



SCANTRON SERVICES | OOR

# Quick Reference Guide

## Using ScanExam-II

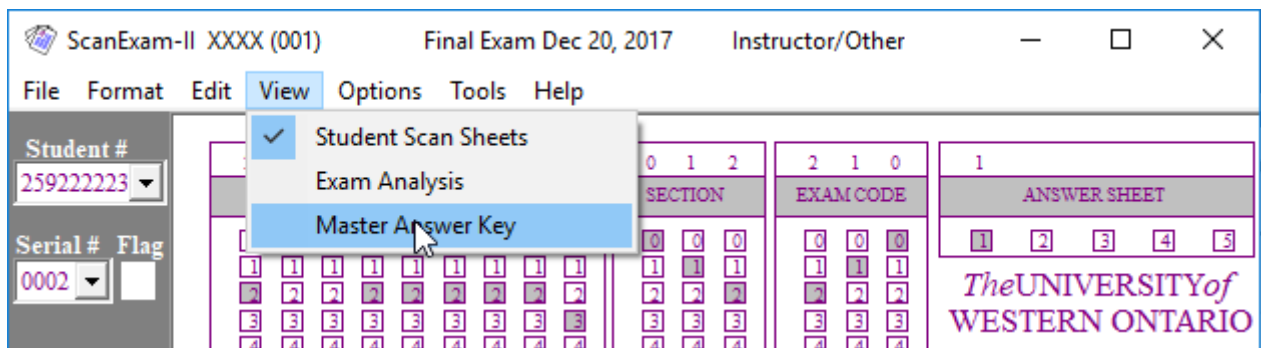
Launch the ScanExam-II software

File -> Open DAT file (Scanned Exams) -> Locate the Date File

- If you saved more than one DAT file because there are multiple versions or sections, select the first DAT file

After the DAT file is opened, an overall summary window will appear. This summary does not always indicate all the errors so it is important to complete the following checks:

### 1. Start at the View menu -> "Master Answer Key"



***This check is used to confirm an existing master key (or add one); plus delete and/or alter questions***

- Any changes made to the master key options dynamically remarks the entire exam
- Once all changes are complete, add an exam title (Options menu -> Title)
- Resave the file (File -> "Save DAT as..."); this is also when you can rename the 'sXXXX' file



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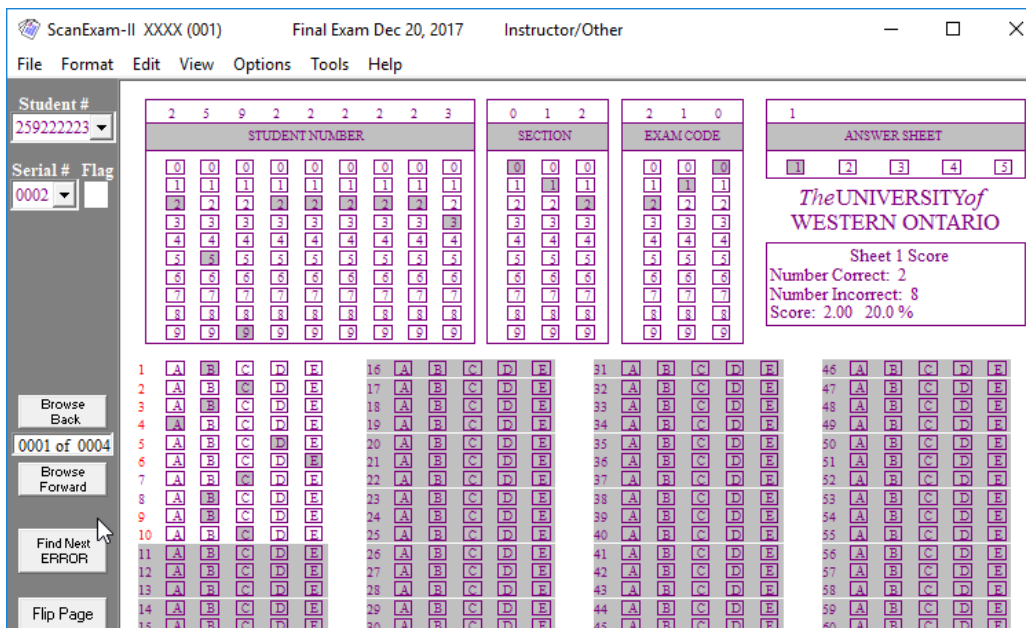
## 2. Start at the View menu -> "Student Scan Sheets"

