Contents
Scantron Score Overview .................................................................................................................. 2
Basic Operation – Single Side Exam Scoring .................................................................................. 3
Basic Operation – Double Side Exam Scoring ................................................................................. 3
Basic Operation – Multiple Keys Exam Scoring .............................................................................. 3
Rescoring Exams .............................................................................................................................. 4
Marking the Answer Key .................................................................................................................. 5
Using Remark Classroom Edition Software .................................................................................... 7
Exporting Reports ............................................................................................................................ 10
Appendix A: Errors .......................................................................................................................... 11
Scantron Score Overview

If you would like reports, please ensure that you have a flash drive BEFORE you begin.

For additional information or training videos, please visit http://scantronscore.com/ and click on Table of Contents.

Note: To protect the ink cartridges and get the longest life from them, it is recommended to leave the Scantron Score powered on.

Test Scoring

- Scores multiple choice, true/false, and matching tests.
- Prints a red error mark to indicate a wrong answer.
- Prints correct answer (alphabetic or numeric) next to incorrect answer (optional).
- Prints the total number of correct answers.
- Prints the percentage correct (optional).

The UWG bookstore sells the following form(s) for use with the Scantron Score Machine:

Scantron Form No. 882-E-LOVAS
Basic Operation – Single Side Exam Scoring

Follow the steps below for basic operation to score a single side exam:

1. Make sure the test scoring machine is turned on. The switch is located on the back of the unit.
2. Look at the screen to view the options. You may need to wake the machine up from sleep mode by pressing any button.
3. Press Start on the machine.
4. Scan in the answer key. See marking the answer key section for details on how to complete the answer key.
5. Feed in the test for scoring, one at a time.

Basic Operation – Double Side Exam Scoring

Follow the steps below for basic operation to score a double side exam:

1. Make sure the test scoring machine is turned on. The switch is located on the back of the unit.
2. Look at the screen to view the options. You may need to wake the machine up from sleep mode by pressing any button.
3. Press Start on the machine.
4. Scan in the answer key Side 1 followed by Side 2. See marking the answer key section for details on how to complete the answer key.
5. For each test, feed one side followed by the other. Feed the side you want the score printed on last.

Basic Operation – Multiple Keys Exam Scoring

Follow the steps below for basic operation to score a multiple key exam:

1. Make sure the test scoring machine is turned on. The switch is located on the back of the unit.
2. Look at the screen to view the options. You may need to wake the machine up from sleep mode by pressing any button.
3. Press Start on the machine.
4. Scan ALL keys first. See marking the answer key section for details on how to complete the answer key.
   - If the key is 2 sided, scan in Side 1 followed by Side 2.
5. Feed the test for scoring, one at a time.
   - Test can be scanned in any order.
   - If the test is 2 sided feed one side followed by the other. Feed the side you want the score printed on last.
Rescoring Exams

Rescoring applies a different mark so that you can score a test a second time. Other than that, the Rescore button functions exactly the same as the Start button.

Some reasons to rescore a test are:

- If a question caused confusion, and the question is omitted.
- If students are given a chance to erase their incorrect answers and try again.
- If the wrong key was scanned.

**NOTE:** Rescoring applies a different mark to allow for distinguishing between scorings.

Follow the steps below to rescore an exam:

1. Make sure the test scoring machine is turned on. The switch is located on the back of the unit.
2. Look at the screen to view the options. You may need to wake the machine up from sleep mode by pressing any button.
3. Press Rescore on the machine.
4. Scan **ALL** keys first. See *marking the answer key* section for details on how to complete the answer key.
   - If the key is 2 sided, scan in Side 1 followed by Side 2.
5. Feed the test for scoring, one at a time.
   - Test can be scanned in any order.
   - If the test is 2 sided feed one side followed by the other. Feed the side you want the score printed on last.
Marking the Answer Key

Using the same form that the students used to take the exam you will need to use the key marking row (found immediately above question 1). You will then mark the correct answers.
To error mark and print raw score (required):

Mark key bubble 5.

