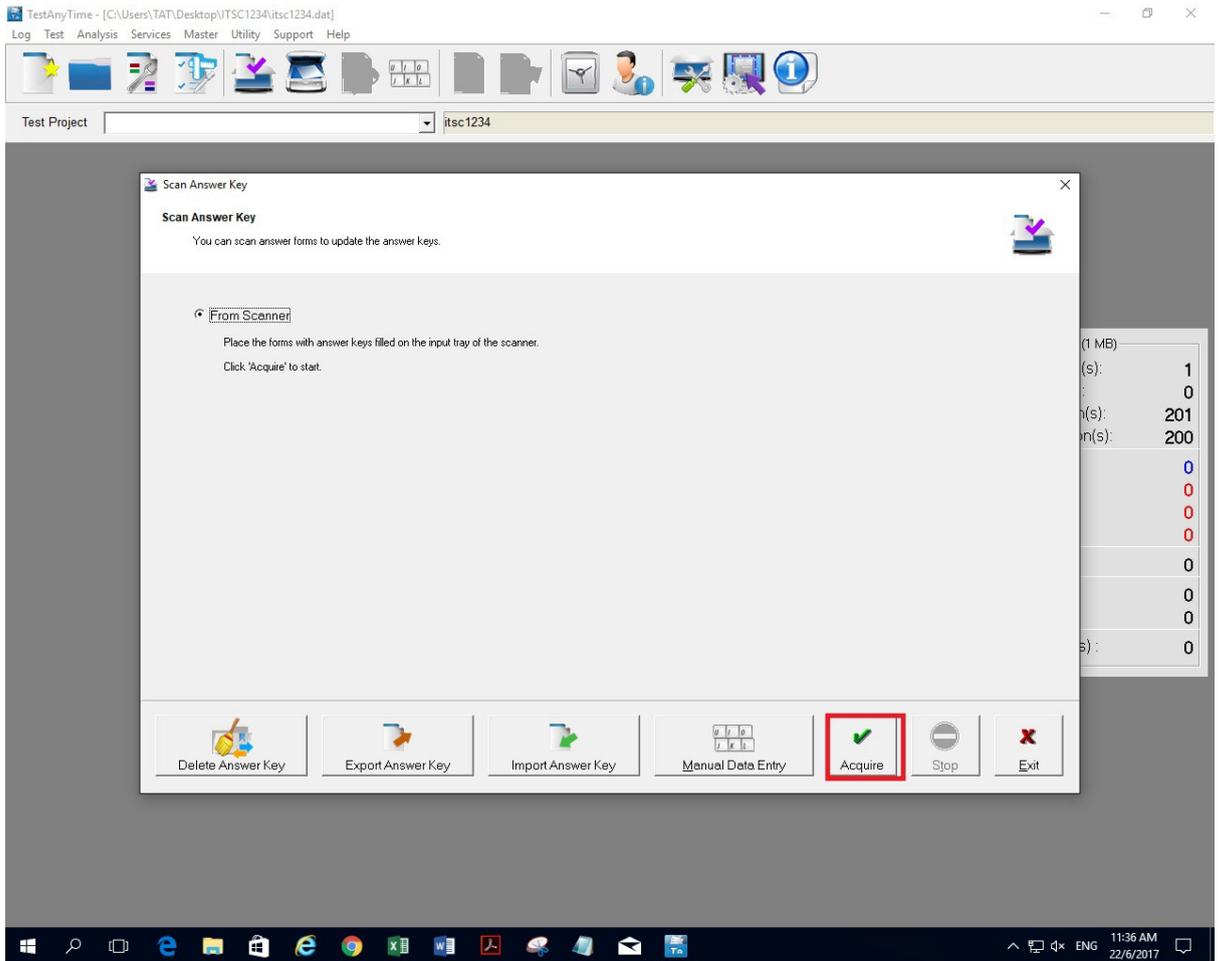
4. The scanned model answers are then displayed. **Double check** on each scanned model answer.

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.
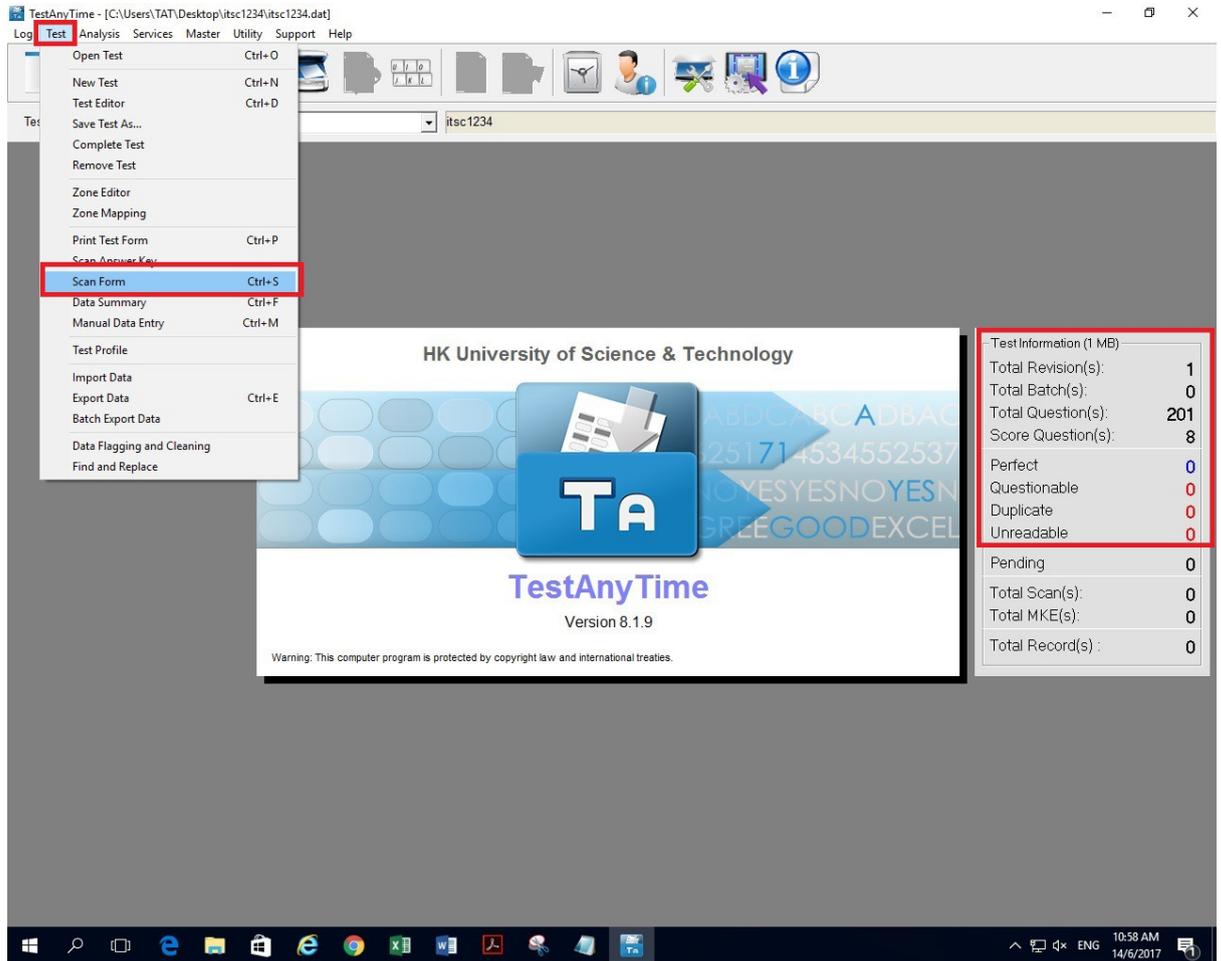
2. Place the test forms onto the document scanner, facing up with head go in first

