



# User Manual

**<TT-Wombat>**

**User Manual**

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# **1. Introduction**

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## **1.1 Overview**

Transcription Test (TT) is a project initiated by a small research centre affiliated with the Faculty of Arts at the University of Melbourne. The centre focuses on English proficiency testing, including ensuring the validity of various tests.

We (the Wombat Team) are responsible for developing a system for testing transcription ability. This system can accept uploaded answer excel files from test takers, and it will match their transcriptions with our correct answers, automatically scoring at least part of the transcriptions. It also provides a way for human scorers to score the more difficult parts that cannot be auto marked. There is also an administrator access point for exporting and viewing the scoring results. This manual is focused on the Admin and Test Developer part.

## 2. Getting Started

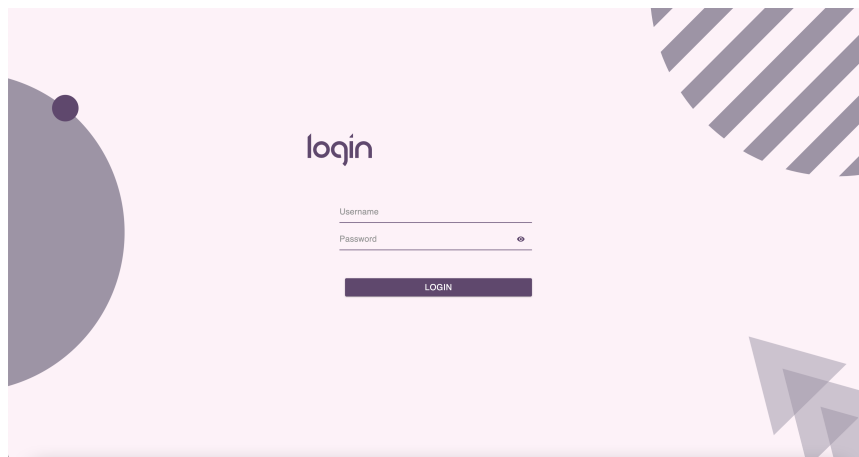
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### 2.1 System Organization & Navigation

Our application is designed to provide a seamless and intuitive experience for users. Below is an overview of the main components and navigation elements:

#### 2.2.1 Login Page

The initial screen is the login page where users are prompted to enter their username and password to access their account. This page features a simple and clean design to ensure ease of use.

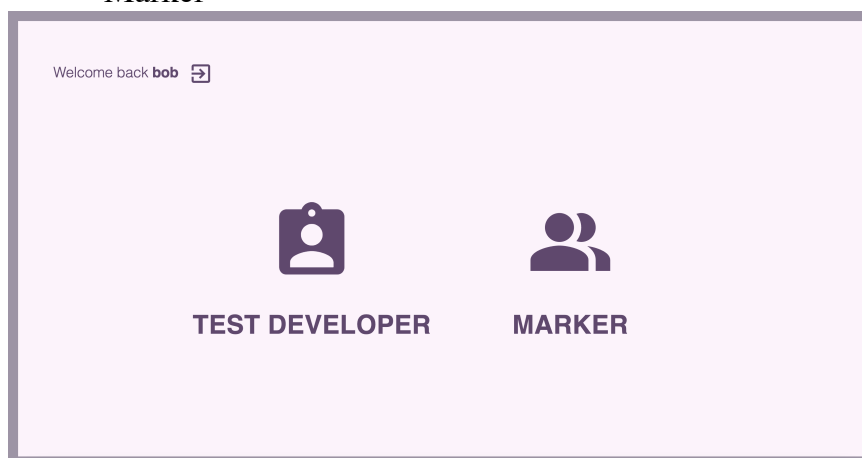


(Fig 1. Login Page)

#### 2.2.2 Role Selection Page

Upon successful login, the user is directed to the home page. Here, the user is greeted by name and presented with their permitted role options:

