

## Using *Remark* to Mark ScanTron Sheets

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26 October 2017

To read ScanTron sheets into Remark, first make sure the scanner is plugged in (to the computer and to a power source) and turned on. Place the sheets in the scanner backwards and upside down. Open *Remark*<sup>1</sup> and ensure it's using the correct ScanTron template as your sheets. I generally avoid this hassle by simply making a copy of previous exam results and deleting all content from the columns, since that *Remark* file will automatically have the correct ScanTron template loaded.

When you're ready to start scanning, click **Read** in the top menu bar, then click **Read** in the bottom right corner of the pop-up window (Figure 1). The scanner should start reading in the data.

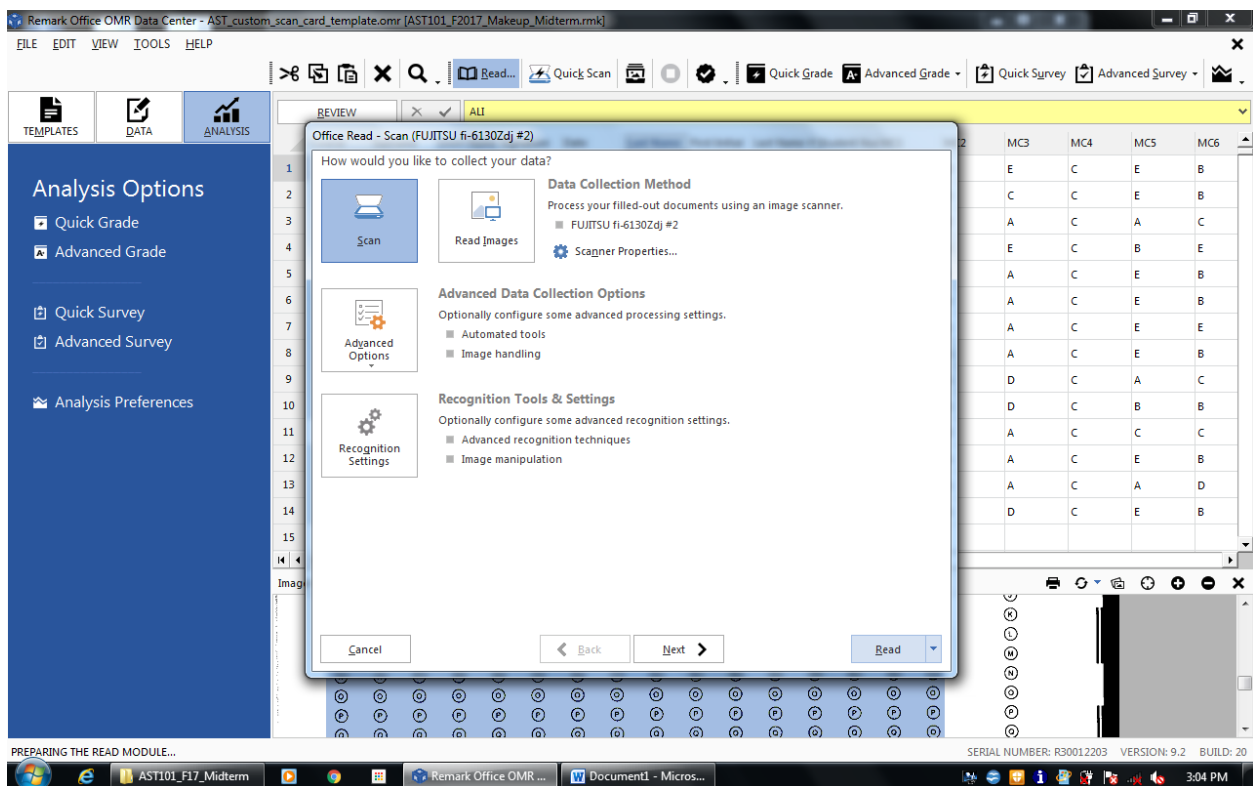


Figure 1: Reading in ScanTron data

*Remark* will highlight any cells within which it finds a problem, so go through the data and make sure there are no major errors or flags. Sometimes the scanner just doesn't read things properly, sometimes students forget to bubble in their student number, and sometimes students cross out an answer and bubble in another one. Fix these as best you can. In the bottom panel of the *Remark* window you can view the section of the ScanTron corresponding to each cell by simply clicking on the cell.