3. Click '**Scan'** to start scanning process.
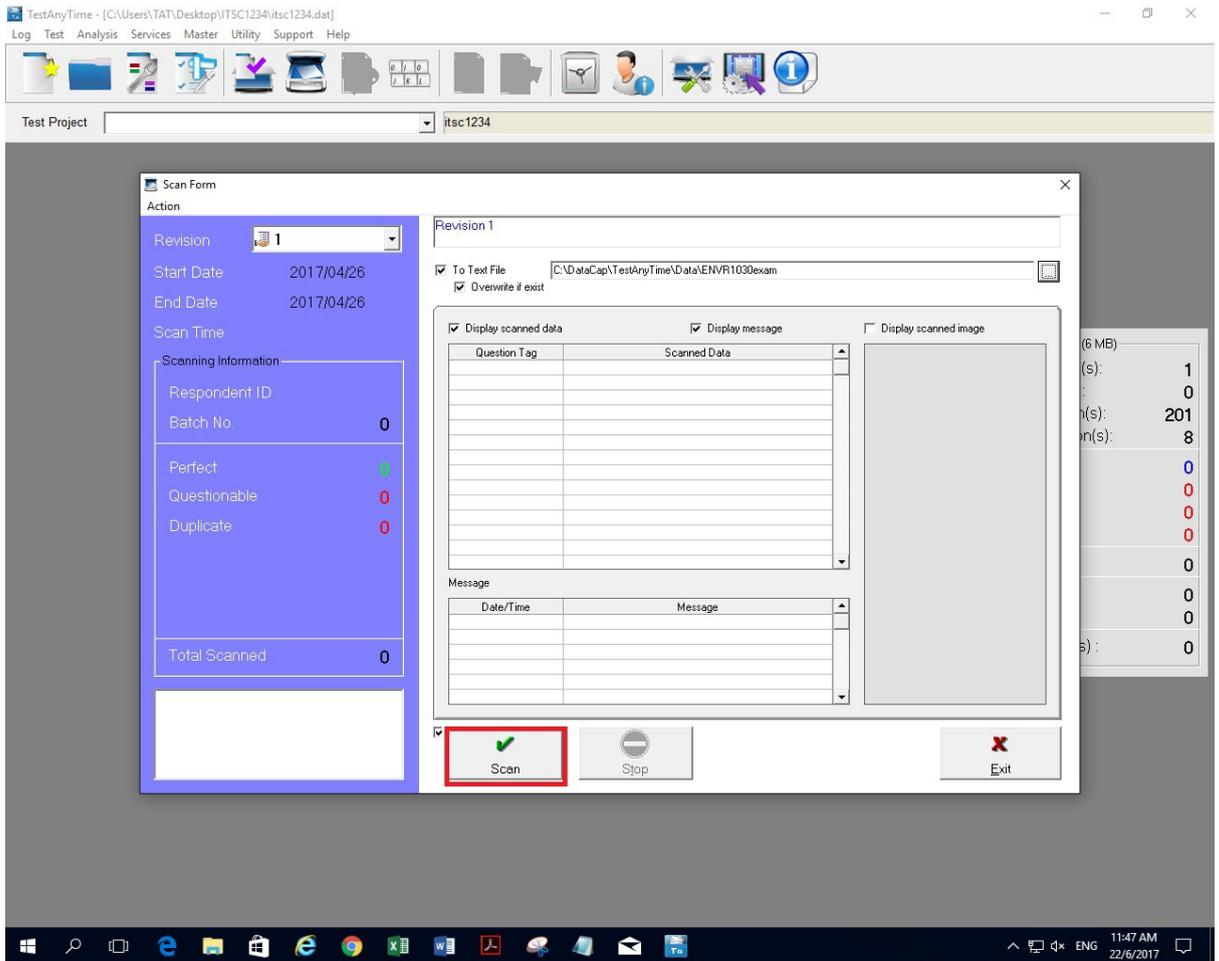
4. After all forms are scanned, click **Stop** and then **Exit** to return.
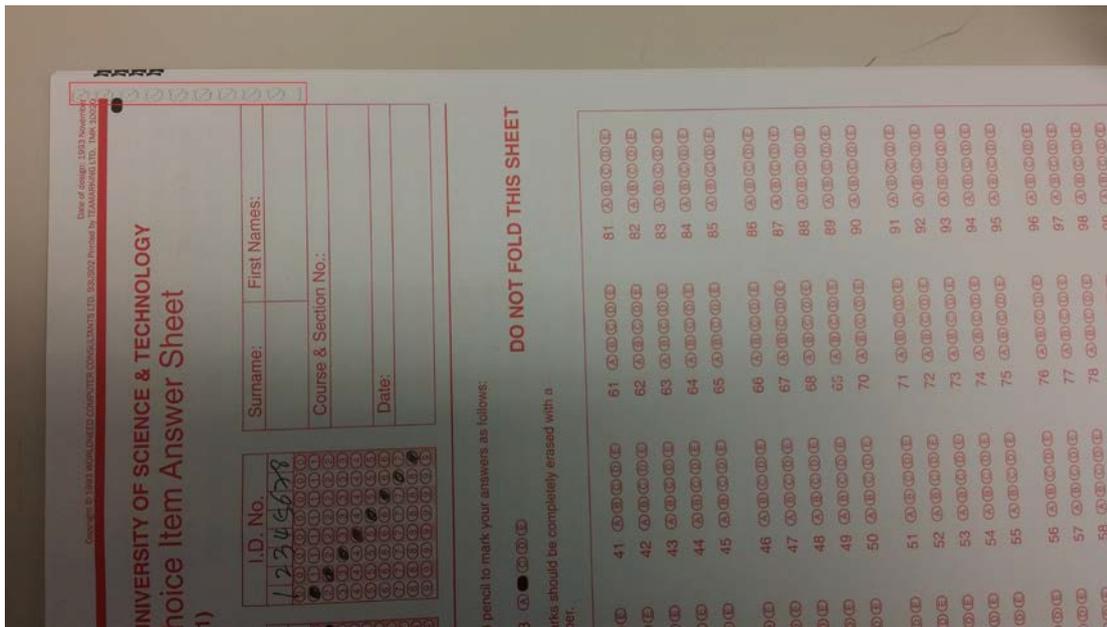
Responded ID will be printed on the scanned form

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)

EXAMPLE: (Questionable –No ID)