***This check compares the information displayed in ScanExam-II and what is entered on the Scantron form. In order to check for errors, you will also need the actual forms***

As the forms are fed through the Scantron machine, each form is stamped with a serial number

The answer key is usually stamped [0001]; the students sheet usually start with [0002];

- The stamped number on the sheet matches the serial number displayed in ScanExam-II



- Always start with the 'Flip Page' button (bottom left) to check the back of the first Scantron sheet; once checked, click on 'Find Next ERROR' to continue checking all identified errors.

## 3: Start at the View menu -> "Exam Analysis"

***This last check allows you to look over the Student ID numbers that are listed in numerical order***

- 'Descriptive' must be selected under the 'Statistics' heading (left-hand column)
- Review the ID numbers; if there is a problem, click on the ID number and a form will appear

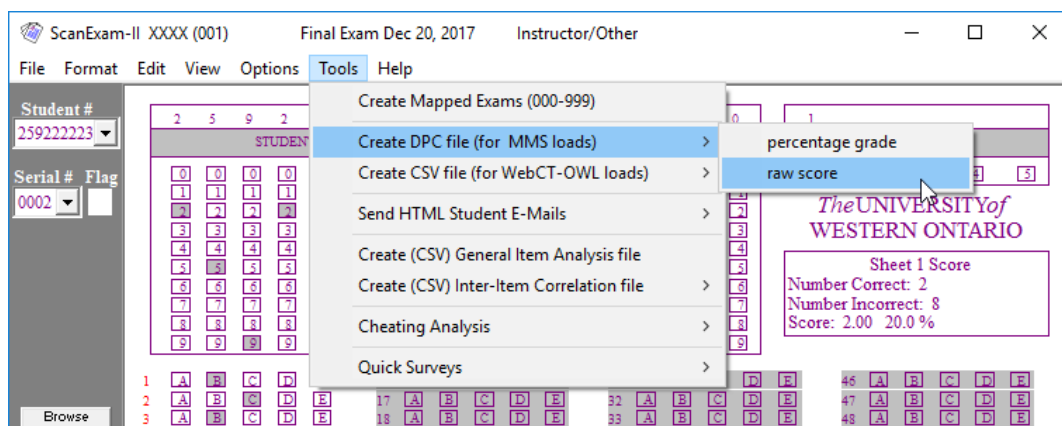
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- Locate the actual Scantron form of the form displayed (*the serial number displayed in the top left corner of the ScanExam-II window will match the stamped number on sheet*)
- Confirm the displayed form and the actual form are a match then make the correction
- Repeat the process (View menu -> 'Exam Analysis') if there are other ID errors
- Save the DAT file

## Creating a DPC file for OWL Gradebook Uploads

*Do you have other DAT files saved? Be sure the error checking process has been completed for each file.*

**OWL does not allow percentage grade uploads. The raw score must be saved within ScanExam-II and then that file is uploaded. A percentage grade calculation can be done once the raw score is in your OWL Gradebook.**



### Single Versions

1. Tools menu -> select 'Create DPC file' (ignore for MMS loads) -> then select 'raw score'
2. Save the raw score DPC file using a filename you choose -> make sure to keep the .dpc file extension (i.e. Crs1111-001rs.dpc).



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Multiple Version:

1. Repeat the process for each of the versions/sections
2. Once you have completed this step for all the versions of your exam, open each of the DPC files in Notepad and combine the data from all versions into one single DPC file

## Print your results

Once the DAT file has been saved, you can print out any of the results or statistics using the ScanExam-II "File" menu.