<sup>1</sup> If *Remark* says your session has expired and you need a new registration code, you can either (a) get a new code or (b) change the computer's date to any day before the expiration date. The former is encouraged but the latter is much easier.

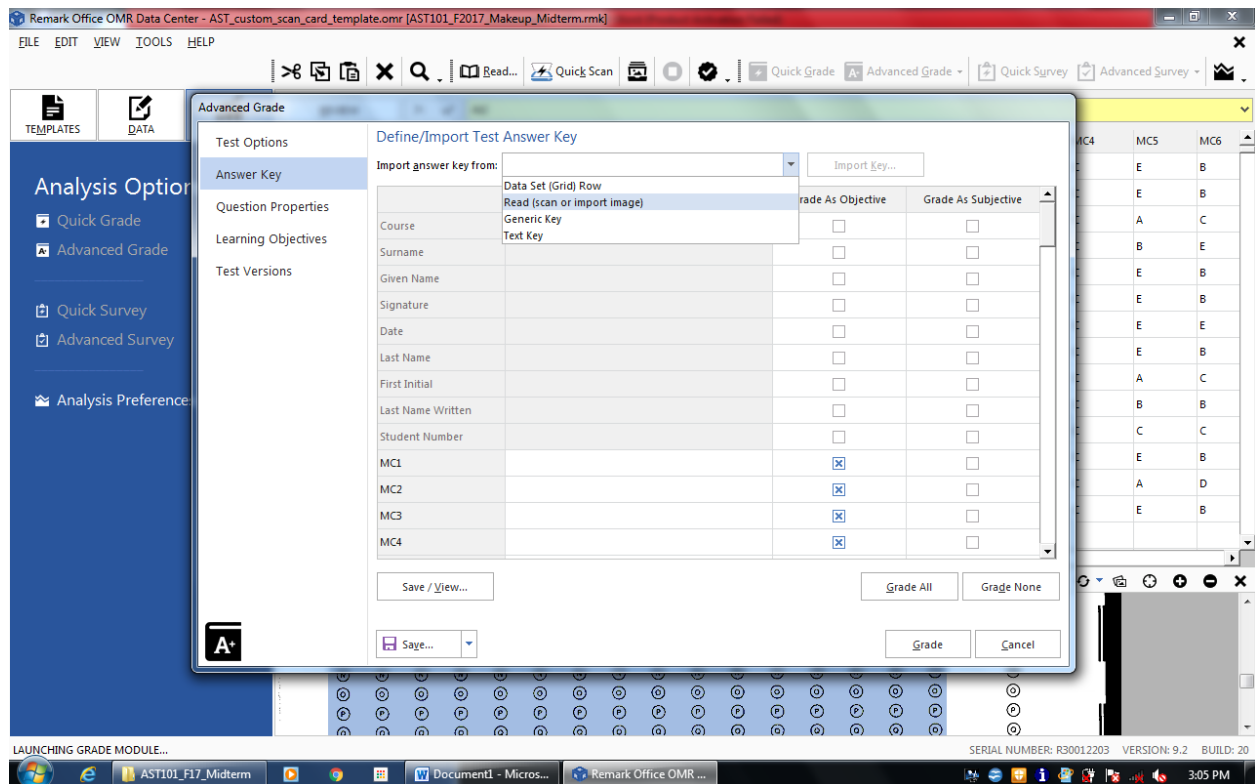


Figure 2: Importing an answer key

After all of your ScanTron sheets have been scanned and corrected as well as possible, you can mark them by importing an answer key. Click **Advanced Grade** in the top menu bar, then in the pop-up window, click **Answer Key** in the left menu bar. Click on the drop-down menu next to **Import answer key from:** and select **Read (scan or import image)**. Click **Import Key...** to scan your answer key ScanTron sheet (Figure 2).

If you prefer, you can manually enter your answer key instead. Make sure you select/deselect **Grade As Objective** appropriately (that is, only check the box for questions you actually want to mark).

Once your answer key is set up click **Grade** in the bottom right corner of the same window (Figure 3). You will also be asked if you want to save your answer key. This is up to you, but you probably won't need the answer key again.