1. From **Test** pull-down menu, select and click **Manual Data Entry** option or click the Manual Key Entry icon
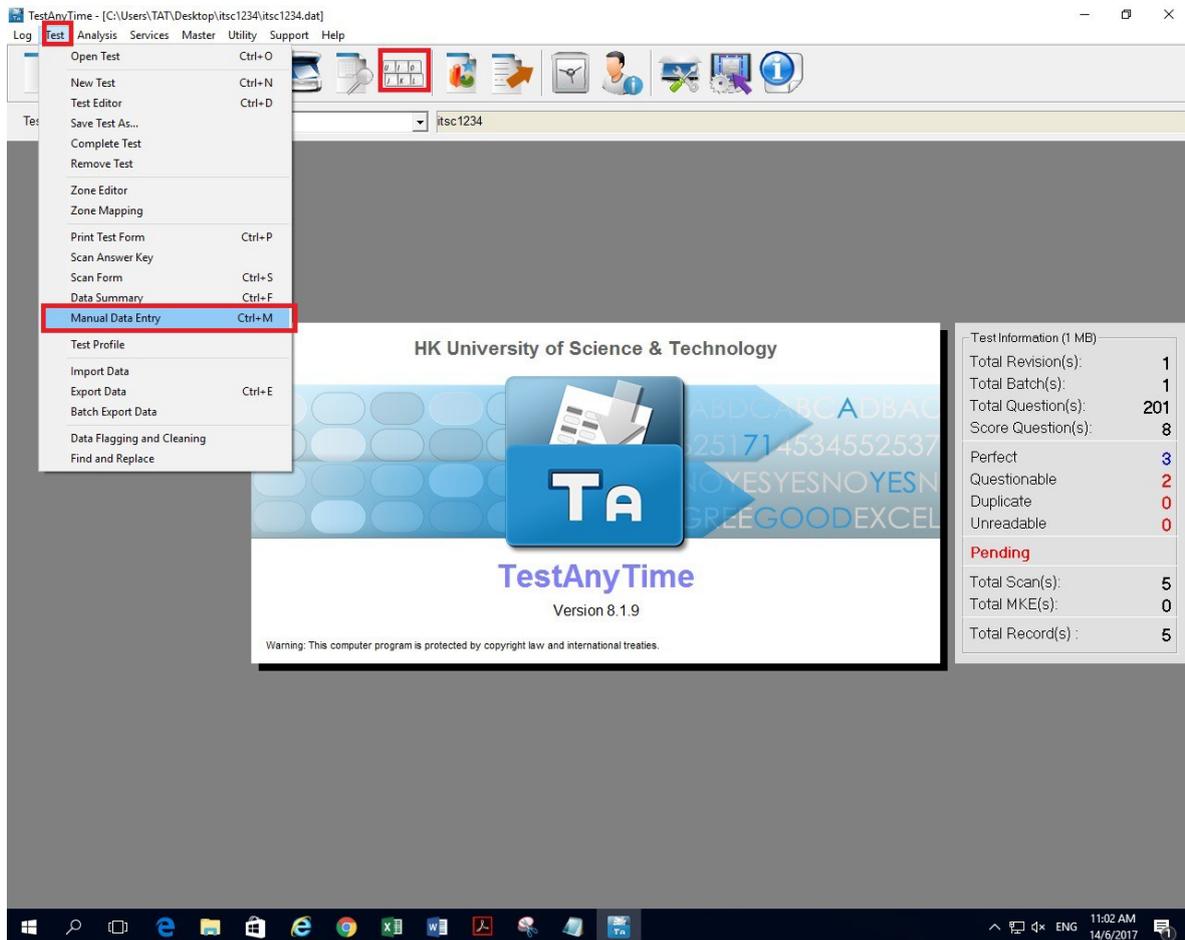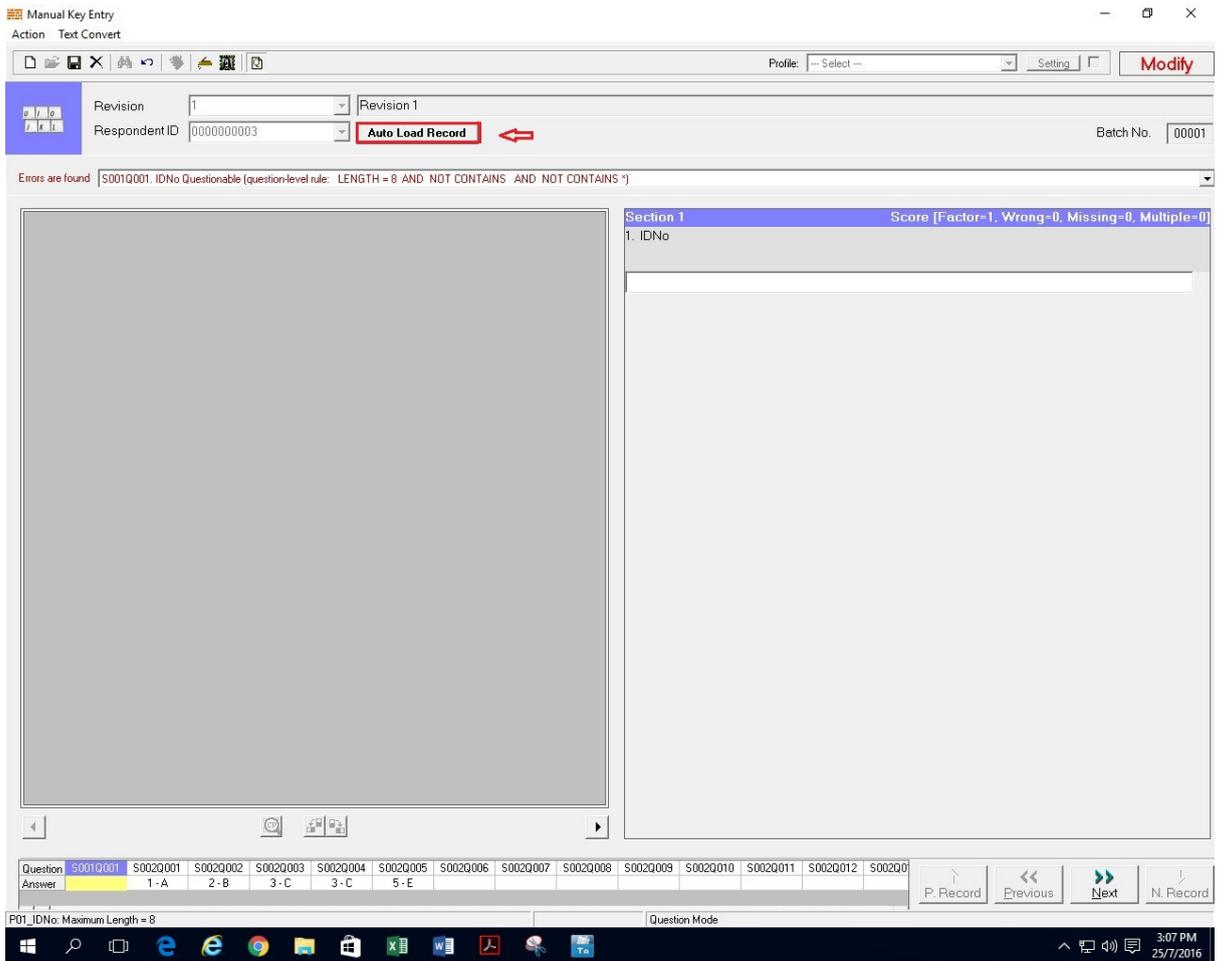
2. Click Auto Load Record and take appropriate correction to the question. Click "**Next**"
3. Then proceed to the next question or to go to the next record. Click "Yes".
4. Until "This is the last record" Windows popped up.
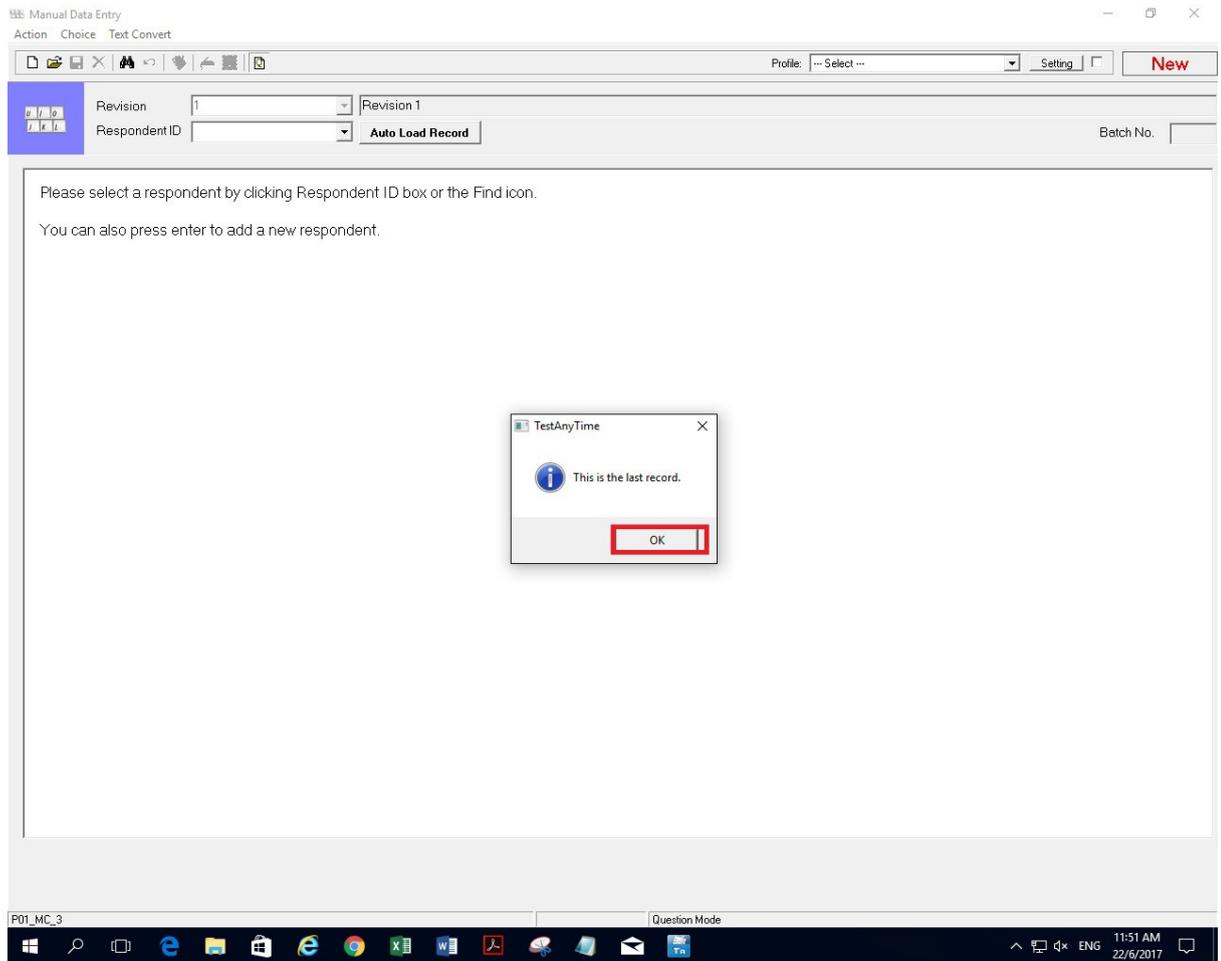
5. Click OK and quit Manual Key Entry dialog box and go back to the Main Menu.

