



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)



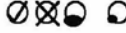
## Dosent\_Lecturer\_40\_A5

(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)



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

 NORTH-WEST UNIVERSITY YUNIBESITI YA BOKONE-BOPHIRIMA NOORDWES-UNIVERSITEIT																																																																																																																
<b>VOORBEELD</b> <b>EXAMPLE</b> Hierdie sirkel is <b>KORREK INGEKLEUR</b> This circle is <b>CORRECTLY MARKED</b>  Hierdie sirkels is <b>VERKEERD INGEKLEUR</b> These circles are <b>INCORRECTLY MARKED</b> 	<b>Universiteitsnommer</b> <b>University number</b> <table border="1"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>											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 1 2 3 4 5 6 7 2 1 2 3 4 5 6 7 3 1 2 3 4 5 6 7 4 1 2 3 4 5 6 7 5 1 2 3 4 5 6 7 6 1 2 3 4 5 6 7 7 1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 9 1 2 3 4 5 6 7 10 1 2 3 4 5 6 7  11 1 2 3 4 5 6 7 12 1 2 3 4 5 6 7 13 1 2 3 4 5 6 7 14 1 2 3 4 5 6 7 15 1 2 3 4 5 6 7 16 1 2 3 4 5 6 7 17 1 2 3 4 5 6 7 18 1 2 3 4 5 6 7 19 1 2 3 4 5 6 7 20 1 2 3 4 5 6 7  21 1 2 3 4 5 6 7 22 1 2 3 4 5 6 7 23 1 2 3 4 5 6 7 24 1 2 3 4 5 6 7 25 1 2 3 4 5 6 7 26 1 2 3 4 5 6 7 27 1 2 3 4 5 6 7 28 1 2 3 4 5 6 7 29 1 2 3 4 5 6 7 30 1 2 3 4 5 6 7  31 1 2 3 4 5 6 7 32 1 2 3 4 5 6 7 33 1 2 3 4 5 6 7 34 1 2 3 4 5 6 7 35 1 2 3 4 5 6 7 36 1 2 3 4 5 6 7 37 1 2 3 4 5 6 7 38 1 2 3 4 5 6 7 39 1 2 3 4 5 6 7 40 1 2 3 4 5 6 7
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<b>INSTRUKSIES</b> 1. Gebruik slegs 'n HB potlood. 2. Kleur binne die lyne van die sirkel in. 3. Foutiewe merke moet deeglik uitgevee word. 4. Geen ander merke is toelaatbaar nie. 5. Kleur slegs een sirkel per vraag in. 6. Antwoordekaarte wat verkeerd ingevul is sal nie gemerk word nie.																																																																																																																
<b>INSTRUCTIONS</b> 1. Only use a HB pencil. 2. Colour only inside the circle. 3. Erase faulty marks thoroughly. 4. 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 Designed & Printed by CSX 011 663 9300																																																																																																																

### 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 A4 Multi choice card below the following batches should be used:

# NWU\_115\_A4

(Toetse en Eksamens / Tests and Exams)

## Dosent\_Lecturer\_115\_A4

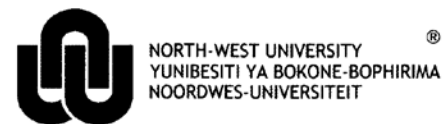
(Behalwe vir die inlees van Dosent evaluering data kan dit ook gebruik word om **Vraelys data** wat nie ‘n studentenommer gebruik nie, in te lees) /

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**



**VOORBEELD  
EXAMPLE**

Hierdie sirkel is  
**KORREK INGEKLEUR**  
This circle is  
**CORRECTLY MARKED**

Hierdie sirkels is  
**VERKEERD INGEKLEUR**  
These circles are  
**INCORRECTLY MARKED**

**Universiteitsnummer  
University number**

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

Van / Surname: \_\_\_\_\_

Voorletters / Initials: \_\_\_\_\_

Modulekode / Module code: \_\_\_\_\_

Datum / Date: \_\_\_\_\_

**INSTRUKSIES**

1. Gebruik slegs 'n HB potlood.
2. Kleur binne die lyn van die sirkel in.
3. Foutiewe merke moet deeglik uitgevee word.
4. Geen ander merke is toelaatbaar nie.
5. Kleur slegs een sirkel per vraag in.
6. Antwoordkaarte wat verkeerd ingevul is sal nie gemerk word nie.

**INSTRUCTIONS**

1. Only use a HB pencil.
2. Colour only inside the circle.
3. Erase faulty marks thoroughly.
4. 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.