To print correct answers (alphabetic) and raw score:

Mark bubbles 2 and 5.

To print correct answers (numeric) and raw score:

Mark bubbles 2, 3, and 5.

To add the percent correct:

Mark the % bubble in combination with other marks as shown above.

To Score Side 2:

Mark bubble 5 ONLY in the key marking row of side two. The scoring options will carry over to side two.
Using Remark Classroom Edition Software

You will use the Remark Classroom Edition Software to obtain reports.

1. Score the test as normal and transfer the results to a USB drive.
2. Move the USB drive to a computer where the Remark Software is installed.
3. Open the Remark software and click Import Scan Score Data.

4. Click Browse and select the data file from the USB drive that you want to use for your reports.

5. Select one of the following:
   - If you are matching student names and IDs with an Excel File, go to step 6.
   - If you are not matching student names and IDs with an Excel file, clear the Retrieve Student name from an Excel spreadsheet checkbox and continue to step 8.
6. **MATCHING STUDENT NAMES AND IDs:**

**Important Note:** Excel file must be saved as a 97 – 03 excel file type.

- One the Select Excel File window, click Browse, select the Excel file containing the student names and IDs, then click Open. Verify that the sheet name, student ID field and Student name field are correct.
7. Click OK. Click Import. The Remark Quick Stats application opens in a separate window and displays a list of reports in the task pane on the left.

8. **NOT MATCHING STUDENT NAMES AND IDs:**
   - Make sure that you uncheck Retrieve student name from an Excel spreadsheet. Click Import. The Remark Quick Stats application opens in a separate window and displays a list of reports in the task pane on the left.

9. Select the report to preview and print.
Exporting Reports

1. From the list on the left, select the report to preview. Once you have the report you would like to export, click on Export Report.

2. Select the format you would like the report to export in and click Export.

3. Select your flash drive as the location to save the report. Give the report a name and click Save.
Appendix A: Errors

The Scantron Score is equipped with an LCD panel to provide you with plain English, real time feedback on your scanning session. While some error messages are machine related, most messages are designed to help ensure that the forms are filled out and fed properly.