H. Test Ranking Analysis Report

1. From **Analysis** pull-down menu, select **Test Ranking Analysis** option.
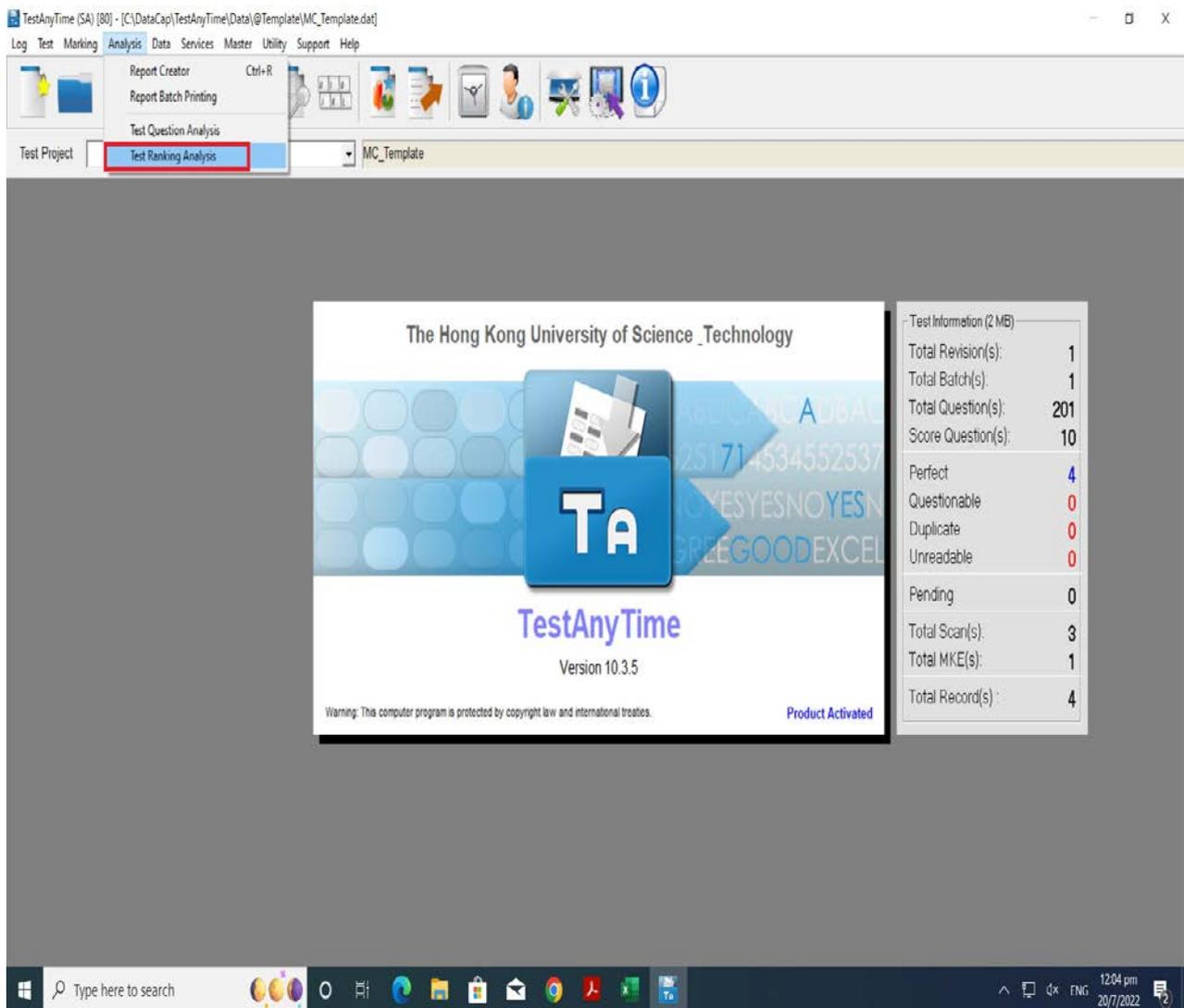
2. Click **Test Ranking Analysis** to generate report.

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.

