



Marking Your Exam

Marking Exams

1. Retrieve your Scantron File(S)

→ Log in to OWL to retrieve your .dat file(s) from the SCANEX-FREE Drop Box

Here is an example of the raw data contained in a .dat file:

```
sample.dat
999999999| : * [0001]ABABACDC EDEEEEA
259111111| : * [0002]ABCDACDCDEAAEEEC
259222222| : * [0003]ABABBCCCEBBEADD
259333333| : * [0004]ABACCCCECCCEBCE
259444444| : * [0005]AAAACCCCECCEDAAA
259555555| : * [0006]ABABECDCDEEED BD
259666666| : * [0007]AB?BACDCDEAAECAD
259777777| : * [0008]ABABBCCDEBBEBEB
258888888| : * [0009]AAABCCCECCCEEDC
259000000| : * [0010]ABABDCDCDEEEEA
```

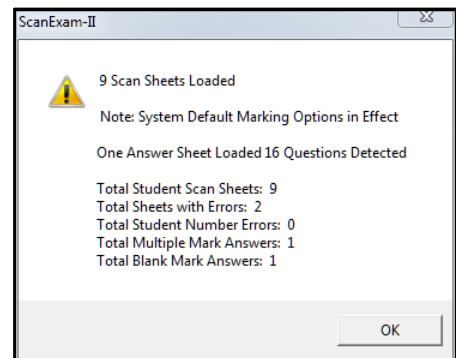
2. Open your .DAT File

→ Launch the ScanExam-II application then open the DAT File

File ->Open DAT File (Scanned Exams)

Please Note: the ScanExam-II software was only designed for Windows OS.

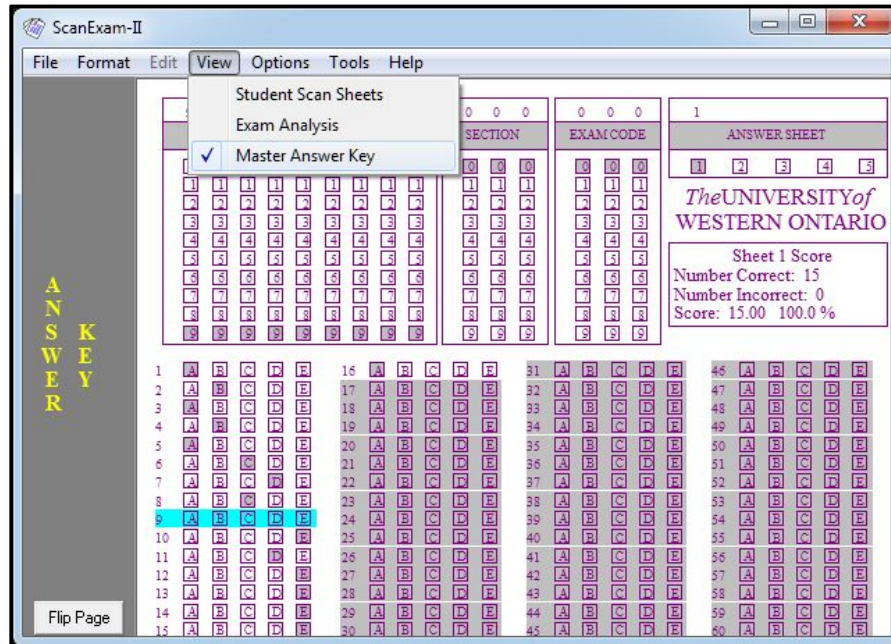
An overall summary of your .dat file appears first:



NOTE: This summary can be misleading at times...

- Questions Detected
This is only the total number of questions detected, not the number recognized by the scanning machine.
- Answer Key Missing
If an answer key was included with your Scantron forms it isn't really missing, it just wasn't read properly.

3. Checking for errors



- **Error Check #1: View Menu -> Master Answer Key**

It is good practice to check if all the answers match your original answer key. If an answer option needs to be changed, deleted or modified, it must be completed in the 'Master Answer Key' view

- **Error Check #2: View Menu -> Student Scan Sheets**

Always confirm the sheet you are error checking/updating in ScanExam-II matches the stamped serial number and student ID number of the actual you are comparing it to for the error check!

- **Error Check #3: View menu -> Exam Analysis**

Check that 'Descriptive' is selected in the left-hand column (under Statistics)

4. Create a .DPC File or Print your results.