

NORTH-WEST UNIVERSITY YUNIBESITI YA BOKONE-BOPHIRIMA NOORDWES-UNIVERSITEIT

## Scanning of Multi choice Cards and

Processing of data for

Examination and /or Lecturer Evaluation

# **Approved Cards**

Gebruik die volgende "batches" vir onderstaande A5 Multikeuse kaart /

For the A5 Multi choice card below the following batches should be used:

## NWU\_40\_A5

(Toetse en Eksamens / Tests and Exams)

## **Dosent\_Lecturer\_40\_A5**

(Behalwe vir die inlees van Dosent evaluering data kan dit ook gebruik word om Vraelys data wat nie 'n studentenommer gebruik nie, in te lees)/

Besides capturing Lecturer evaluation data this batch could also be used to read Questionnaire data which does not include a student number)

HIERDI

AMPTELIKE MULTIK	EUSE KAART WAT IN	GEBR	UIK IS VANAF <b>F</b> EBRI	JARII
S THE OFFICIAL MUL	TIPLE CHOICE CARD	IN USE	SINCE FEBRUARY 2	2014
			_	_
NORTH-WE	ST UNIVERSITY			
YUNIBESIT	I YA BOKONE-BOPHIRIMA	1	0030000	
NOORDWE	S-UNIVERSITEIT	2	000000	
VOODDEELD	I had been set to be a service of	3	0000000	
	Universiteitsnommer	4		
EXAMIFLE		6	00000000	
Hierdie sirkel is		7	000000000000000000000000000000000000000	
KORREK INGEKLEUR		8	0000000	
	00000000	9	000000	
	00000000	10	1234567	
•	000000000			
Hierdie sirkels is	(4)	11	000000	
VERKEERD INGEKLEUR		12	(12)(3)(4)(5)(6)(7)	
These circles are		13		
INCORRECTLY MARKED		14	00000000	
		16	00000000	
	88888888	17	000000000000000000000000000000000000000	
Van / Surname:		18	0000000	
		19	0034560	
Voorletters / Initials:		20	0034560	
Modulekode / Module code	:	21	0034660	
		22	0000000	
Datum / Date:		23	0000000	
		24	000000	
INSTRU	KSIES	25	0030500	
1. Gebruik slegs 'n HB potlood.		26	0000000	
2. Kleur binne die lyne van die s	irkel in.	27	000000000000000000000000000000000000	
3. Foutiewe merke moet deeglik	uitgevee word.	28		
4. Geen ander merke is toelaatb	aar nie.	29		
5. Kleur slegs een sirkel per vraa	ag in.	50		
<ol> <li>Antwoordkaarte wat verkeerd</li> </ol>	ingevul is sal nie gemerk word	31	1234567	
nie.		32	0000000	
INSTRU	CTIONS	33	0000000	
<ol> <li>Only use a HB pencil.</li> </ol>		34	00000000	



2. Colour only inside the circle.

34 1234567

## Kenmerke van die kaart / Characteristics of the card:

Onder links is die volgende teks gedruk / The following text is printed bottom left:

Verwysingsnommer / File reference: 8.1.7.2.3 Designed & Printed by CSX 011 663 9300

Gebruik die volgende "batches" vir onderstaande A4 Multikeuse kaart /

For the <u>A4 Multi choice card</u> below the following batches should be used:

## NWU\_115\_A4

(Toetse en Eksamens / Tests and Exams)

## Dosent\_Lecturer\_115\_A4

(Behalwe vir die inlees van Dosent evaluering data kan dit ook gebruik word om Vraelys data wat nie 'n studentenommer gebruik nie, in te lees) /

Besides capturing Lecturer evaluation data this batch could also be used to read Questionnaire data which does not include a student number)



HIERDIE IS DIE AMPTELIKE MULTIKEUSE KAART WAT IN GEBRUIK IS VANAF MAART 2014 / THIS IS THE OFFICIAL MULTIPLE CHOICE CARD IN USE SINCE MARCH 2014