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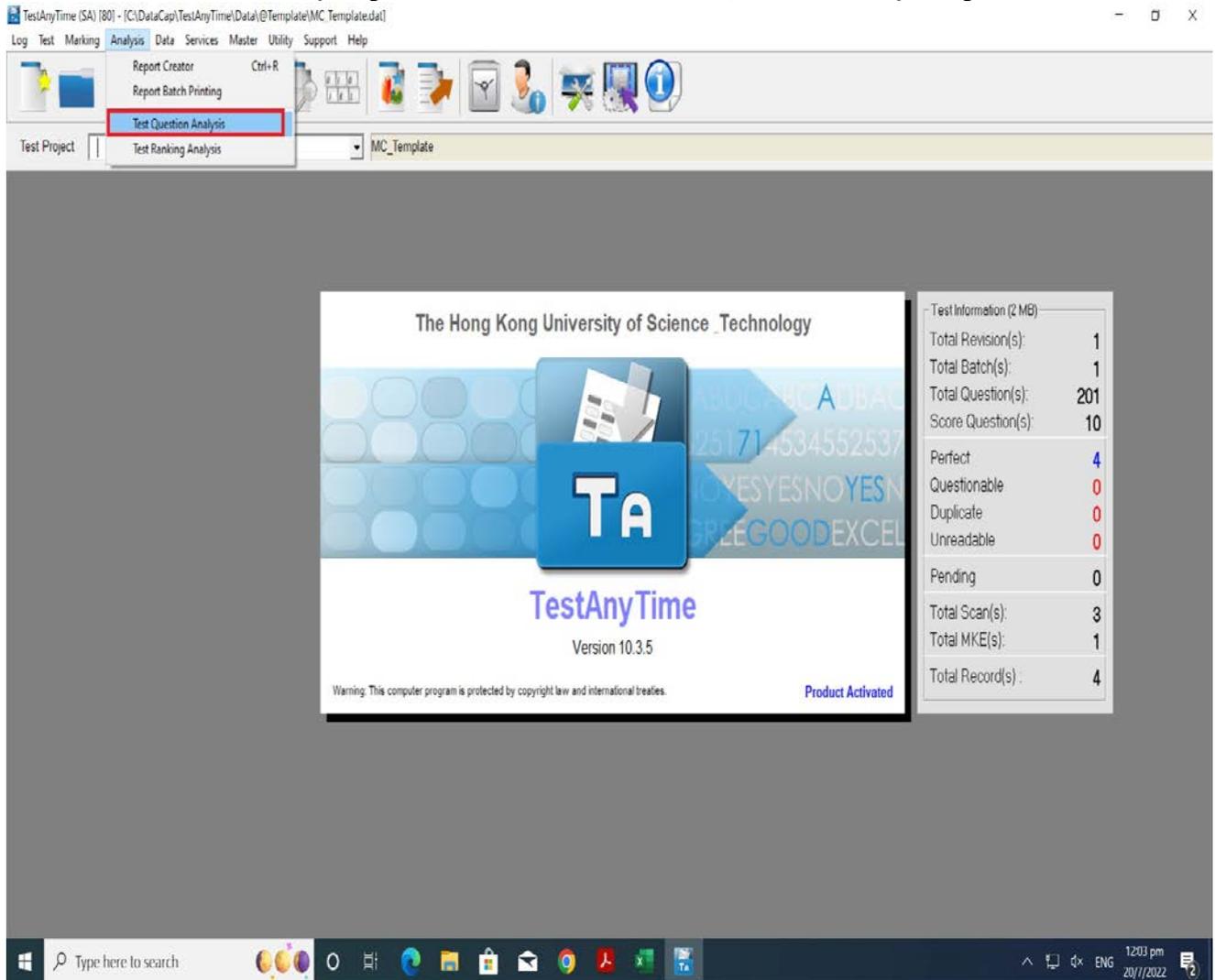
2.   Click **Test Questions Analysis** to generate report.

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 (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 (00.0%)	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%)							

Report Date : 2017-06-22

The highlighted answer represents the highest selection

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3   Click Export button and select your favorite format for the report. Click OK.
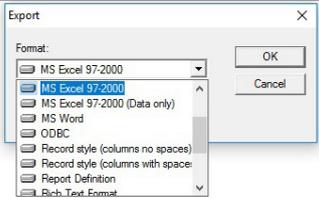
4   Click **OK** to accept Export Option.

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.
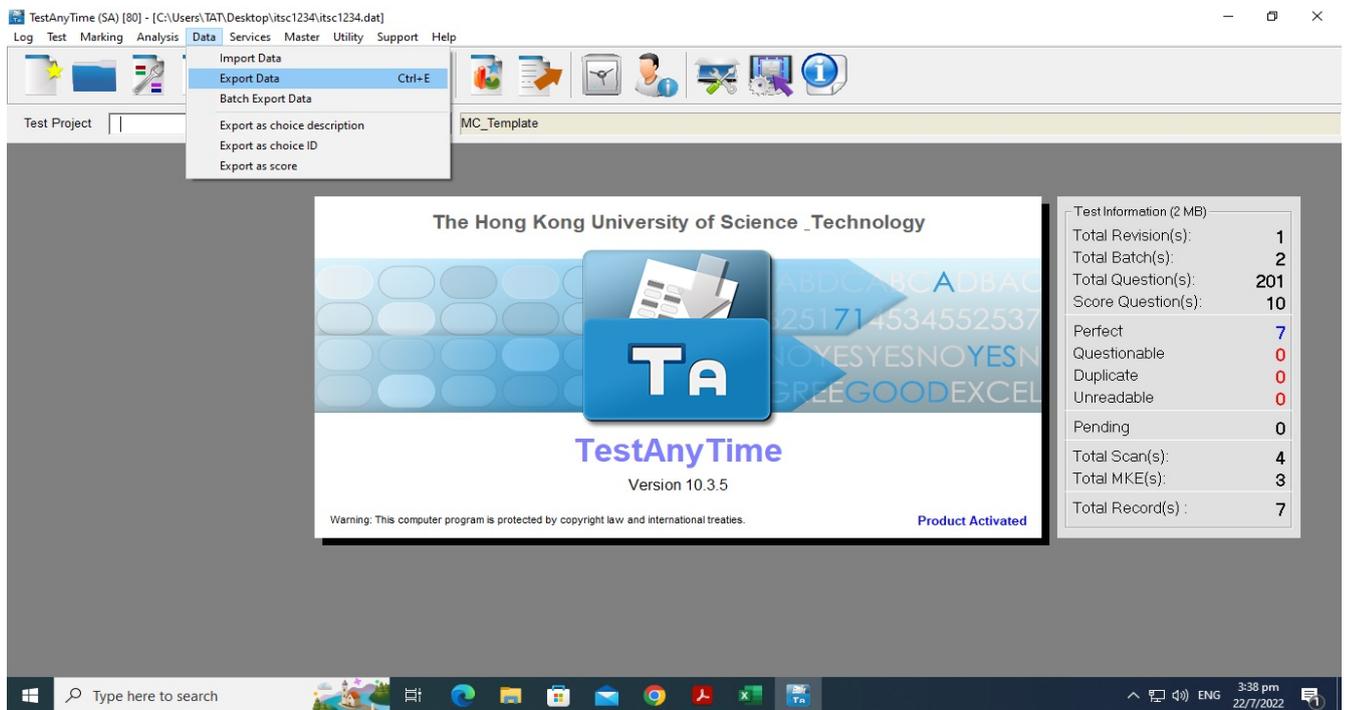
2. At the Export Data dialog:
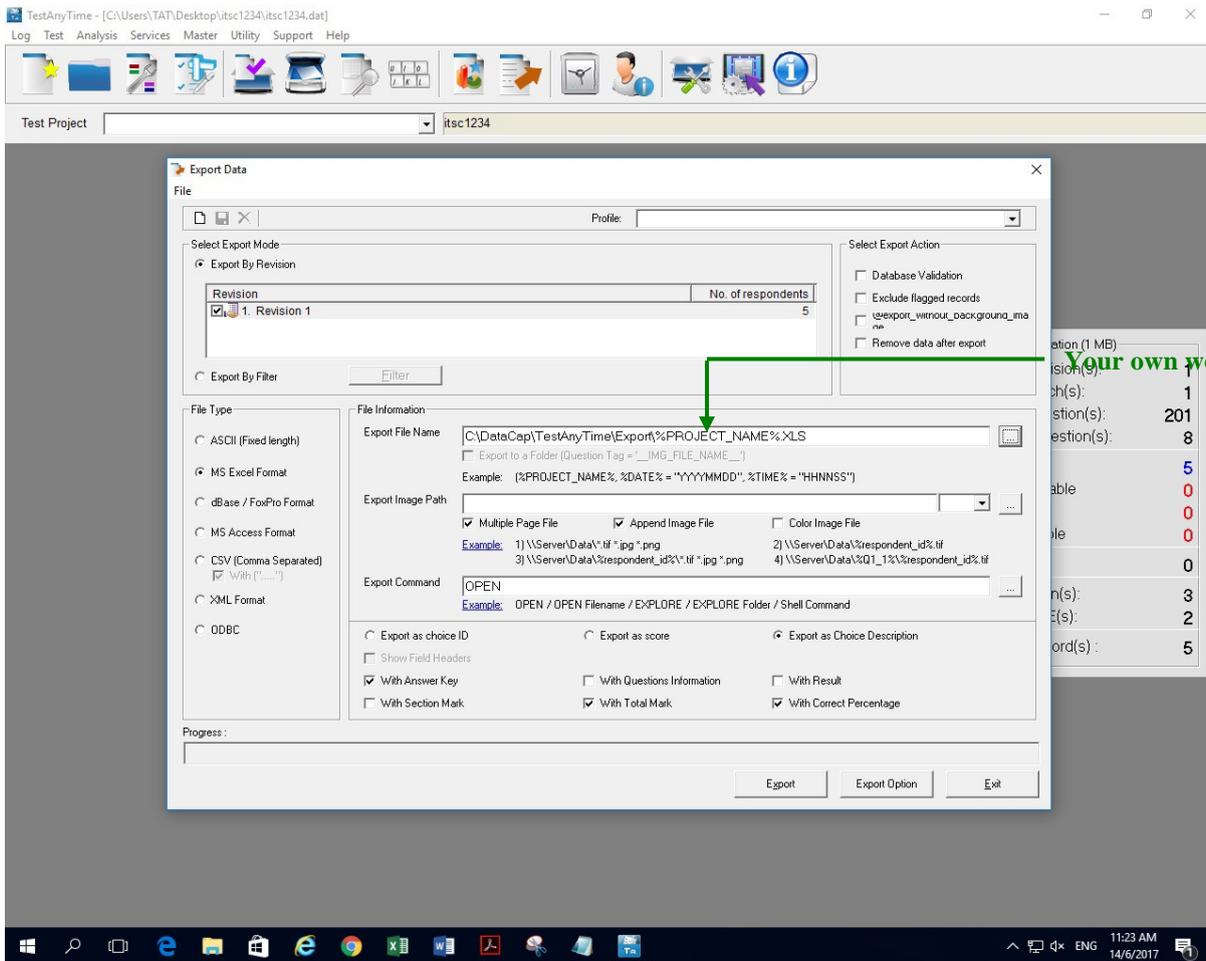
a. Under **Export By Revision** option, **tick check box** for Revision 1.

