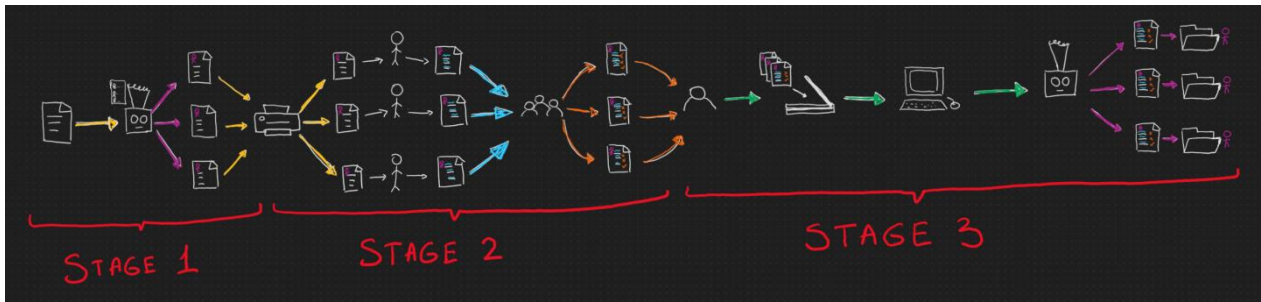


## Brief manual for Project Splitter

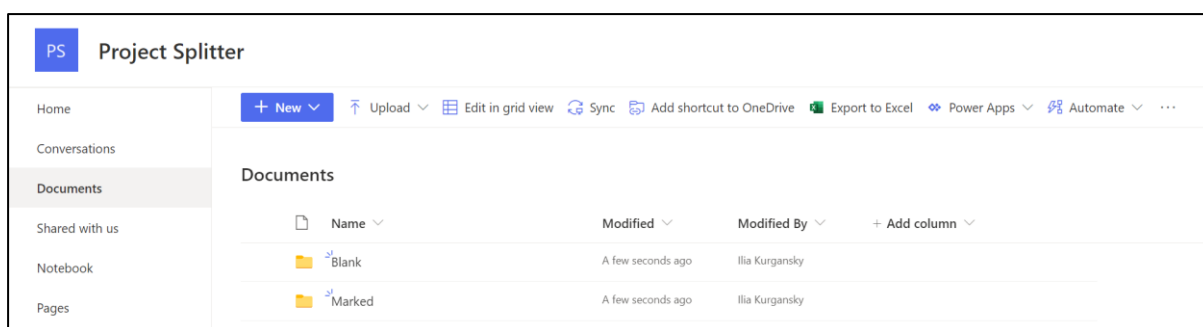


This system was created in response to the specific problem of collating and sorting physical documents into corresponding digital portfolios. The program has been tested as much as possible internally, but it is likely that there will be gaps in functionality on its first official outing, so your patience is appreciated.

This document is likely to change over time, of which you would be notified clearly on Teams.

The process is split into three stages, with instructions for stage one starting overleaf. There are also some questions that I have already been asked to address, so I provide a list of them in the last section. Please read them too as they might relate to the specific challenges for your department.




## Instructions:



### Stage 1 (before printing):

1. Create your assignments as usual. Save them as **PDF** in the following name convention: "Subject\_AssignmentNumber.pdf", e.g. "Physics\_1.pdf".
2. Please make sure that your paper is suitable to be printed with the staple in the **top-left** corner in portrait orientation, not a booklet or any other arrangement. Double-sided or single-sided is fine.
3. Navigate to the "Project Splitter" SharePoint site [HERE](#) (link removed) and go to the "Blank" folder, in which you will find a "Raw" folder. The "Raw" folder contains a folder for each subject, for which a student is entered in the summer. Please do not rename these folders.
4. Place the assignments into the corresponding Subject/Year Group folder.
5. Please make sure you **keep a backup** of any work that you are submitting to the process. There is very little chance of anything getting lost, but that risk is completely negated if you keep a copy of your assignment somewhere on your OneDrive.
6. That is it from your end. The assignments you placed into the folder will be processed by IK.