- Admin
- Test Developer
- Marker

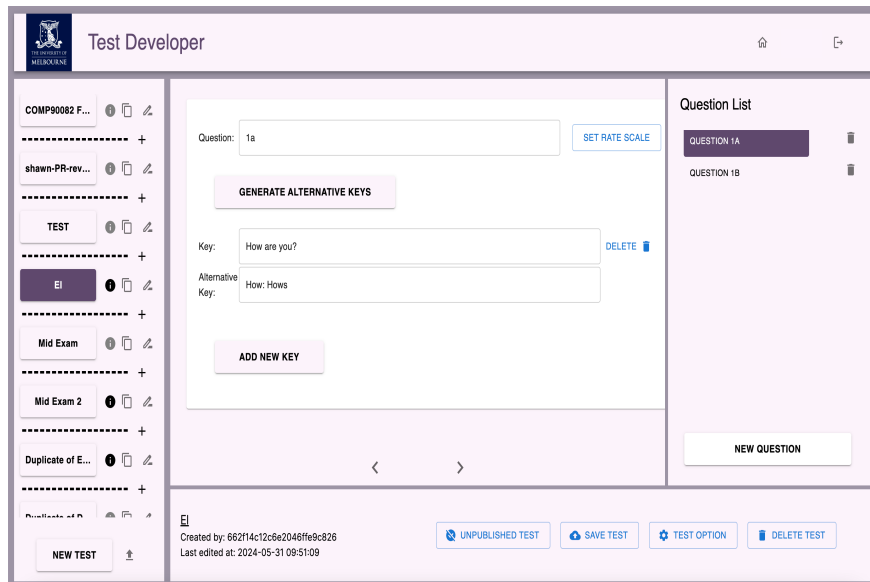


(Fig 2. Role Selection Page)

### 2.2.3 Test Developer Interface

Within the Test Developer section, users can manage various aspects of test creation:

- **Navigation Pane on the Left:** This pane lists all the tests that the user has access to. Users can select any test to view or edit its details. Users can also publish new test or view files.
- **Main Panel:** The selected test's details are displayed here. Users can add or modify questions and manage keys and their alternatives.



(Fig 3. Test Developer Interface)

### 2.2.4 General Navigation

Users can navigate through the application using the menu options located at the top and left side of the interface. These menus are designed to be intuitive, allowing for quick switching between different tasks and sections.

## 3. Using the System

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### 3.1 Login / Logout

#### 3.1.1 Login

- Access the Login Page: Open your web browser and navigate to the application's URL (localhost:3000).
- Enter your credentials: In the login page, input your username and password in the respective fields.
- Submit your credentials: Click the "LOGIN" button to proceed. If your credentials are correct, you will be redirected to the role selection page.

#### 3.1.2 Role Selection

After logging in, you will see a welcome message with your username and three role options (only permitted options under the user will be shown):

- Admin: Select this role if you wish to administrate the users.
- Test Developer: Select this if you wish to create or edit tests.
- Marker: Select this if you wish to mark flagged answers.

To navigate back to the role selection screen at any point, click the house icon located in the top-left corner of the screen.

#### 3.1.3 Logout

Click the  icon in the top-left corner (next to the house icon) to log out.

### 3.2 Test Developer

This section of the manual describes the functionalities available to a Test Developer, including creating and managing tests, setting question rating scales, and generating alternative keys for answers.

#### 3.2.1 Setting Test

##### 3.2.1.1 Test Format

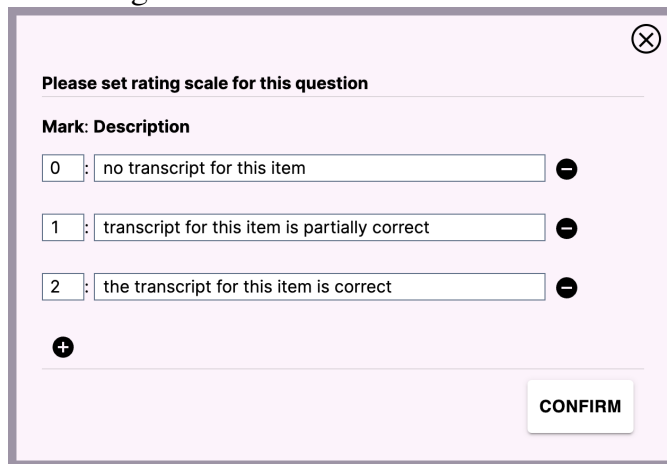
Upload Test File: If you want to upload the test files, please follow the format as the figure.

A	B	C	D	E	F	G
Questions	Key 1	Key 2	Rating scale			
			0 – no transcript for this item			
			1 – transcript for this item is nearly all incorrect			
			2 – most of the transcript for this item is correct			
			3 – the transcript for this item is correct			
1a	How are/r you.	I need to colorise the image/picture/photo. What do you think?	0 – no transcript for this item			
			1 – transcript for this item is partially correct			
1b	Thanks	You are welcome.	2 – the transcript for this item is correct			

(Fig 4. Test File Format)