b. At **File Type**, select appropriate file format that you want to export to.
   Eg. MS Excel Format

c. 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	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	3	4	1	5	5	5		
3	0000000001	20151234	2	3	3	4	4	5	5	5	7	87.5
4	0000000002	20143366	1	2	3	4	5	5	4	3	3	37.5
5	0000000003	20161111	2	2	4	4	5	5	5	5	5	62.5
6	0000000004	20180011	3	3	3	4	4	5	5	5	6	75
7	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	TotalScor	CorrectPercentage
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	TotalScor	CorrectPercentage
2	MC(Answer)		B	C	C	D	A	E	E	E		
3	0000000001	20151234	B	C	C	D	D	E	E	E	7	87.5
4	0000000002	20143366	A	B	C	D	E	E	D	C	3	37.5
5	0000000003	20161111	B	B	D	D	E	E	E	E	5	62.5
6	0000000004	20180011	C	C	C	D	D	E	E	E	6	75
7	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	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	3	4	1	5	5	5		
3	0000000001	20151234	1	1	1	1	0	1	1	1	7	87.5
4	0000000002	20143366	0	0	1	1	0	1	0	0	3	37.5
5	0000000003	20161111	1	0	0	1	0	1	1	1	5	62.5
6	0000000004	20180011	0	1	1	1	0	1	1	1	6	75
7	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.

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
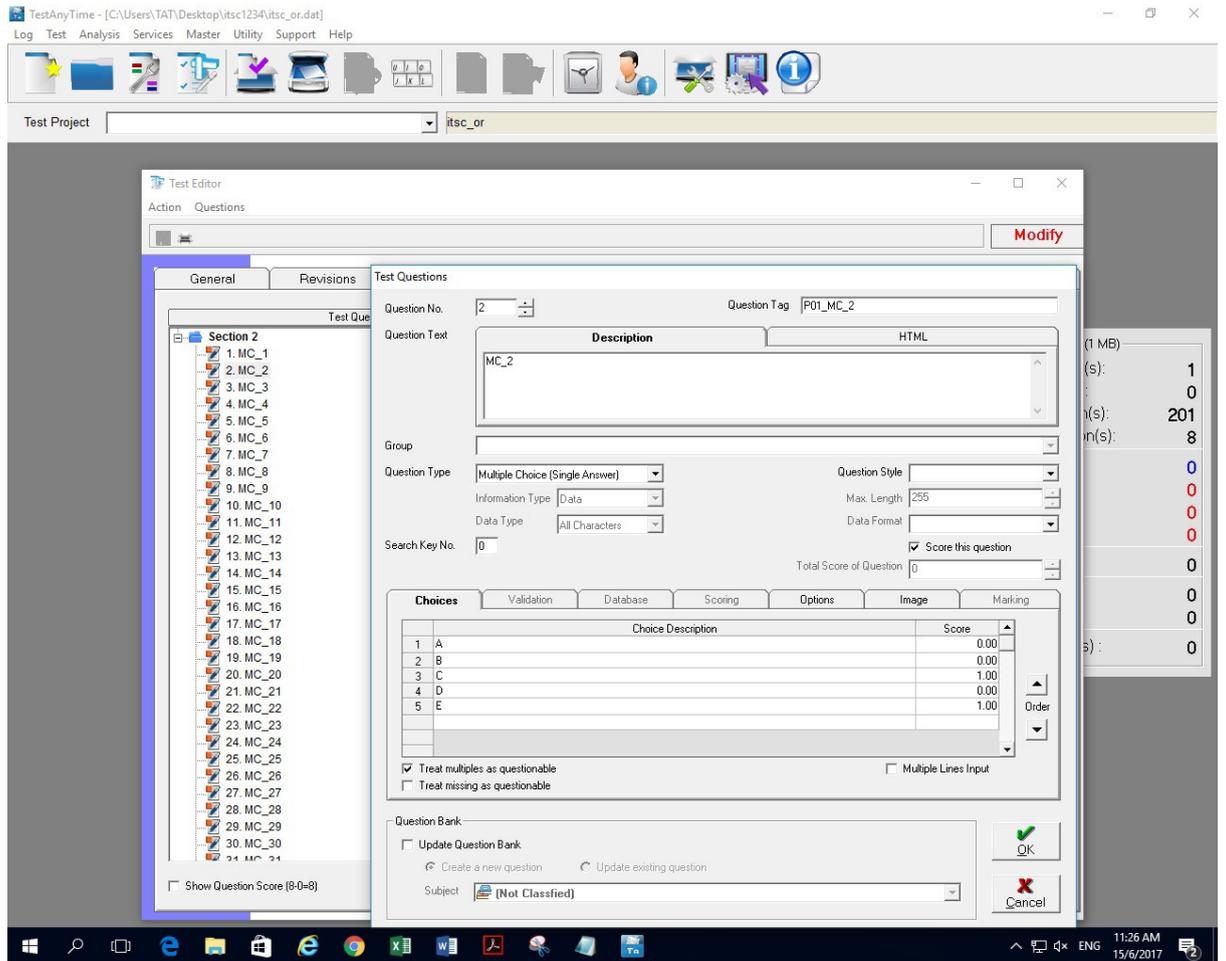
-Apply same to other questions with multiple answers.