							UJ	NORTH-WES YUNIBESITI NOORDWES	T UNIVERSITY YA BOKONE-BOPHIRIMA -UNIVERSITEIT
VOORBEELD	Universiteitsnommer	1	1234567	31	1234567	61	1234567	) 91	1234567
EXAMPLE	University number	2	1234507	32	1234567	62	1234567	) 92	1234567
Hierdie sirkel is		3	1234567	33	1234567	63	1234567	) 93	1234567
KORREK INGEKLEUR		4	1234567	34	1234567	64	1234567	) 94	1234567
This circle is	$\textcircled{0}{0}$	5	0234567	35	1234567	65	1234567	) 95	1234567
CORRECTLY MARKED	000000000	6	1234567	36	1234567	66	1234567	) 96	1234567
		7	(1234567)	37	(1234567)	67	(12)(3)(6)(6)(7)	) 97	(12)(3)(4)(6)(7)
		8		38		68		) 98	
Hierdie sirkels is		10		39		70		) 99	
VERKEERD INGEKLEUR		10		40		70		) 100	
These circles are	000000000000000000000000000000000000000								
	000000000	11	1234567	41	1234567	71	(1234567)	) 101	(1234567)
		12	1234567	42	1234567	72	1234567	) 102	1234567
Van / Surname:		13	1234567	43	1234567	73	1234567	) 103	1234567
		14	1234567	44	1234567	74	1234567	) 104	1234567
Voorletters / Initials:		15	1234567	45	1234567	75	1234567	) 105	1234567
		16	0234567	46	0234667	76	1234567	) 106	1234567
Modulekode / Module code:	:	17	1234567	47	1234567	77	1234567	) 107	0230567
		18	1234567	48	1234567	78	1234567	) 108	1234567
Datum / Date:		19	000000000000000000000000000000000000	49	000000000000000000000000000000000000	79		) 109	0234567
		20		50		80	1234567	) 110	
INSTRU	KSIES								
1. Gebruik slegs 'n HB potlood.	dial in								
2. Kreur binne die lyne van die si 2. Eautieuw marke maat deselik	vitaevee word	21	(1)(2)(3)(4)(5)(6)(7)	51	(1234567)	81	(1234567	) 111	1234567
Geen ander merke is toelaath	angevee word.	22	(12)(4)(6)(7)	52	(1234567)	82	1234567	) 112	(1234567)
5. Kleur slens een sirkel per vraa	ag in.	23	000000	53	0000000	83	0000000	) 113	000000000000000000000000000000000000
6. Antwoordkaarte wat verkeerd	ingevul is sal nie gemerk word	24	1234567	54	1234567	84	1234567	) 114	1234567
nie.		25	1234567	55	1234567	85	1234567	) 115	1234567
NOTOW	STIONE	26	1234567	56	0234567	86	1234567	)	
	TIONS	27	0234507	57	0234567	87	1234567	)	
Colour only use a HB pencil.     Colour only inside the size in		28	0234507	58	0234567	88	0234567	)	
2. Colour only inside the circle.		29	000000000000000000000000000000000000	59	0234567	89	0234567	)	
5. Erase lauly marks inoroughly		30	1234567	60	1234567	90	1234567	)	

There should be no other marks on this answer sheet.

5. Colour only one circle per question.

6. Faulty answer sheets will not be marked.

Verwysingsnommer / File reference: 8.1.7.2.3



## Kenmerke van die kaart / Characteristics of the card:

Die volgende teks is gedruk aan die onderkant van die kaart / The following text is printed at the bottom of the card:

> Verwysingsnommer / File reference: 8.1.7.2.3 Designed & Printed by CSX 011 663 9300



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Information Technology

### Scanning of Multi choice cards

### Test, Exam or Lecturer Evaluation

1. Open Kofax Batch Manager

Double click the Batch Manager - icon

2. Kofax Capture – Login dialogue box will open.

Kofax Capture - Lo	gin	X
User ID: Password:		
ОК	Cancel	Change Password

- 3. Enter relevant information and Click OK.
- 4. Click the **Create** (Create Batch)
- 5. Choose the appropriate batch class (You can use the dropdown arrow to select)

Click Save. Click Close.

6. Select the appropriate batch.

Click the **Click** (Process Batch)

 In Kofax Capture Scan, make sure that *Fujitsu fi-6140 <u>without</u> SVRS with AIPE* is selected. (You can use the dropdown arrow to select) The appropriate profile will display for example: NWU\_40\_A5 NWU\_115\_A4 Dosent\_Lecturer\_40\_A5 Dosent\_Lecturer\_115\_A4

- 8. You are ready to start scanning. Put the cards in the scanner.
- 9. Click the *icon* to start the scanning

## Repeat points 8 and 9 until all the cards are read.

- 10. When done, click the  $\mathbf{k}$  (Close Batch)
- 11. . Click Yes to close the batch
- 12. In Batch Manager, select the appropriate batch.

Click the Process (Process Batch) – icon to start the **recognition** process

13. In Batch Manager, select the appropriate batch.

Click the **process** (Process Batch) – icon to start the **validation** process

The Student number is a *required* field. If you cannot validate the student number you can put a number like 11111111 (8 digits) for later reference and editing. <u>Don't use 99999999</u> – this is used for the memo card.

- 14. Click YES to close Batch after the validation process
- 15. In Batch Manager, select the appropriate batch.

Click the **Process** Batch) – icon to start the **export** process

The Scan process is now complete.