<table>
<thead>
<tr>
<th>Error</th>
<th>What the Error Means</th>
<th>How to Fix the Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Error</td>
<td>Scantron Score could not write to the USB drive and needs to be restarted.</td>
<td>Turn the machine off, then on again, re-scan the forms, and retry the transfer.</td>
</tr>
<tr>
<td>Data Not Saved</td>
<td>You pressed START after scoring the test, but before transferring the data to a USB drive.</td>
<td>Press TRANSFER DATA to transfer test results to the USB drive, or press START to clear the USB drive and scan a new key and/or test forms.</td>
</tr>
<tr>
<td>Duplicate Key</td>
<td>Two keys have been fed with the save version ID.</td>
<td>Make sure that each key has a unique version ID.</td>
</tr>
<tr>
<td>Dust On Glass</td>
<td>Dirt, dust or paper is covering the glass.</td>
<td>Open the front cover and clean the glass. Refeed the form after cleaning.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> This error can also be caused by a misaligned output tray. Make certain that the output tray is pulled out until it stops and that the bottom ledge is turned down fully.</td>
<td></td>
</tr>
<tr>
<td>Expecting Other Side</td>
<td>The test scoring machine was expecting the other side of the form.</td>
<td>Turn the form over and refeed.</td>
</tr>
<tr>
<td>Form Fed Too Soon</td>
<td>The last form followed the previous form too closely.</td>
<td>Refeed the last form. Be sure to allow a short delay between forms when feeding.</td>
</tr>
<tr>
<td>Form Skew or Damaged</td>
<td>The form was skewed or is damaged. Another possible cause is that there are marks in the timing track area.</td>
<td>Refeed the form straight into the machine. Remove any marks in the timing track area, ensure that the form is not damaged, and refeed.</td>
</tr>
<tr>
<td>Incompatible Form</td>
<td>The 2-column form used for the answer key is missing a critical Scantron element, or the last form scanned was damaged.</td>
<td>Follow the on-screen instructions.</td>
</tr>
<tr>
<td>Issue</td>
<td>Description</td>
<td>Solution</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Incomplete Form</td>
<td>The form being scanned is two-sided and only one side has been scanned.</td>
<td>Scan the other side of the form.</td>
</tr>
<tr>
<td>Incorrect Form</td>
<td>The test form number did not match the key form number, the test was damaged, or multiple forms were fed together.</td>
<td>If an incorrect form was used, correct the situation by making sure that the key and test form numbers match. Otherwise, refeed the form. If the problem persists, the printed marks on the key or test form may be incorrect.</td>
</tr>
<tr>
<td>Internal Error</td>
<td>The test scoring machine discovered an error during the self-test.</td>
<td>Turn the machine off, then on.</td>
</tr>
<tr>
<td>Low Score Warning</td>
<td>The first three tests had scores of 45% or less.</td>
<td>Verify that the correct key is being used. If the correct key is being used, press OK to continue. If it is not the correct key, press Start or Rescore to start over.</td>
</tr>
<tr>
<td>Maximum Form Count</td>
<td>9,999 forms have been fed and the memory is full.</td>
<td>Feed the proper tally or item analysis form to record the data from this session. One that is done press Start to start a new session if more sheets need to be fed.</td>
</tr>
<tr>
<td>Missing Key</td>
<td>A test form was fed when the machine was expecting a key.</td>
<td>Feed the key(s) before feeding the test forms.</td>
</tr>
<tr>
<td>Missing Subj Score</td>
<td>Subjective scoring was marked on the key but not on the test form.</td>
<td>Mark the subjective score on the test form and refeed.</td>
</tr>
<tr>
<td>Multiple Subj Marks</td>
<td>There were multiple marks in a single row of the subject scoring section.</td>
<td>Correct the form so that there is no more than one mark per row and refeed.</td>
</tr>
<tr>
<td>Multiple Ver Marks</td>
<td>The version ID area has been filled out incorrectly.</td>
<td>Make sure that each form has only a single version ID (A, B, C, or D) marked.</td>
</tr>
<tr>
<td>Paper Jam</td>
<td>The form did not pass completely through the test scoring machine.</td>
<td>Remove the jammed form and refeed.</td>
</tr>
<tr>
<td>Subj Score Too High</td>
<td>The subjective score on the form is higher than the maximum mark on the key.</td>
<td>Correct the subjective score on the test form and refeed.</td>
</tr>
<tr>
<td>Unexpected Key</td>
<td>The test form had the key (5) bubble marked but the key(s) for the session had already been fed.</td>
<td>Erase the key (5) bubble on the test form. Press OK and refeed OR press Start to start a new session.</td>
</tr>
<tr>
<td>USB Drive Error: Drive not detected</td>
<td>Scantron Score could not find a USB drive.</td>
<td>Insert a USB drive in the USB port on the left-hand side of the machine.</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>USB Drive Error: Error writing file</td>
<td>Scantron Score could not write to the USB drive.</td>
<td>Press OK to retry OR press ESC to cancel, then remove the drive, reinsert it (or a different drive) and retry.</td>
</tr>
<tr>
<td>Version Mismatch</td>
<td>The test form had a version ID of A, B, C, or D. There was not matching key for that version ID.</td>
<td>Correct the version ID on the test form or correct the key and press Start or Rescore to start over.</td>
</tr>
<tr>
<td>Wrong or Damaged Key</td>
<td>The 2-column form you used for the answer key is missing a critical Scantron element, or the form you scanned was damaged.</td>
<td>Follow the on-screen instructions.</td>
</tr>
</tbody>
</table>