-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

	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												
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

	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
1												
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

	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												
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

0623_or (Revision 1)

Test Questions Analysis - Sort the Questions By Record Order

No. of Question = 8

No. of Candidate = 5

|			Accuracy (%) of Answer							Choice Distribution											
Section	Question	Correct		Incorrect		Missing		A		B		C		D		E		F		Model Answer
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 %)			Choice : B
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 %)			Invalid Model Answer
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 %)			Choice : C
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 %)			Choice : B
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 %)			Choice : A
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 %)			Choice : D
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 %)			Choice : C
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 %)			Choice : C
	Average :	1.5 (	30.0 %)	2.9 (	57.5)	0.0	0.0 %)													

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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
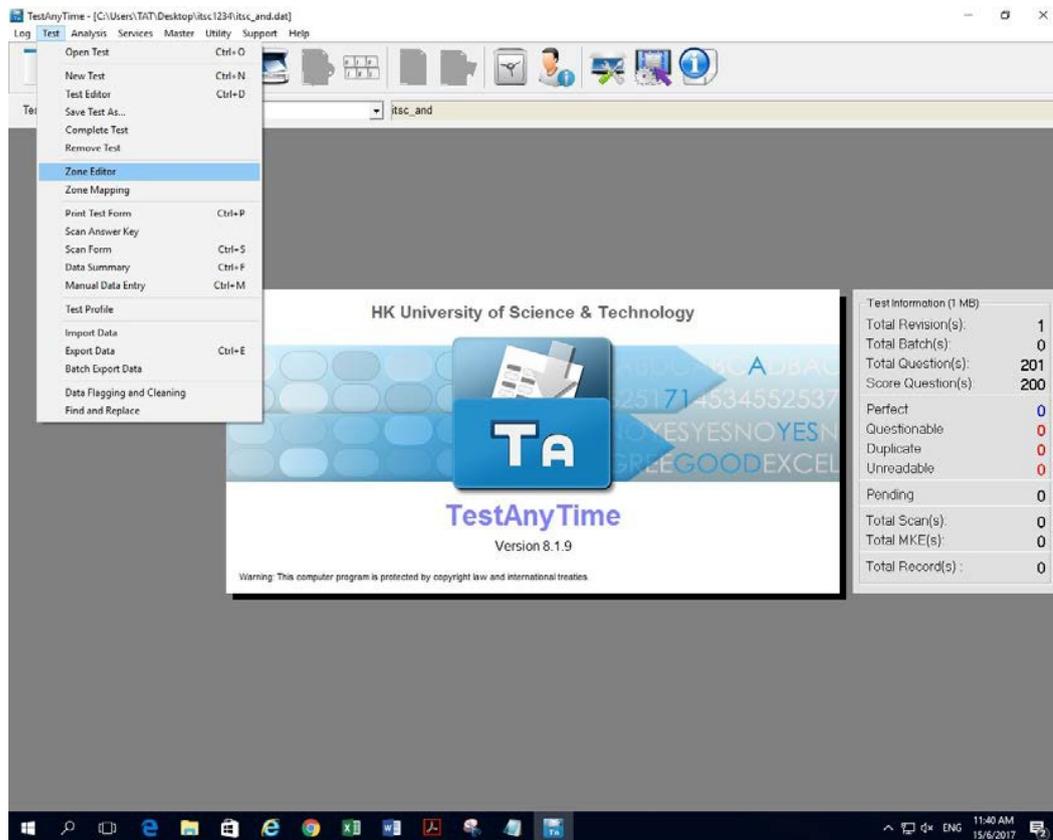
