

Information Technology Services Centre Remark Office OMR 10 User Guide

(Last Update: Feb 2019)

Table of Contents

1. Answer Sheet Scanning.....	3
1.1 ITSC Multiple-choice Answer Sheet	3
1.2 Answer Sheet Scanning.....	3
2. Remark Office OMR Operation	4
2.1 Scanned files preparation	4
2.2 Data Capturing and Correction	5
2.3 Data Marking and Result Output	9
3. Output Excel Operations.....	11
3.1 Output Verification	11
3.2 Result Analysis.....	12

1. Answer Sheet Scanning




1.1 ITSC Multiple-choice Answer Sheet

The ITSC Multiple-choice Answer Sheet is designed for data processing in Remark Office OMR. The version of answer sheet supported in this document is OMR80-180611.

ITSC MULTIPLE CHOICE ANSWER SHEET Centralized Course Examinations

Seat No.: _____
 Department: _____
 Class Code: _____
 Date: _____

INSTRUCTIONS

1. Use **HB PENCIL** to fill in the circle completely.
  
 Correct Incorrect

2. Use **ERASER** to correct your answers.
NO correction pen or correction tape should be used.

3. Mark the Student ID correctly.

Student ID									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

1. 21. 41. 61.

2. 22. 42. 62.

3. 23. 43. 63.

4. 24. 44. 64.

5. 25. 45. 65.

6. 26. 46. 66.

7. 27. 47. 67.

8. 28. 48. 68.

9. 29. 49. 69.

10. 30. 50. 70.

11. 31. 51. 71.

12. 32. 52. 72.

13. 33. 53. 73.

14. 34. 54. 74.

15. 35. 55. 75.

16. 36. 56. 76.

17. 37. 57. 77.

18. 38. 58. 78.

19. 39. 59. 79.




20. 40. 60. 80.

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ITSC MULTIPLE CHOICE ANSWER SHEET

Student Name: _____
 Department: _____
 Class Code: _____
 Date: _____

INSTRUCTIONS

1. Use **HB PENCIL** to fill in the circle completely.
  
 Correct Incorrect

2. Use **ERASER** to correct your answers.
NO correction pen or correction tape should be used.

3. Mark the Student ID correctly.

Student ID									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

1. 21. 41. 61.

2. 22. 42. 62.

3. 23. 43. 63.

4. 24. 44. 64.

5. 25. 45. 65.

6. 26. 46. 66.

7. 27. 47. 67.

8. 28. 48. 68.

9. 29. 49. 69.

10. 30. 50. 70.

11. 31. 51. 71.

12. 32. 52. 72.

13. 33. 53. 73.

14. 34. 54. 74.

15. 35. 55. 75.

16. 36. 56. 76.

17. 37. 57. 77.

18. 38. 58. 78.

19. 39. 59. 79.

20. 40. 60. 80.

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1.2 Answer Sheet Scanning

Due to improvements on the document scanning and OMR technology, data can be obtained without the need to use any special scanner. ITSC therefore does not provide dedicated any OMR scanner for form scanning. Before using our service, you need to scan the multiple-choice answer sheet and course evaluation forms using your scanner or Multi-Function Printer (MFP)* with the following settings

- File format: PDF format
- Colour: Black & white only
- Resolution: 300 dpi
- Document type: text

- *To increase recognition accuracy, please tune the “exposure” or “darkness” to maximum if possible*

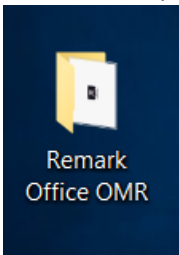
Multi-Function Printers (MFPs) in ITSC User Areas (1/F, Pi Chiu Building) or Learning Commons (6/F, Wu Ho Man Yuen) have been tested and the scanned form image files are confirmed to offer high accuracy data out.

Scan the standard answer (answer key) and student answer separately. Name the standard answer image file as “Answer_key.pdf” and name the student answer image file as “student_answer.pdf”.

