



# Validate Exam Results

## Names and ID Validation

In order to validate the IDs listed in the DAT file with the student names, you will need the class list or “RCL” file. This file contains the student details needed to validate the ID numbers.

### 1. Get the RCL file

Your class list is available through the “Faculty/Staff Extranet”. If you still need access, the portal also has a link to the access request form: <https://www.extranet.uwo.ca/extranet/>

- Log in at: <https://www.extranet.uwo.ca/extranet/>
- Once you are logged in, select “CLASS LISTS” in the left-hand column.
- Under the “Class Drill Down” section, use the drop down arrows to change the selections for your course
- Once all the selections have been made, click on “FIND COURSE”

Career:	Undergraduate
Term:	2017 Fall/Winter
Subject:	-- Please Select --
Course:	
Component:	
Section:	
Class Number:	
Show Tuts/Labs:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>FIND COURSE</b>	

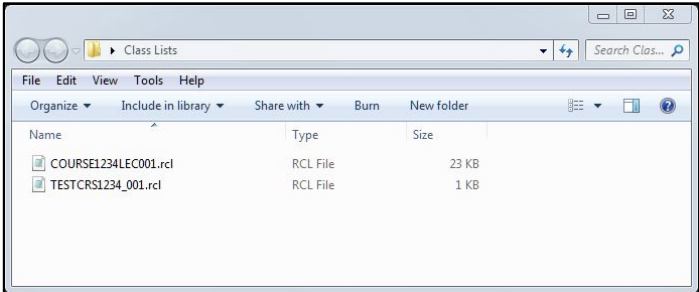
Your Class Lists/Photos appear; click the ‘RCL’ icon to the right of your course name:



### 2. Save the RCL file to your computer

Once you have saved the RCL file,

Log out of the Extranet





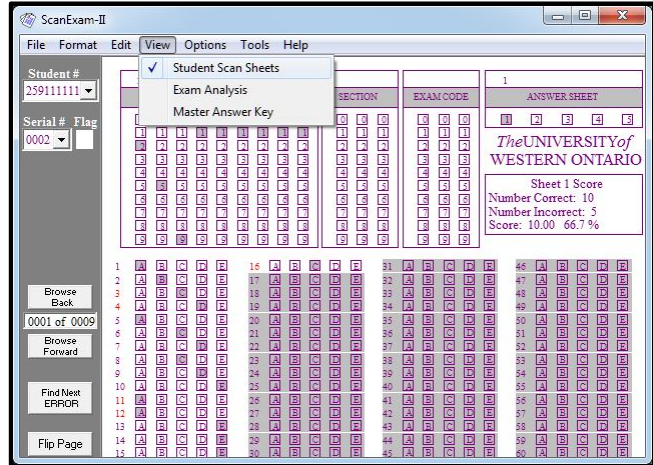
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### 3. Open the .DAT file in Scan Exam II

Firstly, View menu -> Student Scan Sheets

Then, from the Edit menu, select -> Validate Student Numbers...

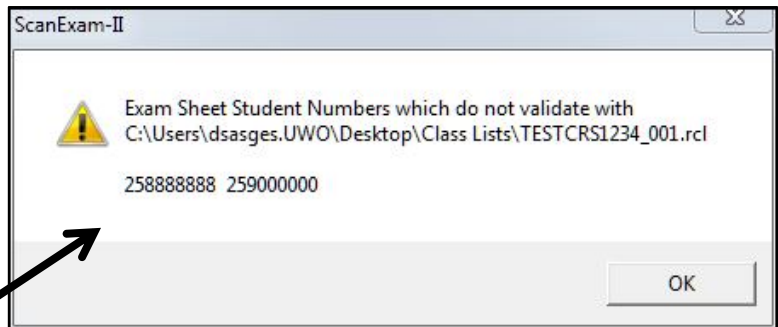
A message about the RCL will appear -> click 'OK'



### 4. Select the RCL file you just saved

Once the validation is complete, a summary will appear

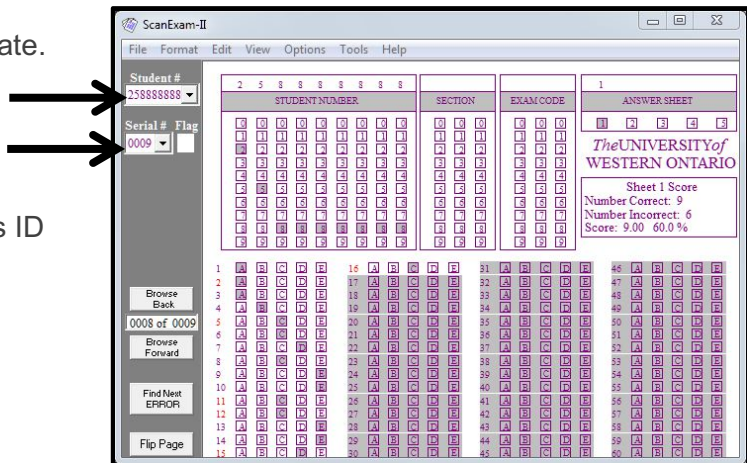
Make a note of the student IDs that did not validate. Click 'OK'



### 5. ID Check: View menu -> Student Scan Sheets

Click on the first ID number that did not validate.

Using the actual Scantron form, the student's ID number can be confirmed with the number stamped under "Serial #" in Scan Exam-II





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Once you find the correct form, check to see what the error is with the Student Number and then make the change.

**Once all student IDs have been checked and corrected (if necessary), resave the DAT file.**

## 6. Re-run, Validate Student Numbers.

Edit menu -> Validate Student Number

*At this point you should no longer see any more issues*

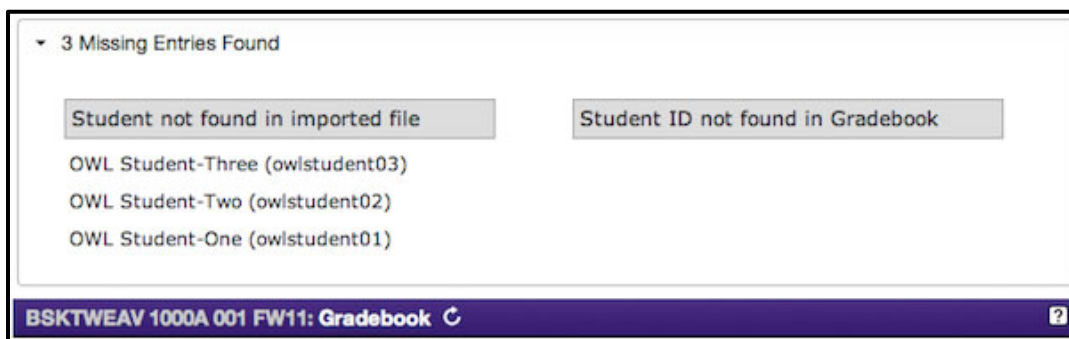
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### What if some validation errors are still appearing?

- the student may have wrote their student ID correctly on the form but did not bubble in the correct sequence of numbers; check the RCL and use their name to confirm their student ID
- the student may not be listed on the RCL file you saved from the Extranet

### How else can I validate the Scantron forms?

- A validation check is also completed the raw scores (using a DPC file) are uploaded into the OWL Gradebook. This will also notify you of any upload errors



*The OWL experts in the ITRC can help with all your Gradebook questions (519-661-2111 x85513).*