### 3.2.1.2 Set Question Rate Scale

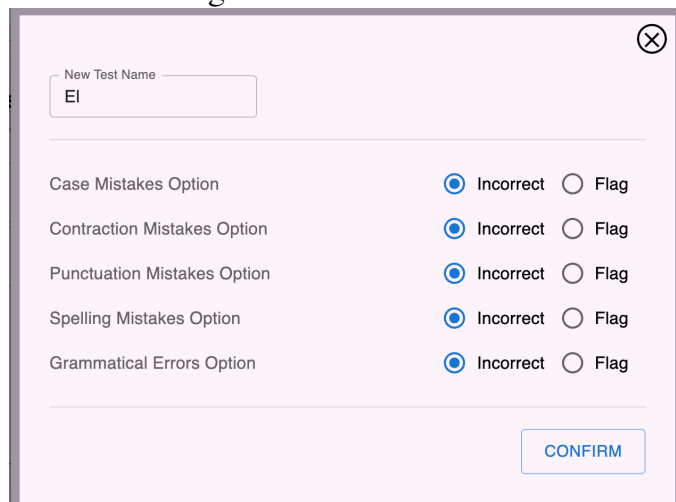
- **Accessing Rate Scale Settings:** Select a question and click on "SET RATE SCALE." This opens a dialogue where you can define the grading criteria for responses.
- **Defining the Scale:** You can add multiple grading criteria by specifying the mark and its description. For example, '0' for "no transcript for this item," '1' for "transcript for this item is partially correct," and '2' for "the transcript for this item is correct." Use the plus (+) button to add more criteria. Scale is specific for each question.
- **Saving the Scale:** After setting the scales, click "CONFIRM" to save these settings.



(Fig 5. Scale For Question)

### 3.2.1.3 Test Option

- **Setting Test Options:** This functionality allows you to configure specific options for marking the test, like handling case sensitivity, punctuation, and grammatical errors. Select the appropriate options for how each type of mistake should be handled (Incorrect or Flag).
- **Confirm Settings:** After making your selections, click "CONFIRM" to apply these settings to the test.



(Fig 6. Test Options)

### 3.2.1.4 Generate Alternative Keys


- **Generating Keys:** For each question, you can generate alternative acceptable answers by entering them into the 'Alternative Key' field and clicking "ADD NEW KEY."
- **Using the Generate Button:** If the system supports automatic suggestions, use the "GENERATE ALTERNATIVE KEYS" button to automatically propose additional keys based on the primary key.
- **Saving Changes:** Ensure all changes to keys are saved by clicking the "SAVE TEST" button.

The screenshot displays a web interface for managing alternative keys for a specific question. At the top, there is a 'Question:' label followed by a text input field containing '1b'. To the right of this field is a blue button labeled 'SET RATE SCALE'. Below the question field is a pink button labeled 'GENERATE ALTERNATIVE KEYS'. Underneath this, there is a 'Key:' label followed by a text input field containing 'Thanks'. To the right of this field is a blue button labeled 'DELETE' with a trash icon. Below the 'Key' field is an 'Alternative Key:' label followed by a text input field containing 'Thanks: thank you, Thank you, Thank u, thanks'. At the bottom left, there is a pink button labeled 'ADD NEW KEY'.

(Fig 7. Alternative Keys)

## 3.2.2 Auto Mark

### 3.2.2.1 Auto Mark Result

- **Initiating Auto Mark:** To start the auto marking process, navigate to the test developer interface and click on the pen icon  associated with a test. This triggers the automated marking system.
- **Viewing Results:** Once the auto mark process completes, a summary window will appear, showing the percentage of questions that passed and those flagged for further review.



Result from last auto mark

Type

Percentage

Question Number

Passed

85.71%

12

Flagged

14.29%

2

Marker

admin

ASSIGN MARKER

(Fig 8. Auto Mark Result)

- Detailed Results:** By downloading the results, users can view a detailed breakdown, including specific scores and flags for individual questions for each student.

A	B	C	D	
Student ID	1a	1b	Total	
1	0	2	2	
2	3	0	3	
3	0	2	2	
4	0	2	2	
5	0	2	2	
6	0(flagged)	0	0(flagged)	
7	0(flagged)	2	2(flagged)	

(Fig 9. Detailed Result)

### 3.2.2.2 Assign Marker

- Accessing the Assignment Interface:** Following the auto mark results, you can assign markers to review flagged questions. Click on the "ASSIGN MARKER" button in the results window.
- Selecting a Marker:** Choose a marker from the dropdown menu. This menu lists all available markers who can manually review the flagged responses.
- Confirmation:** After selecting a marker, confirm the assignment. The assigned marker will then receive the tasks to review the flagged questions.

Marker

ASSIGN MARKER

(Fig 10. Assign Marker)