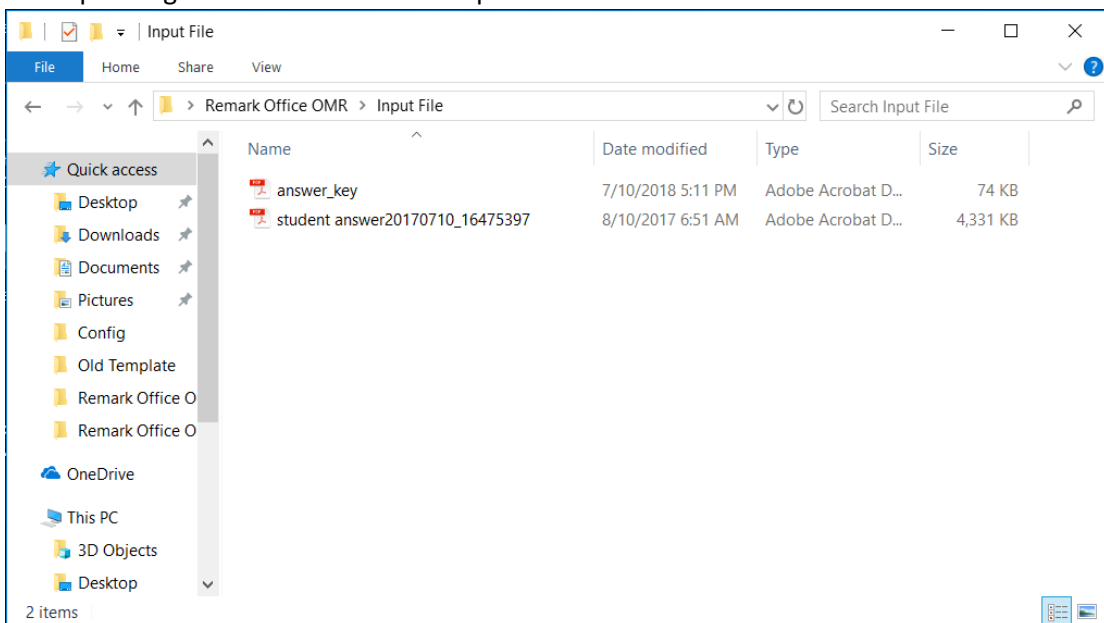
2. Remark Office OMR Operation

2.1 Scanned files preparation

1. In the desktop of OMR service notebook, open “Remark Office OMR” folder.

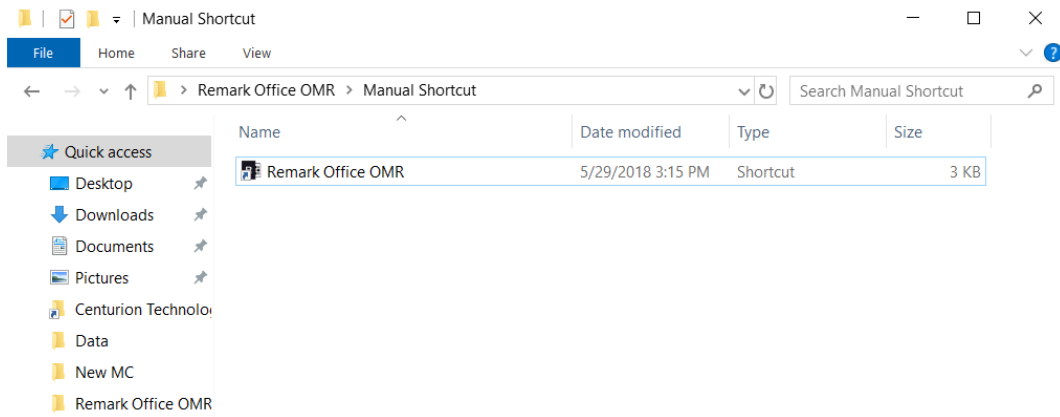


2. Place the scanned pdf into “Input” folder. Make sure **only one answer key** and the corresponding student answer files are put into the folder.