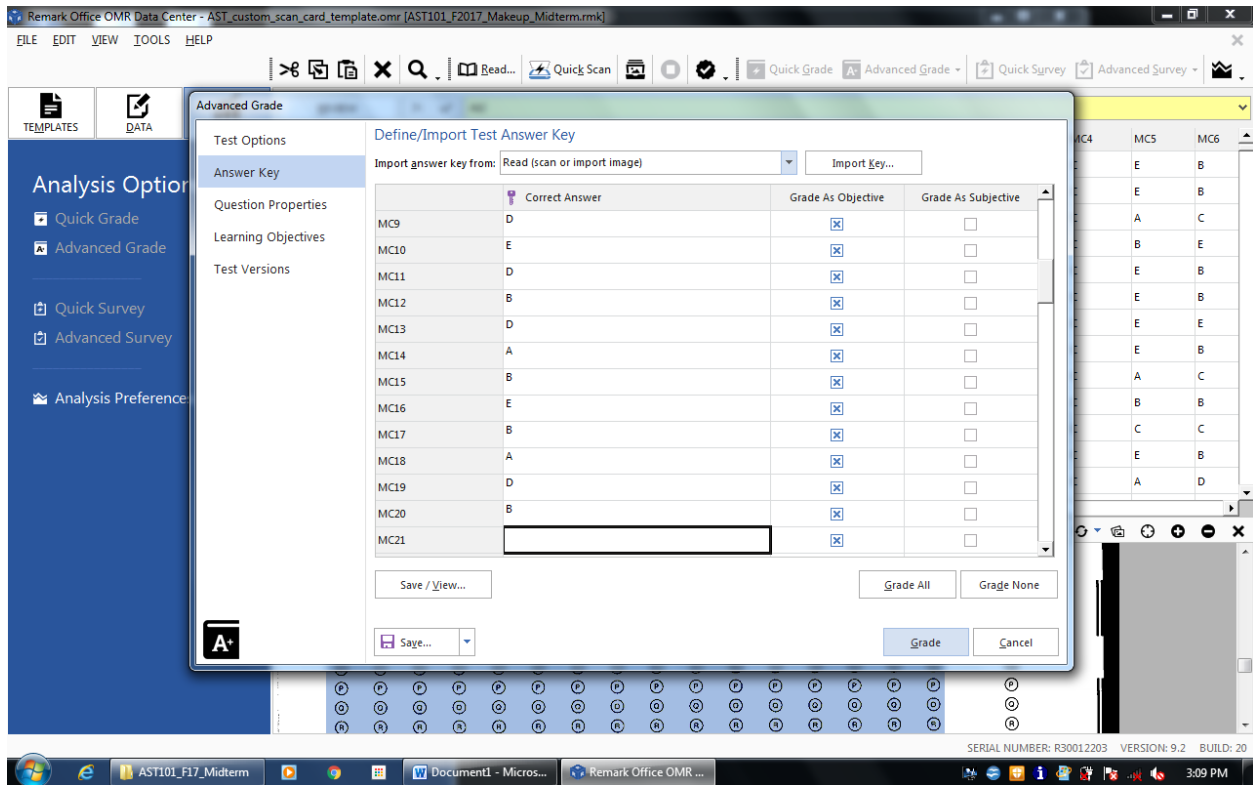


Figure 3: Grading the ScanTrons

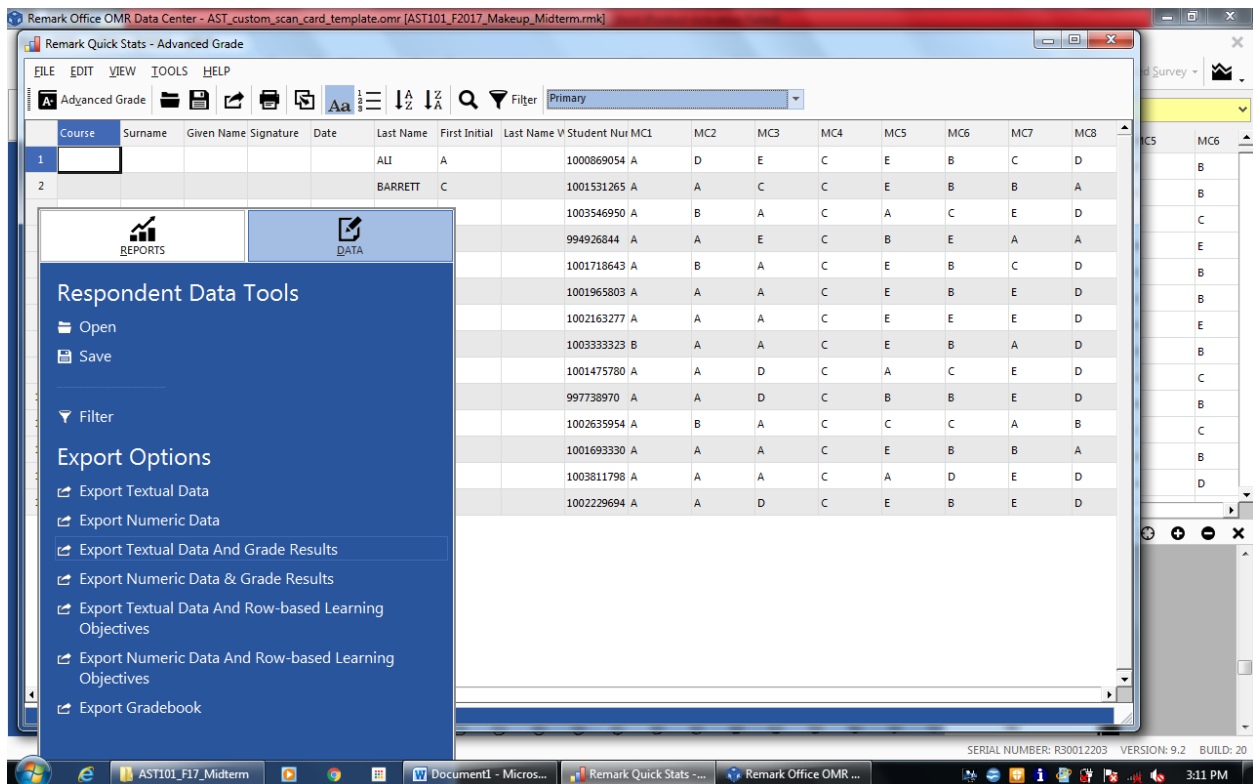


Figure 4: Exporting the results

After *Remark* has marked all of the exams, two new windows will appear (Figure 4). In the smaller blue one click on the **Data** tab on the top right. From the list of options, select **Export Textual Data and Grade Results**.