### Special case for Remote Students:

Documents > Blank > Raw > Economics > XX > <b>For remote students</b>			
 Name ▾	Modified ▾	Modified By ▾	
 Economics Assignment 1 Questions.pdf	Yesterday at 8:56 PM	Ilia Kurgansky	
 Economics Assignment 2 Questions.pdf	Yesterday at 8:56 PM	Ilia Kurgansky	

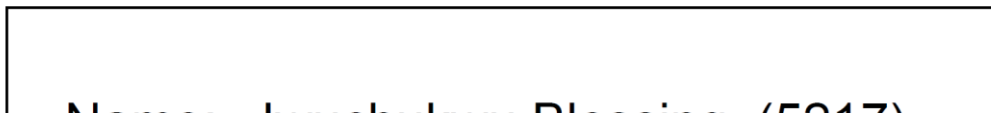
- If you know you have remote candidates or if you are unsure:
  - Please add numbered assignment question papers into the "For remote students" folder located under "Blank\Raw\Subject\YearGroup\"
  - If you already uploaded your papers for Project Splitter stamping, please make a copy of the question papers into the newly created "For remote students" folder so that it is clear which papers/versions of papers should be sent on to students.
- If you know you do not have any remote candidates - you do not have to do anything else.
- Once the assignments have been completed remotely, they will be transferred to your subject folder under the "Completed" upper folder by the exams office.
  - At this point they can be downloaded, marked and moderated at your discretion.
  - The files should already be named in a way to allow them to be automatically filed at a later stage, so please do not rename them. Refer to the FAQ section of this document for information on how digital documents would be filed automatically later on.

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\*\*\* DO NOT WRITE ON THIS PAGE \*\*\*



## Stage 2 (printing):

1. The processed assignments will appear in your subject subfolder in the “Blank - > Stamped” folder on the SharePoint site. They are sorted by sets, as it is assumed that most assignments would have the students sitting the papers in their classrooms.
2. When printing/asking to have the papers printed, please make sure that they are printed in **portrait** with the staple in **top-left corner**. The QR code appears in the top-right corner and must not be damaged for the system to work.
3. Papers are now named for every individual student and can be used for assignments. Access arrangements, where relevant, are printed on the front of the QR cover sheet too. Students with specific access arrangements will have “AA” printed next to their set code in the top left corner so that it is easier to spot them.
4. Papers can be marked directly as long as the front cover page is not damaged.

```

409         , from_page=first_page + part_start
410         , to_page=first_page + part_end)
411     if os.path.exists(part_path):
412         uuid_name = uuid.uuid4()
413         logging.warning(f"File {hash_id}_{part_name}.pdf already exists, saving as {hash_id}_{part_name}_{uuid_name}.pdf")
414         part_path = os.path.join(part_folder, f"{hash_id}_{part_name}_{uuid_name}.pdf")
415         print(f"{part_path} - {part_start}:{part_end}")
416         part_pdf.save(part_path)
417     return True

```

### Stage 3 (after marking):

1. Make the papers loose, ready for scanning. If the papers were printed with top-left corner staple it might be easiest to just clip the top left corner off together with the staple to make the sheets loose.
2. The papers can be scanned in bulk in any order, even in mixed year groups. It is important that the order of individual pages is kept, **do not shuffle pages** – the program has **no ability to sort a shuffled paper**.
3. Scanned-in marked papers in PDF format only must be placed into **your subject folder** in the "Marked -> Raw" folder of the SharePoint site. Note that there are no subfolders for year groups in there. Do not make any additional folders and do not rename the existing ones. All of the necessary information for sorting is contained in the QR code on the front of each paper. If your students **submitted work digitally**, refer to the next section for instructions of what you can do in this case.
4. Please make sure you **keep a backup** of any work that you are submitting to the process. There is little chance of anything getting lost, but that risk is completely negated if you do not delete the original scanned pdf and do not dispose of the physical papers.
5. IK will run the program to split and sort the papers on a regular basis, updating the folders from time to time.
6. The scanned work should find its way into individual students' portfolio folders, distributed by department. **Any other work** can be manually uploaded to the specific folder as necessary (e.g. additional evidence or coursework).

### (In)Frequently asked Questions:

*“What if I want my students to refer to the question papers, but write on loose file paper?”*

- That is fine, as long as the loose sheets are kept together with the cover sheet and can be safely scanned in later. There is a significant risk of the loose sheets getting lost or shuffled in the process.

A better approach would be to have an exam-booklet approach with provided printed line pages as part of the PDF. That way they would come stapled to the cover sheet together with the questions.

*“What if we have scanned the work before marking and marked it digitally?”*

- If the papers were previously printed and retained the QR code, follow the same process as for paper-based marking.