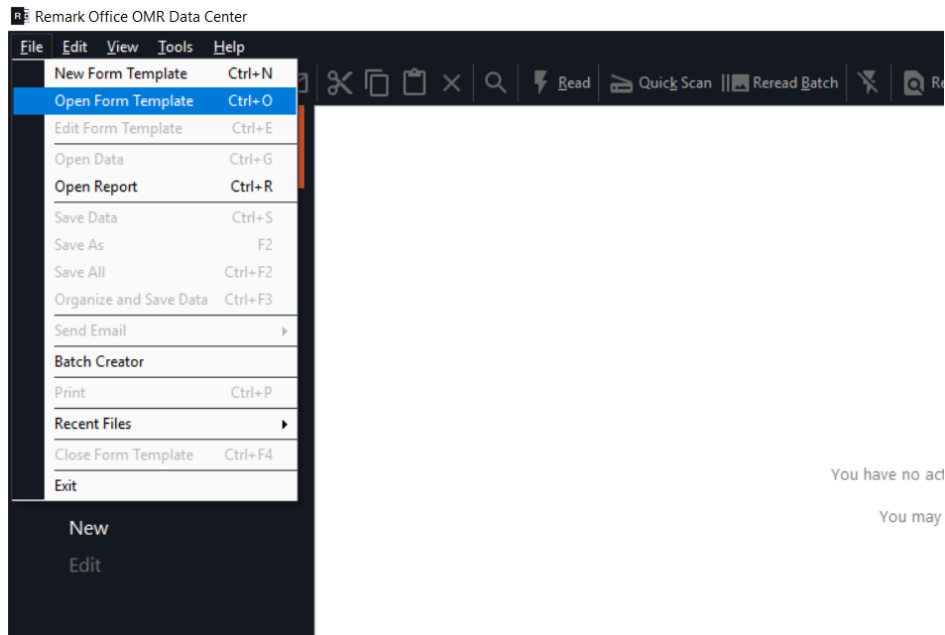


2.2 Data Capturing and Correction

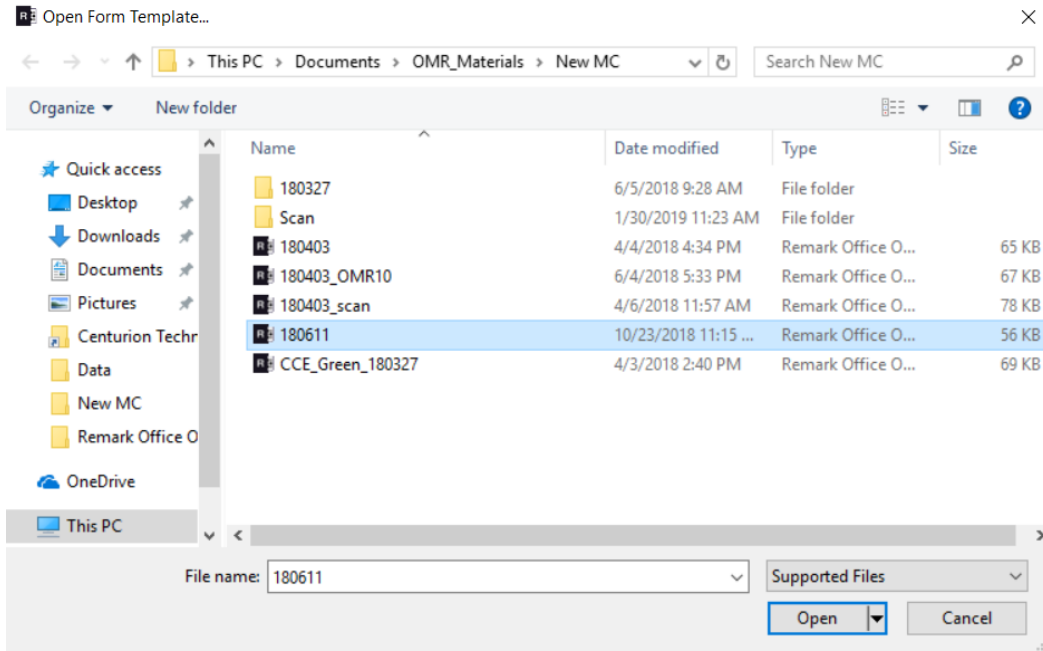
1. Open “Remark Office OMR > Manual Shortcut” folder in desktop, then click “Remark Office OMR” to open the program.



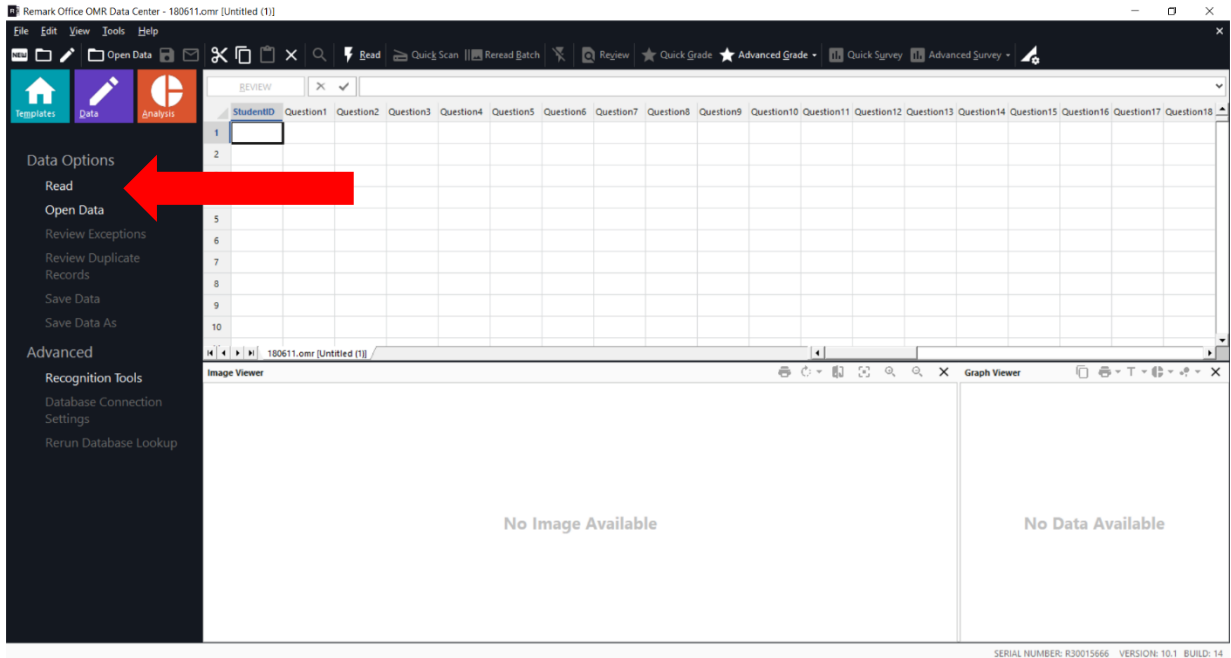
2. In the top menu bar, click “File > Open Form Template”.