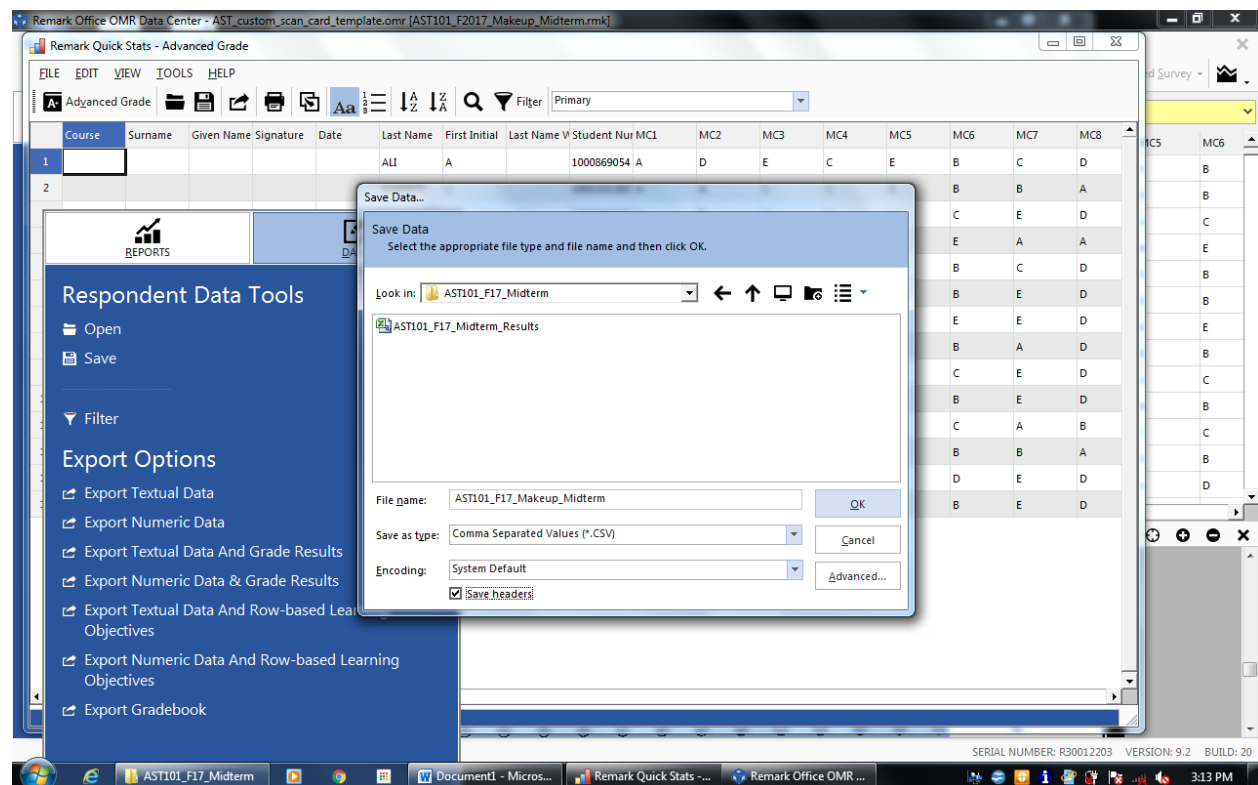


Figure 5: Saving the results

Another window will appear where you can specify the file type, name, and location (Figure 5). Choose the appropriate folder for your course and give the file an identifiable name. From the list of options under **Save as type**: choose CSV, and most importantly, check the box next to **Save headers**.

There are a few other files you can export that contain useful statistical information about student performance on each question. In the small blue window, click on the **Reports** tab on the top left (Figure 6). The **Detailed Item Analysis**, **Item Analysis Graph**, and **Test Item Statistics** reports are probably the most useful, and the following information is applicable to all of them. You may need to click on a few folders to find all three reports in the small blue window.

Click on the report you'd like to view. It will open in the larger window behind the small blue one. In this larger window, called *Remark Quick Stats*, click **Export Report** in the top menu bar (Figure 7). In the resulting pop-up window, click **Export**. Repeat this process for all other reports you'd like to save.

Copy all of your saved files (marked results and various statistical reports) onto a thumb so you can complete the rest of the marking process on your own computer. If you have only a few students, it might be fastest to manually enter the students' marks into *Portal's* Grade Center. If you have a lot of students, it's probably worthwhile to produce another spreadsheet that you can upload to *Portal* directly. The code and relevant instructions for this process can be found at <https://github.com/mkherman/ast101-201>.