-Click "+" sign to expand Optical Marks Zone
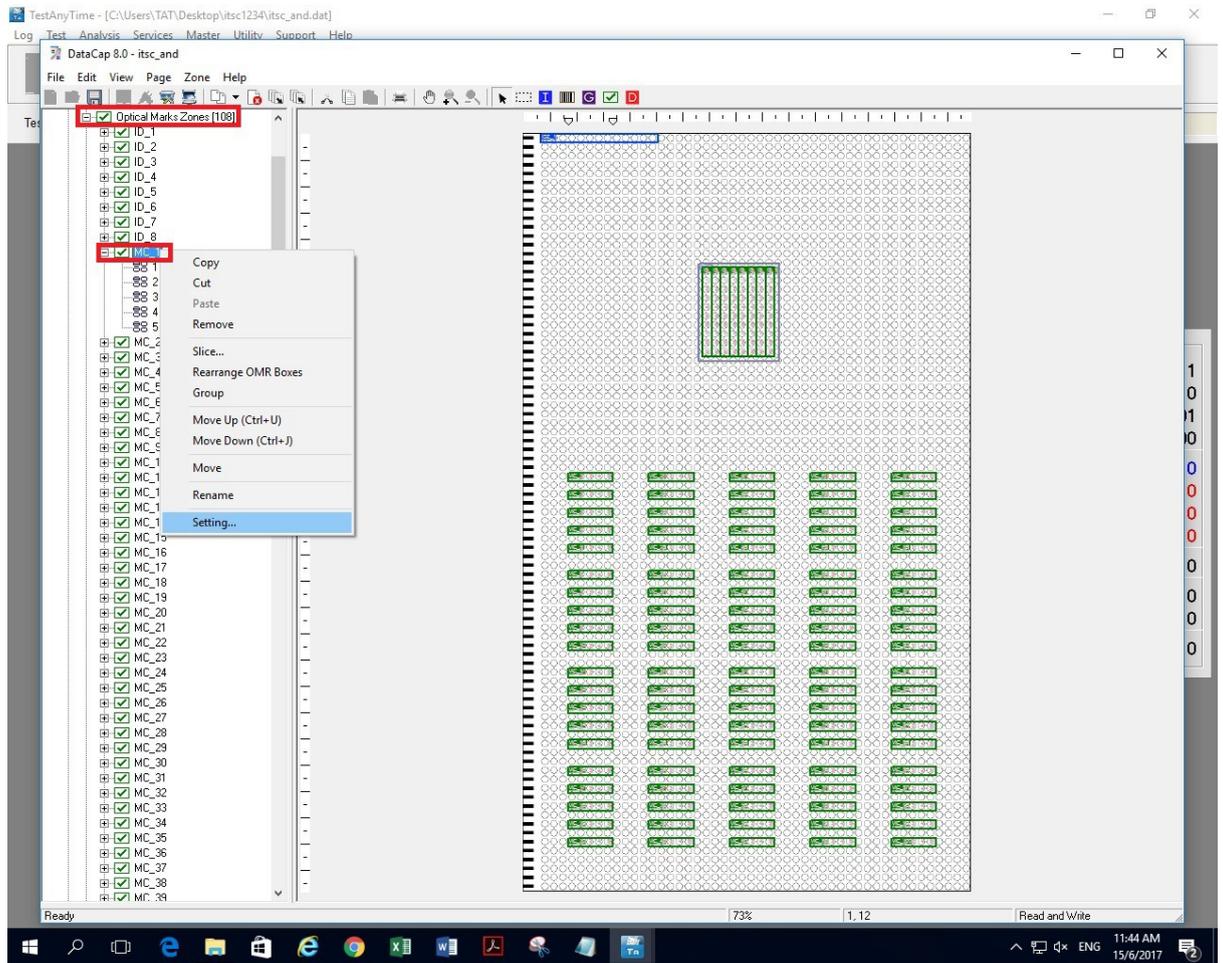
-Right click the question you want to change (eg. MC_1). Click Setting.
-Change to multiple Answer and click OK.
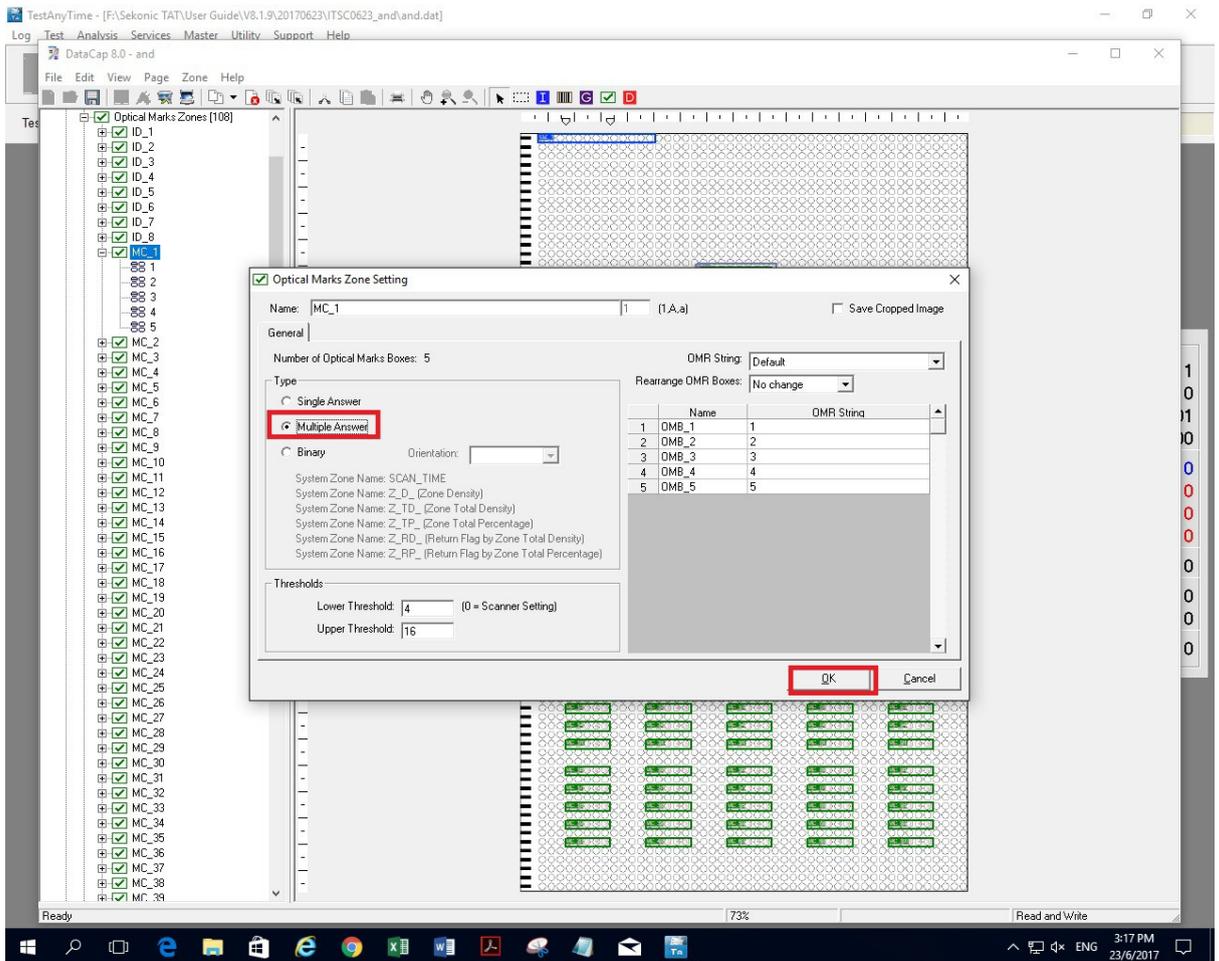
-Do same settings to other questions.
-Checked and confirmed that questions are marked with double ticks.
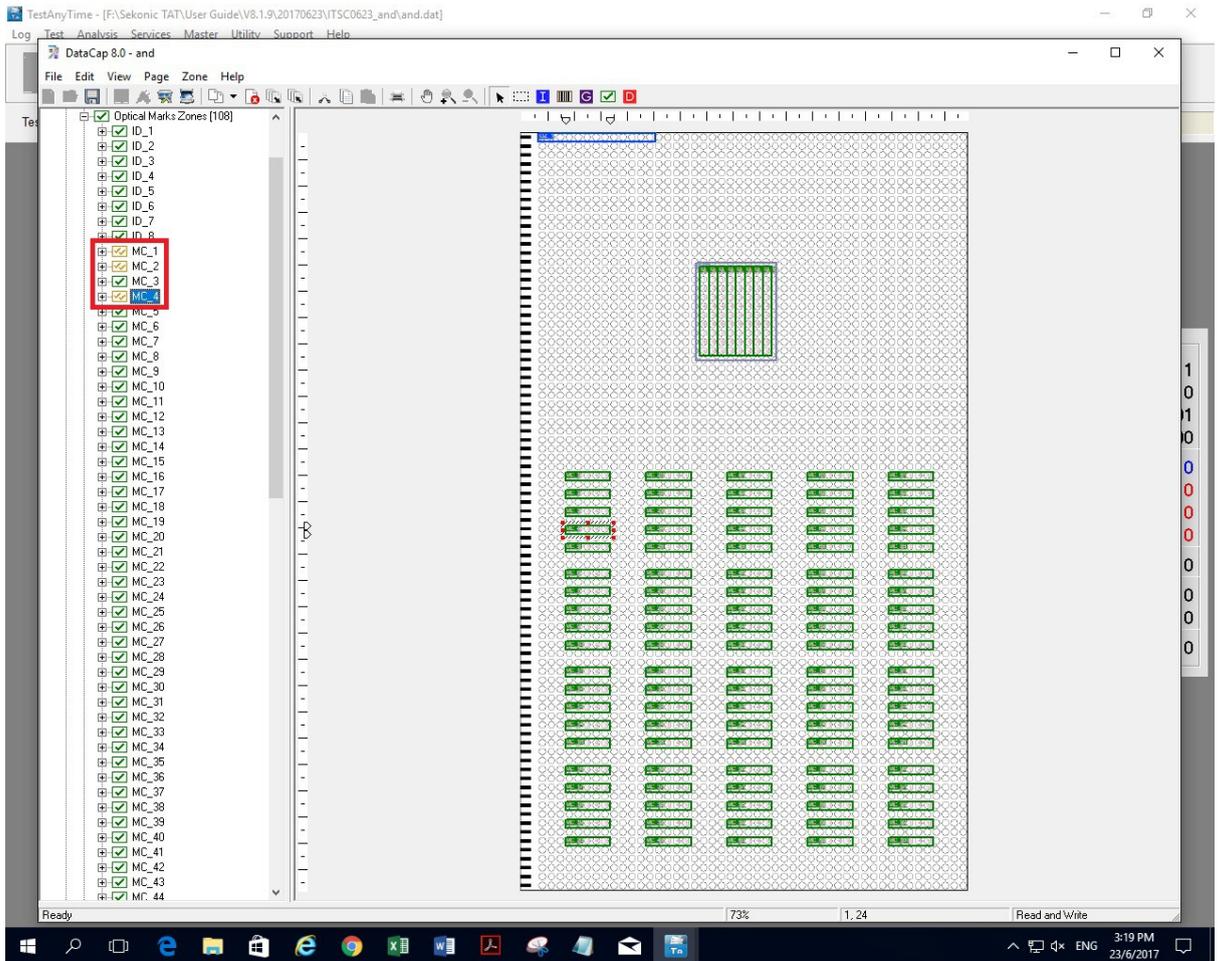
-Quit application and click Yes to save it
-Click NO when ask to rebuild question.

3. Configure Test Editor
   -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.
   -Under Question Type: select Multiple Choice (Multiple Answer)
   -Under Question Style: change to NO-PARTIAL-SCORE
   -Click OK.

   -Do this for other questions.
   -After finished all the questions, Save it by clicking the save icon.
   - Click OK. Quit Test Editor and go back to the main menu.

4. Scan Answer Key (Section E)

5. Proceed to scan forms and sequent steps.

Examples:

Output with Choice Description

	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	TotalScore	CorrectPercentage
1									
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

	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	TotalScore	CorrectPercentage
1									
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

	respondent_id	P01_IDNo	P01_MC_1	P01_MC_2	P01_MC_3	P01_MC_4	P01_MC_5	TotalScore	CorrectPercentage
1									
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