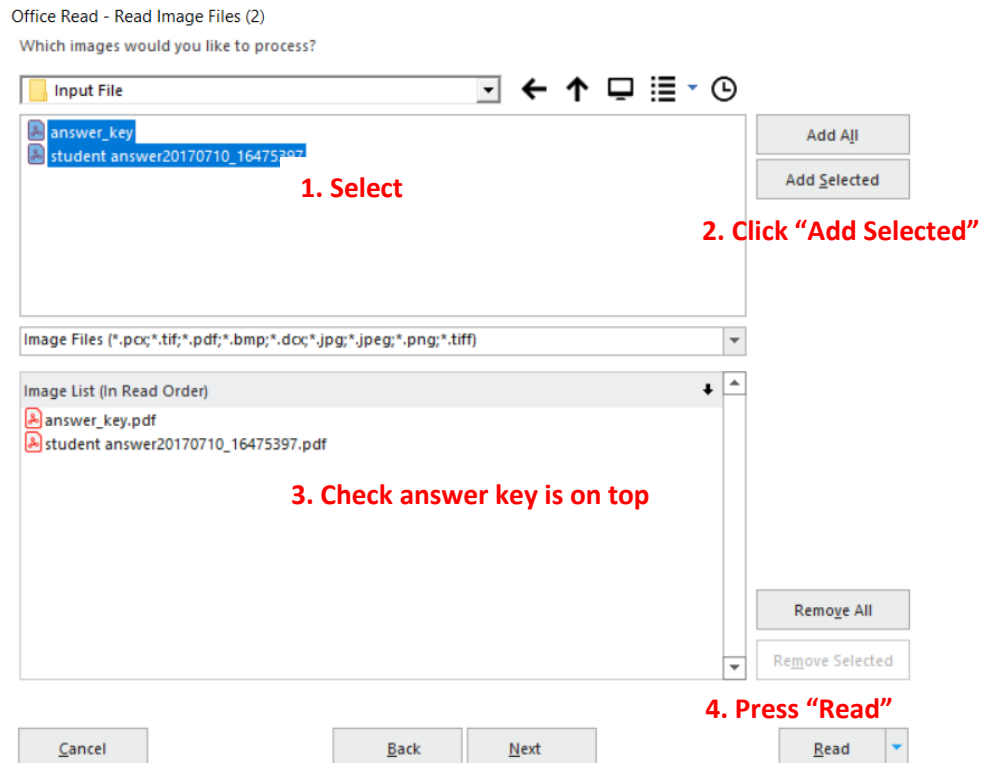
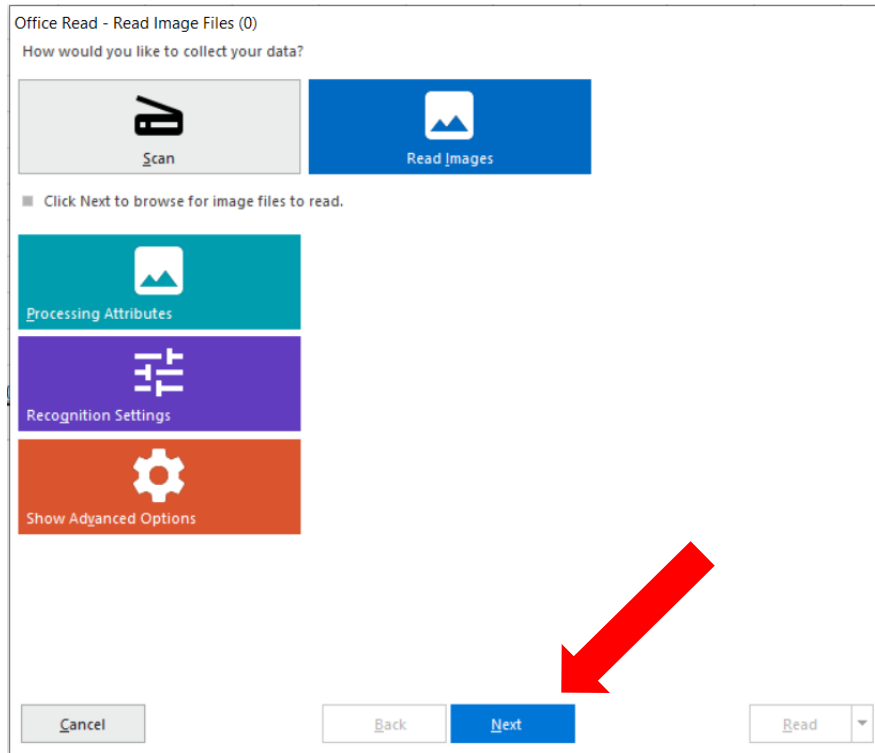
3. Locate and select “This PC > Documents > OMR_Materials > New MC > 180611.omr”
(For old MC Sheet, select “This PC > Documents > OMR_Materials > Old Template > mc_sid_v5_green_edited2_noclass.omr”)