As long as the marked paper is placed in the “Marked - > Raw - > Subject” folder in a PDF format and has a correct QR code on the front page – it will get sorted correctly, even if it is an individual paper.

*“What if some/majority of our students have completed the assignment on their computer by typing in e.g. Word?”*

- This is a very different problem to the question above because it is assumed here that the student’s work would not contain the correct QR code on the cover page as they would be working in a blank Word document.

One option, and I do not expect it to be very popular, is to digitally deliver the named/stamped paper to each individual student so that they can take a copy of the QR code into their typed script. This would be admittedly very inconvenient.

Alternatively, I have created a **workaround** for such cases: please tell your students to name their assignment as “*CandidateNumber\_AssignmentNumber.docx(or pdf)*”, e.g. “5218\_1.docx” or “7318\_2.pdf” before submitting the digital script to you. You will have to provide them with their candidate numbers, which are available in the candidate spreadsheet on the same SharePoint site. I hope that sharing their candidate numbers with them would be easier than providing them with a QR code each individually.

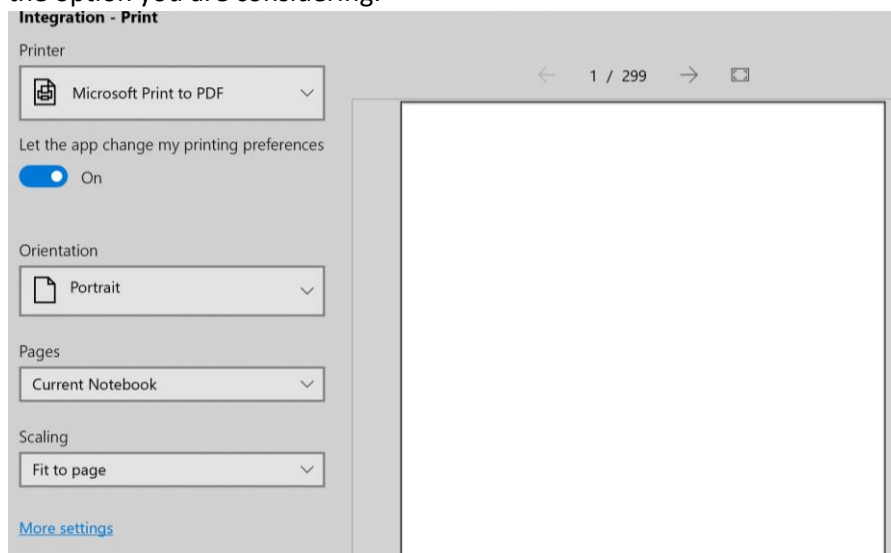
Please place the correctly named digital scripts in the same “Marked - > Raw - > Subject” folder, as per the usual instructions. You may notice that the digital script would only contain the assignment number, not the subject name – I will infer the subject name from the folder in which it is placed, so please make sure you upload these to the correct folder, otherwise they will get missorted.

This system is less robust than QR codes but should still work in the vast majority of cases and would cut your admin work still. Any incorrect submissions with invalid candidate numbers or incorrect name formatting would have to be dealt with manually, so your help in getting this right is much appreciated.

*“We intend to mark the scripts in OneNote, how can we best transfer that marking into SharePoint folders?”*

- Depends how the marking is set up on OneNote. Worst case scenario - one-by-one, I am afraid...

If the QR-stamped documents were scanned in and marked on OneNote (but that assumes that they were split manually already?), it is possible to print the entire OneNote notebook into a PDF file and then I can run it through the splitter as normal. Please talk to me if this is the option you are considering.



*“Why does it have to be PDF for the assignments? Can I use Word?”*

- I am unable to stamp QR codes onto Word documents automatically, I am afraid, not without losing all of the document formatting and images. Blame Microsoft for the way they made Word.

It is also impossible to split a Word document by page because the concept of a “page” does not exist in Word, unlike PDF. Do not blame Microsoft for this though, this was necessary design.

*“Why can’t I print the assignments in booklet format?”*

- I thought that a “top-left corner staple” arrangement is the easiest to:
  - Hold together for the duration of writing and marking (as it is stapled).
  - Split into loose sheets just before scanning (as the staple can be cut off with scissors).

Treasury tags are a faff to do and undo, and booklets would have to be cut individually on a guillotine, which defeats the purpose of this entire endeavour. If there is a design approach that I am missing – please let me know. Otherwise we will have very large quantities of triangular stapled corners in the summer term - maybe they can be used for a mosaic for the Summer Festival.