16. In Windows click Start > Run...

Type in *multi ModuleCode* (please no spaces in the Module Code) Your data file with the name, *ModuleCode.sdf* will be saved inside the c:\Kofax\Data\Multichoice folder.



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### **Processing of Multi Choice Data for Tests and Exams**

#### 1 Assumptions and choices

- 1. Approved cards is used
- 2. The memo: You have two choices
  - The memo is part of the cards you scanned and is in the first line of your data file. The student • number of the memo is 99999999.
  - You want to type the memo in the Excel sheet when you are doing the processing. •
- 3. You know the Type of Exam or Test (examples: Exam1 for Exam 1<sup>ste</sup> opportunity or Class Test1 or Semester Test).
- 4. You know the number of Questions.
- 5. The .txt-type of file which is used to import the data in the VSS system will be stored on the same place where your original data (.sdf) file is.
- The Excel file with the edited data, marks and lecturer's report will be stored on the same place where 6. your original data file is.
- 7. You have access to the official NWU style sheets on the Novell network. You are logged into the Novell network.
- Hint If the Kofax Multi choice scanning solution is used, the data file (.sdf) is stored under the folder c:\Kofax\Data\Multichoice

#### 2 Processing

#### 2.1 Open MS Excel

Click, File New, SHARED, Choose the relevant Campus and click <u>multichoice.xltm</u> (Potchefstroom Campus) or <u>V\_Multichoice.xltm</u> (Vaal Triangle Campus).

Info	New		
New			
Open	Search for online templates		م
Save	Suggested searches: Business	Personal Industry Small Business	Calculator Finance - Accounting Lists
Save As	FEATURED SHARED		
Save as Adobe PDF			
Print			
Share			
Export			
Close			
	Mafikeng	Potchkampus	VaalTriangle
Account			
Options			
Add-Ins -			

On the following screen you will see the steps to process the data.



#### 2.2 Import Card Reader Data

Click on the Import Card Reader Data button and browse to your data file. Usually the file type of the data file is .sdf

The following form will display and you have to complete all the fields and click OK:

Processing of multichoice cards
All the fields are required fields
Module Code:
Type in your own type (no space allowed)
select a type from the list
Type of Test or Exam:
Number of Questions: Maximum number of questions = 200
Campus: Mafikeng A Potchefstroom V
dd         mm         jj           Test/Exam date:         /         /20
Does the data file include the memorandum in the first row ? $$ C Yes $$ C No
OK Cancel

#### After you complete the form you will see the Card Reader Data

	А	В	С	D	Е	F	G	Н	Т	J	Κ	L	M	N	DP	Q	R	S	Т	U	۷	w	X١	( Z	Z AA	AB	AC	AD	AE A	AF A	GAH	AI	٨J	AK /	AL A	NA	NA		AC	AR	AS	AT	AU A	VAV	٨АХ	AY A	ZBA	BB BC	BD
1	Modul	eCode, Pot	tch	ef	str	00	om	n C	an	np	us	- (	)1/	01	L <b>/2</b>	01	3								V of	alid \ Stu	late /alio iden	or I dati nt N	Rep ion luml	eat	5	⇒	Wei	M ight Neg	Ch emo of e gativ	ang orar each ve n	ge o Idu I Qu Narl	r Eo ma Jest	lit nd/ tior gva	/or nand lues	d/o 5	r	⇒	Get an	Do the d ge	the <b>m</b> lectu	arkin rer's luatio	ig. repo on of	rt
2	Number of	of Questions:	40																						_			_								Op	tio	nar)								answ	ers		
3	Card no.	Student no																																															
285	250	23640065	4	1	4	3	3	4	2	2	3	1	2	4	3 4	1 2	3	5	5	5	2	1	4	2 2	2 2	2 5	5	1	3	3	1 2		1	2	1	2	3 1	L 1	L										
286	171	23671750	4	1	4	3	3	4	2	2	3	3	2	4	3 4	1 2	3	5	5	5	2	1	4	3 2	2 2	2 5	5	1	3	3	1 2	5	2	2	1	4	2												
287	241	23679654	3	1	3	3	3	4	2	1	4	4	2	4	1	L 3	3	5	1	5	1	3	4	2 3	3 4	4	3	1	1	4	1 2	1	3	1	4	2	3 1	L 3	3										
288	188	23698675	4	1	4	3	3	4	2	2	3	1	2	4	3 4	1 2	3	5	5	5	2	1	4	2 2	2 2	2 5	5	1	3	3	1 2	5	2	2	1	2	3 3	3 3	3										
289	229	23705388	2	1	2	3	3	4	2	2	3	3	2	4	1	L 2	4	3	5	2	1	1	4	4 1	1 3	3	3	1	1	3	1 2	5	1	2	1	2	2 1	L 1	L										
290	28	23838485	3	1	4	3	3	4	2	1	3	3	2	4	1	1 2	2	1	1	2	2	1	4	1 3	3 2	2 3	5	4	3	1	1 3	3	2	4	4	2	2 3	3 2	2										

#### 2.3 Validation

Click on the Validate or Repeat Validation button.