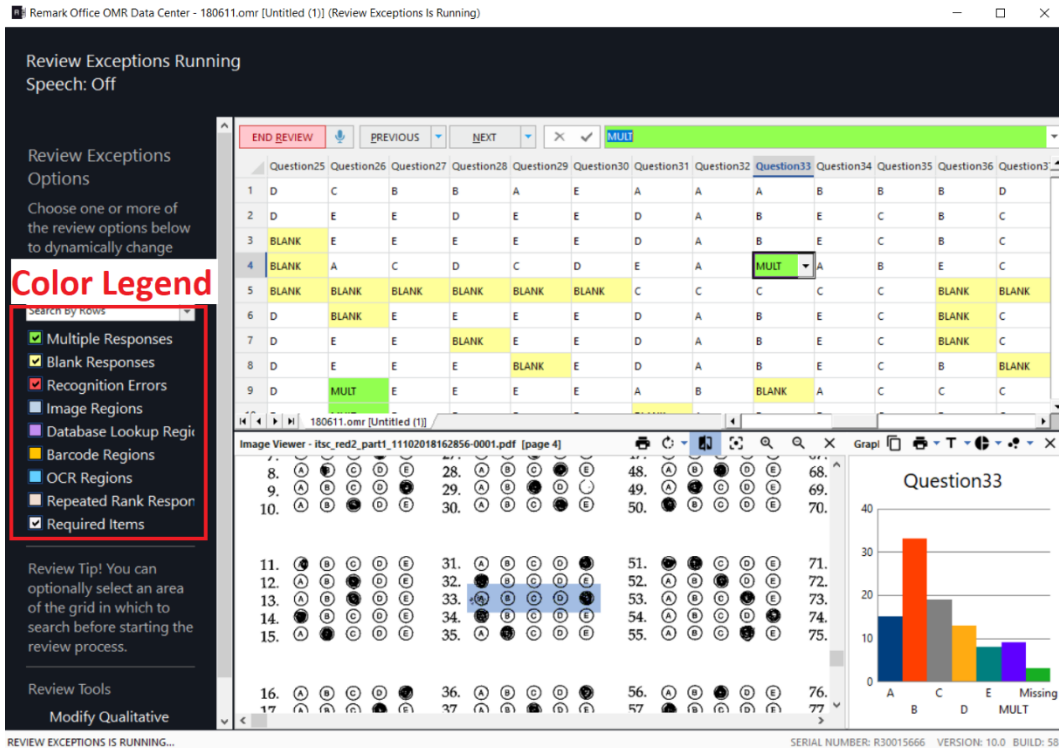
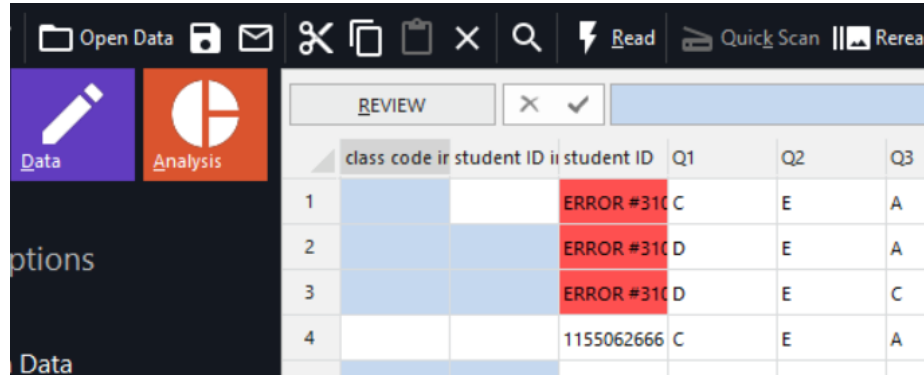
4. On the left menu bar, click “Read” to read image files.



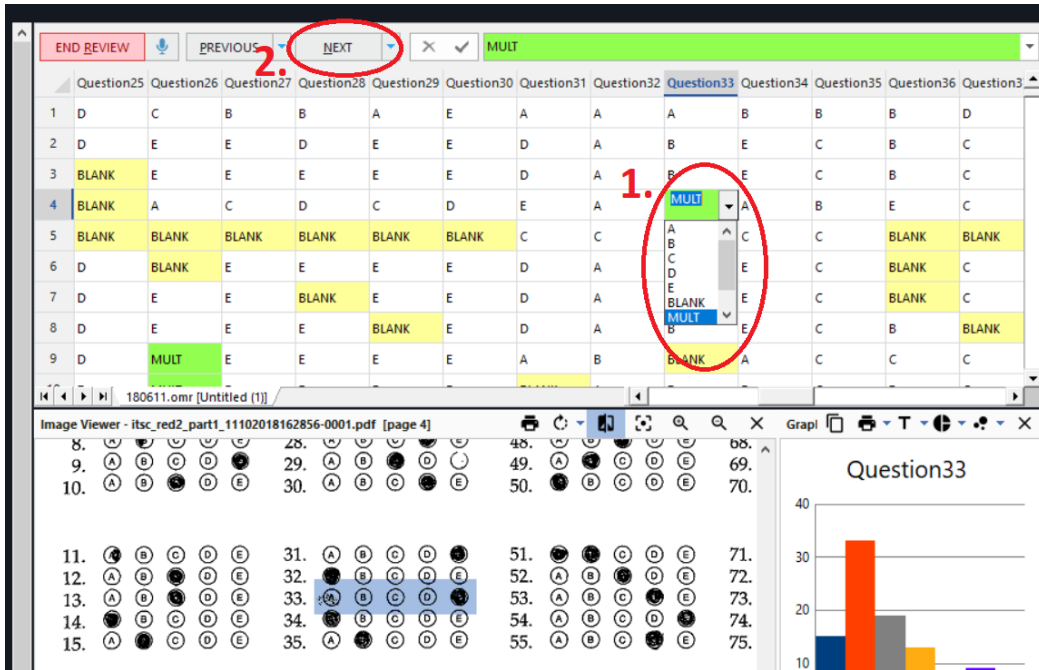
5. Click “Next”, then locate “Desktop > Remark Office OMR > Input File”, select all pdfs in the folder. **Make sure that the answer key is on the top of the image list.** Then click “Read”.