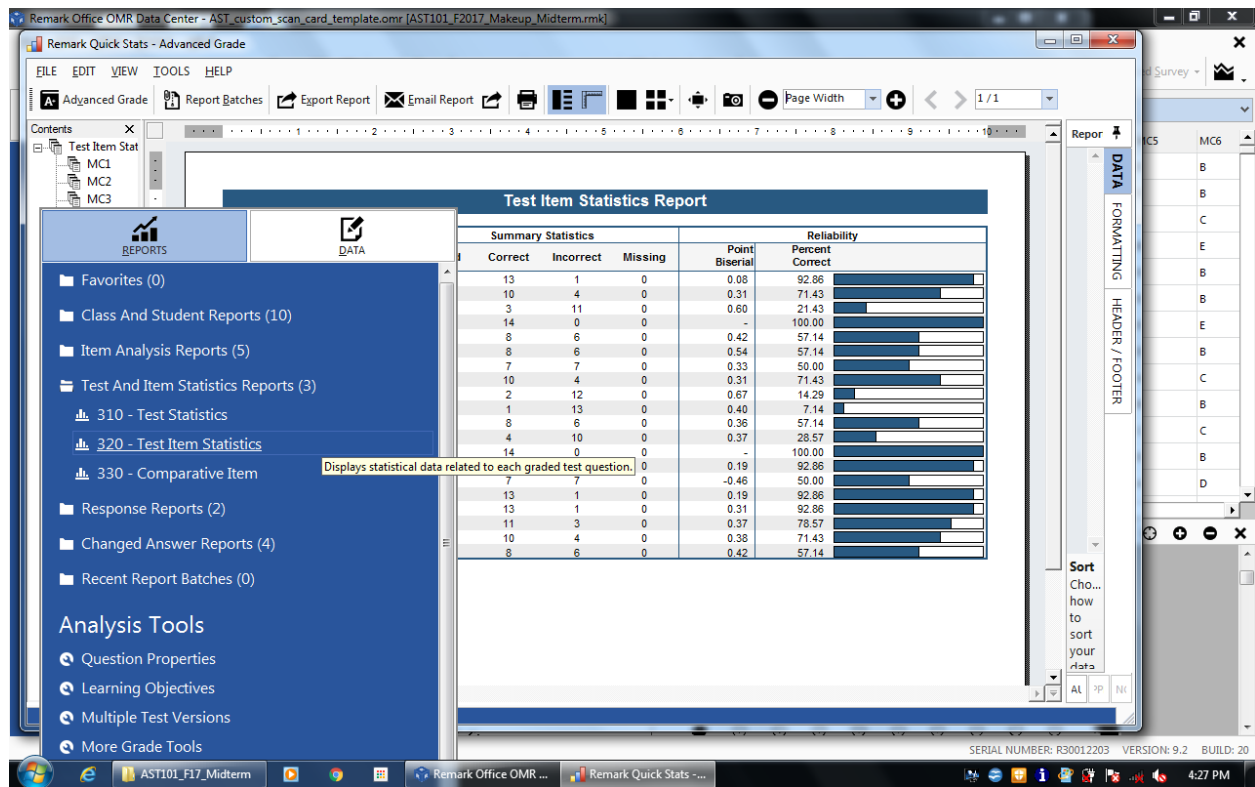


Figure 6: Accessing additional reports

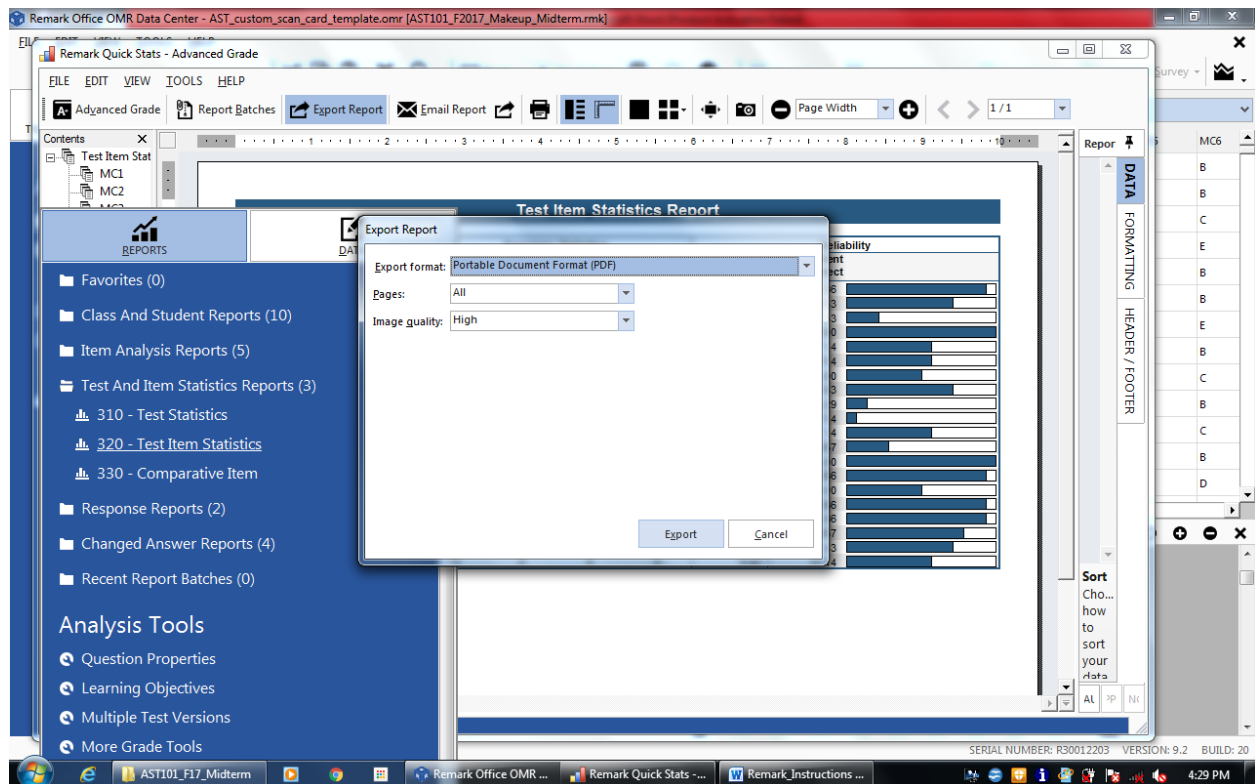


Figure 7: Exporting additional reports