If there is a student number which is not valid Excel will indicate it with a red Circle

148 22222222 1 1 5

On the left hand side of the circled number you will see the card number as it was scanned on the card reader.

You can edit the card by correcting the student number or delete the entire row or copy this row to a new Worksheet.

#### Repeat the steps until there are no more student numbers which are not valid.

Click the Change or Edit button if there is need to:

• Edit/Add the memorandum;

• Change the weight of the questions; or

#### • Use negative marking.



#### 2.4 Change or Edit (optional)

	Α	В	С	D	E	F	G	Н	1	J	K	L	М	N	0	Р	Q	
1				N	lemo/	randu	ım											
2	Total	mark of Tes	st/Exam =						1						Do th	e marking.		
3		40.00				actor or a	a mark: L	erault -	1			Bad	k to the		Get the le	ecturer's re	port 🔜	>
		Weight	Negative	1	2	3	4	5	6	7		Card F	leader Data		and Ev	valuation o	of	
		of the	Marking										1		a	nswers		
		Question	Default=0															
4		Default=1																
5	Q1	1.00	0.00				1.00											
6	Q2	1.00	0.00	1.00														
7	Q3	1.00	0.00				1.00											
8	Q4	1.00	0.00			1.00												
9	Q5	1.00	0.00			1.00												
10	Q6	1.00	0.00				1.00											

The next steps are to get the Marking done and get the Lecturer's report.

Click the Marking and Report button:



#### 2.5 Marking, Lecturer's Report and Evaluation of answers

After you clicked the Marking and Report button the process will automatically run.

- You will get the marks at the Marking Sheet in Excel and
- You will get the Lecturer's report at the **Report** Sheet in Excel. The Report sheet you can print to get a hardcopy of the results.

	А	В	С	D	E	F
1	ModuleCode	e, Pot	tchefs	troom Campus - 01/01/2013		
2	Total	Mark:	40.00	Number of Students:	291	
3	Number of Que	stions:	40	Average class mark:	30.23	
4	Negative Ma	arking:	No	Average class percentage:	75.58	
	Student	Title	Initiale	Surnamo	Student	Student
5	number	nue	IIIIIIIIIII	Sumane	Mark	%
6	23410795	MNR	R	ANNANDALE	31.00	77.50
7	23496355	MNR	NJ	BAKER	34.00	85.00
8	23476990	MNR	М	BASSON	35.00	87.50
9	23542500	MNR	AE	BAUMGARTEN	31.00	77.50
10	23514922	MNR	GM	BENSON	23.00	57.50
11	23461357	MNR	JP	BESTER	24.00	60.00
12	23526068	MNR	MG	BESTER	17.00	42.50
12	23320008	WINN	MO	DESTER	17.00	42.5

	А	В	С	D	E	F	G	Н	I.	J	К	L	М	N	0	Р
1														Tot	al Mark:	40.00
2	Mo	duleCo	ode, Pot	chefstro	oom Can	npus - O	1/01/20	)13					Numb	er of Qu	estions:	40
3													N	egative I	/arking:	No
4	Question	Weight	Answer1	Answer2	Answer3	Answer4	Answer5	Answer6	Answer7	Factor1	Factor2	Factor3	Factor4	Factor5	Factor6	Factor7
5	1	1.00	5	13	130	143	0	0	0				1.00			
6	2	1.00	271	6	5	9	0	0	0	1.00						
7	3	1.00	13	21	19	238	0	0	0				1.00			
8	4	1.00	8	10	251	22	0	0	0			1.00				



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### **Processing of Lecturer Evaluation data**

#### 1 Introduction

A lecturer evaluation questionnaire is available to determine how a student experience the effectiveness of the lecturer's teaching. The questionnaire consists of 28 questions and has five skills that will be evaluated. There are only 4 alternatives that a student can choose from.

The Questionnaire is compiled by Academic Support Services. <u>If you have any questions regarding the guestionnaire please contact the Academic Support Services department on your campus</u>.

#### 1.1 Steps to follow

After the students give their responses:

- Read the multi choice cards at the card reader/scanner;
- Use MS Excel to process the data.

#### Before you start the Excel template, you have to know and have access to the path of the data file.

You must also have the following information:

- (1) Lecturer's name
- (2) Date of evaluation
- (3) Module code

#### 1.2 Open MS Excel

Click, File New, SHARED, Choose the relevant Campus and click 28Q\_EvalLecturer\_e.xltm (English) or 28Q\_EvalLecturer\_a.xltm (Afrikaans).



Follow the steps and the data will be processed.