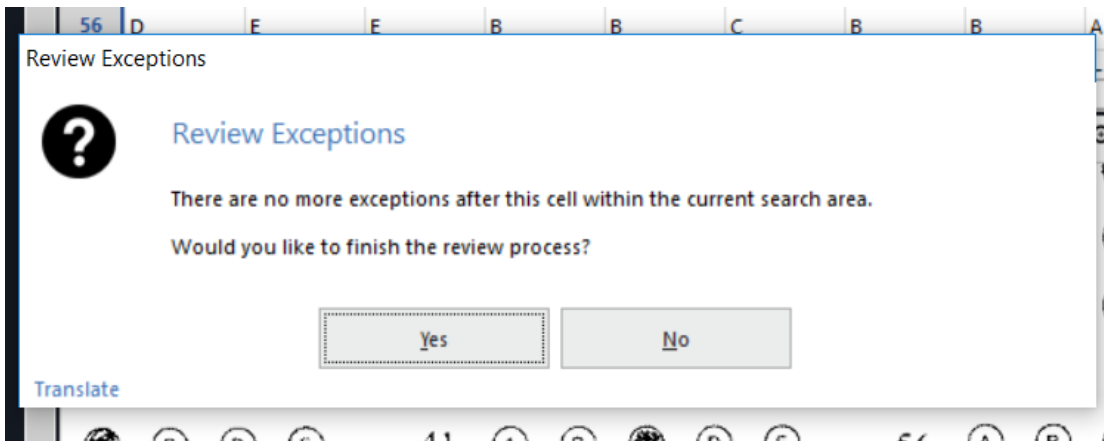
- After scanning, result data and the answer image will be displayed in the right panel. Click “REVIEW” to begin data correction.
Cells in different colors represent different warnings or errors. You can refer to the color legend on the left menu for checking which error it belongs to.



- Correct the selected cell with appropriate value. Press “NEXT” to navigate to next error cell.
(Note: Wrong options may be recognized for some of the answers due to image misalignment. We recommend validating the data for each 5x5 block of answer options.)

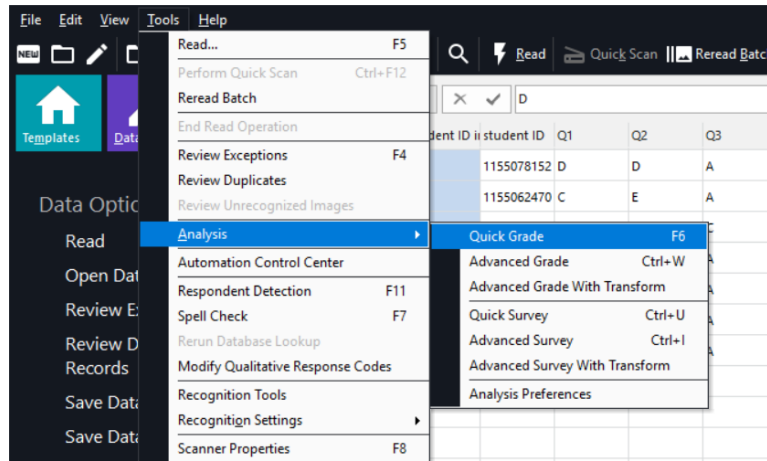


- After going through all errors, a warning message will be pop out. Press “Yes” if you want to finish the review.

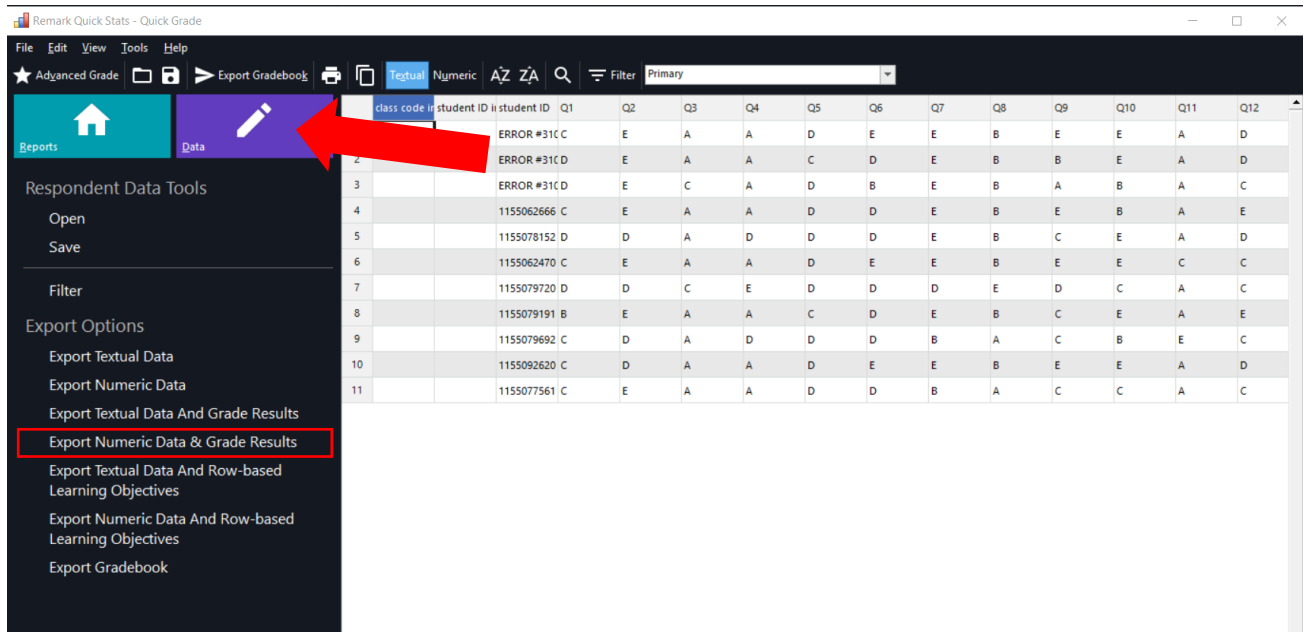


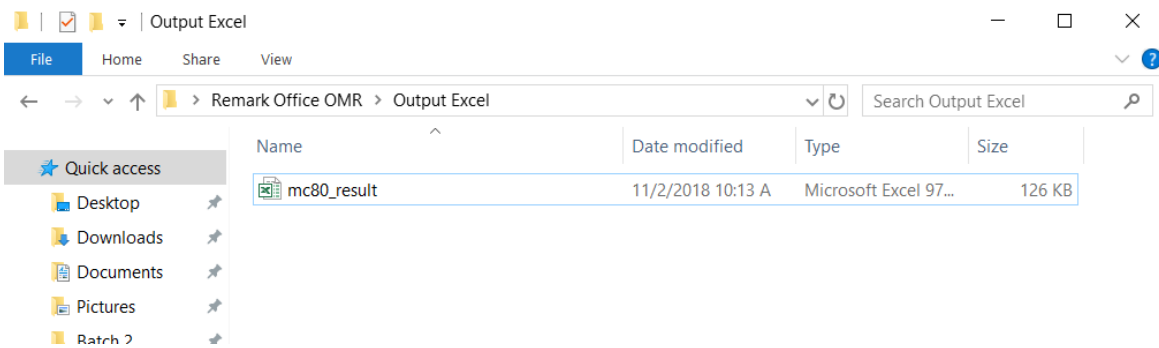
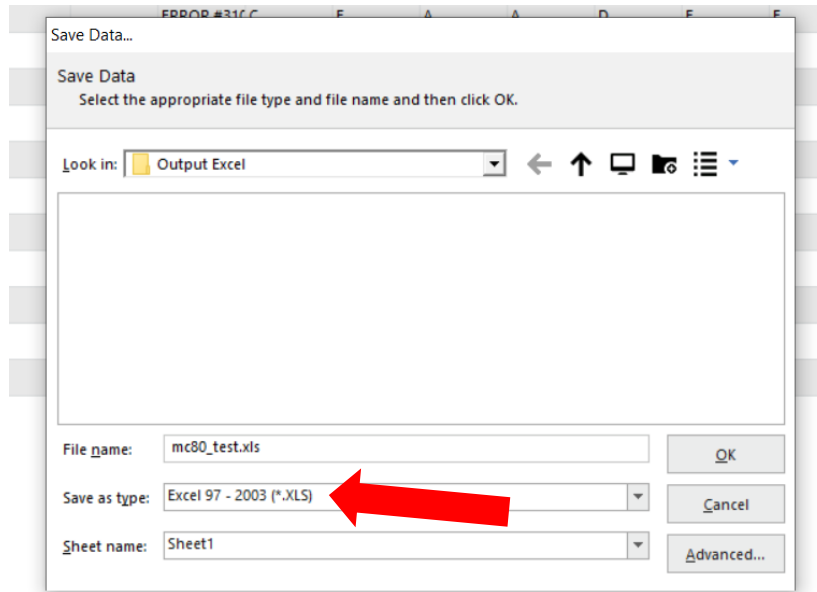
2.3 Data Marking and Result Output

- After finishing the review, on the top menu bar click “Tools > Analysis > Quick Grade”



2. Click "Data", then "Export Textual Data And Grade Results". Save type as "excel 97-2003 (*.xls)".





3. Output Excel Operations

3.1 Output Verification

Before verifying results, please move the result excel file to your USB drive. **It will be deleted upon computer reboot or running the automation again.**

The excel file contains all the data and statistic (number of correct, incorrect, missing, percentage score, total score). Row 2 is the answer key.

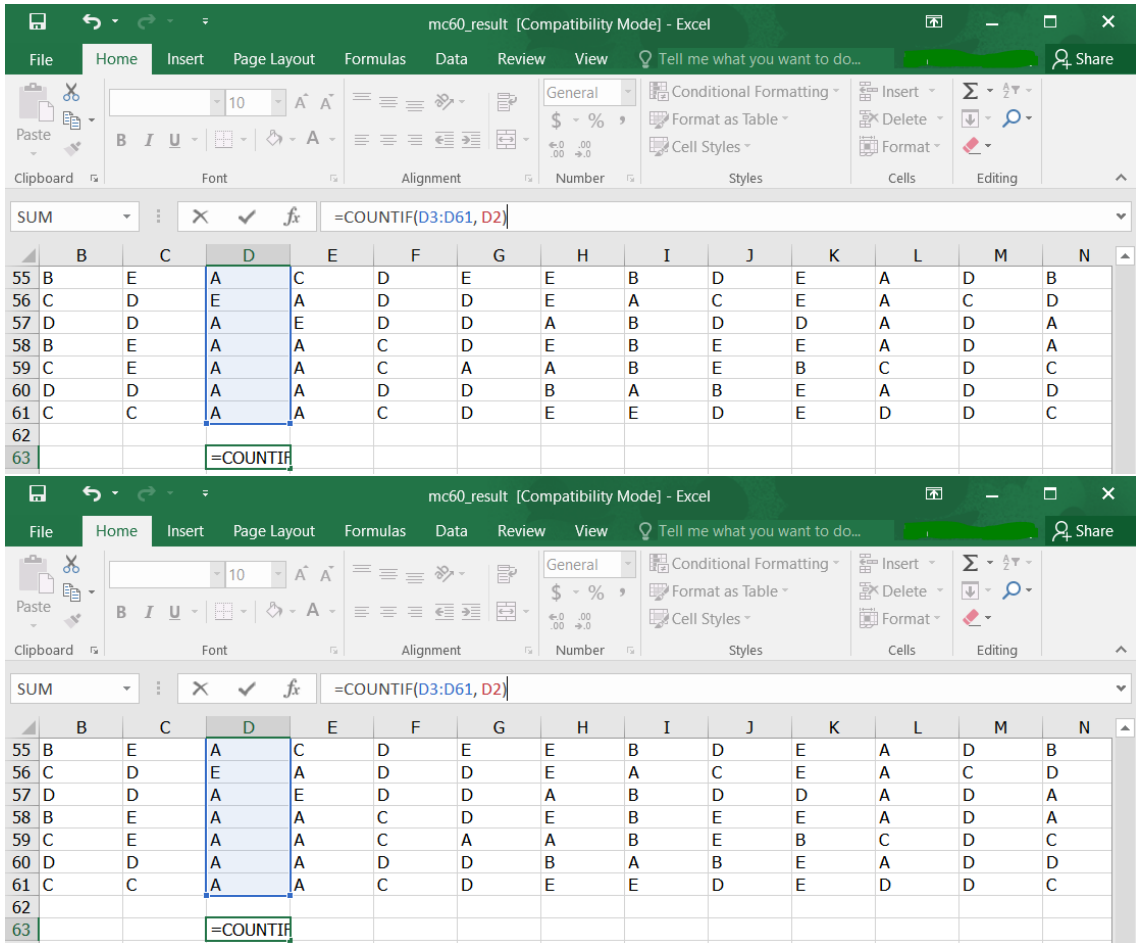
	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM
1	Q53	Q54	Q55	Q56	Q57	Q58	Q59	Q60	Number Correct	Number Incorrect	Number Missing	
2	C	A	E	E	D	E	E	E				
3	C	A	E	E	D	E	E	E	60	0	0	
4	C	A	E	C	D	E	D	C	44	16	0	
5	C	A	E	B	A	A	D	A	32	28	0	
6	C	A	E	E	C	E	E	C	45	15	0	
7	C	A	E	E	B	E	E	E	49	11	0	
8	C	A	E	B	A	E	E	D	40	20	0	
9	D	A	E	E	B	A	D	B	29	31	0	
10	C	A	E	B	A	B	D	C	35	25	0	
11	C	A	E	B	B	E	E	A	32	28	0	
12	C	A	E	E	D	E	E	A	53	7	0	
13	C	C	E	D	B	E	E	C	32	28	0	
14	D	A	E	E	C	A	D	B	33	27	0	
15	C	A	A	B	D	E	E	C	40	20	0	
16	C	A	A	*	D	E	D	B	24	35	0	
17	C	A	E	B	B	E	E	A	41	19	0	
18	C	A	E	E	D	E	E	D	49	11	0	
19	C	A	E	E	D	E	E	C	52	8	0	
20	C	A	E	B	A	A	E	B	37	23	0	

3.2 Result Analysis

Result analysis can be carried out in Excel to view the insight in overall performance of students in each question. The example below contains 60 students and an answer key, we want to analyze question 3.

1. Select a cell for result output.
2. In the function bar, type “=COUNTIF(D3:D61, D2)”, then hit Enter.

	B	C	D	E	F	G	H	I	J	K	L	M	N
55	B	E	A	C	D	E	E	B	D	E	A	D	B
56	C	D	E	A	D	D	E	A	C	E	A	C	D
57	D	D	A	E	D	D	A	B	D	D	A	D	A
58	B	E	A	A	C	D	E	B	E	E	A	D	A
59	C	E	A	A	C	A	A	B	E	B	C	D	C
60	D	D	A	A	D	D	B	A	B	E	A	D	D
61	C	C	A	A	C	D	E	E	D	E	D	D	C
62													
63			=COUNTIF										



COUNTIF function can be used to count the number of cells that contains the same value as the target cell.

“D3:D61” represents the range of student answers for counting.

“D2” represents the target cell containing the correct answer.

3. In this case, "48" will be shown after typing the function. This means 48 students got the correct answer.

The screenshot shows the Microsoft Excel interface with the following data table:

	B	C	D	E	F	G	H	I	J	K	L	M	N
55	B	E	A	C	D	E	E	B	D	E	A	D	B
56	C	D	E	A	D	D	E	A	C	E	A	C	D
57	D	D	A	E	D	D	A	B	D	D	A	D	A
58	B	E	A	A	C	D	E	B	E	E	A	D	A
59	C	E	A	A	C	A	A	B	E	B	C	D	C
60	D	D	A	A	D	D	B	A	B	E	A	D	D
61	C	C	A	A	C	D	E	E	D	E	D	D	C
62													
63				48									
64													
65													
66													
67													
68													
69													
70													
71													
72													