1	1 2 3 4 5 6 7	31	1 2 3 4 5 6 7	61	1 2 3 4 5 6 7	91	1 2 3 4 5 6 7
2	1 2 3 4 5 6 7	32	1 2 3 4 5 6 7	62	1 2 3 4 5 6 7	92	1 2 3 4 5 6 7
3	1 2 3 4 5 6 7	33	1 2 3 4 5 6 7	63	1 2 3 4 5 6 7	93	1 2 3 4 5 6 7
4	1 2 3 4 5 6 7	34	1 2 3 4 5 6 7	64	1 2 3 4 5 6 7	94	1 2 3 4 5 6 7
5	1 2 3 4 5 6 7	35	1 2 3 4 5 6 7	65	1 2 3 4 5 6 7	95	1 2 3 4 5 6 7
6	1 2 3 4 5 6 7	36	1 2 3 4 5 6 7	66	1 2 3 4 5 6 7	96	1 2 3 4 5 6 7
7	1 2 3 4 5 6 7	37	1 2 3 4 5 6 7	67	1 2 3 4 5 6 7	97	1 2 3 4 5 6 7
8	1 2 3 4 5 6 7	38	1 2 3 4 5 6 7	68	1 2 3 4 5 6 7	98	1 2 3 4 5 6 7
9	1 2 3 4 5 6 7	39	1 2 3 4 5 6 7	69	1 2 3 4 5 6 7	99	1 2 3 4 5 6 7
10	1 2 3 4 5 6 7	40	1 2 3 4 5 6 7	70	1 2 3 4 5 6 7	100	1 2 3 4 5 6 7
11	1 2 3 4 5 6 7	41	1 2 3 4 5 6 7	71	1 2 3 4 5 6 7	101	1 2 3 4 5 6 7
12	1 2 3 4 5 6 7	42	1 2 3 4 5 6 7	72	1 2 3 4 5 6 7	102	1 2 3 4 5 6 7
13	1 2 3 4 5 6 7	43	1 2 3 4 5 6 7	73	1 2 3 4 5 6 7	103	1 2 3 4 5 6 7
14	1 2 3 4 5 6 7	44	1 2 3 4 5 6 7	74	1 2 3 4 5 6 7	104	1 2 3 4 5 6 7
15	1 2 3 4 5 6 7	45	1 2 3 4 5 6 7	75	1 2 3 4 5 6 7	105	1 2 3 4 5 6 7
16	1 2 3 4 5 6 7	46	1 2 3 4 5 6 7	76	1 2 3 4 5 6 7	106	1 2 3 4 5 6 7
17	1 2 3 4 5 6 7	47	1 2 3 4 5 6 7	77	1 2 3 4 5 6 7	107	1 2 3 4 5 6 7
18	1 2 3 4 5 6 7	48	1 2 3 4 5 6 7	78	1 2 3 4 5 6 7	108	1 2 3 4 5 6 7
19	1 2 3 4 5 6 7	49	1 2 3 4 5 6 7	79	1 2 3 4 5 6 7	109	1 2 3 4 5 6 7
20	1 2 3 4 5 6 7	50	1 2 3 4 5 6 7	80	1 2 3 4 5 6 7	110	1 2 3 4 5 6 7
21	1 2 3 4 5 6 7	51	1 2 3 4 5 6 7	81	1 2 3 4 5 6 7	111	1 2 3 4 5 6 7
22	1 2 3 4 5 6 7	52	1 2 3 4 5 6 7	82	1 2 3 4 5 6 7	112	1 2 3 4 5 6 7
23	1 2 3 4 5 6 7	53	1 2 3 4 5 6 7	83	1 2 3 4 5 6 7	113	1 2 3 4 5 6 7
24	1 2 3 4 5 6 7	54	1 2 3 4 5 6 7	84	1 2 3 4 5 6 7	114	1 2 3 4 5 6 7
25	1 2 3 4 5 6 7	55	1 2 3 4 5 6 7	85	1 2 3 4 5 6 7	115	1 2 3 4 5 6 7
26	1 2 3 4 5 6 7	56	1 2 3 4 5 6 7	86	1 2 3 4 5 6 7		
27	1 2 3 4 5 6 7	57	1 2 3 4 5 6 7	87	1 2 3 4 5 6 7		
28	1 2 3 4 5 6 7	58	1 2 3 4 5 6 7	88	1 2 3 4 5 6 7		
29	1 2 3 4 5 6 7	59	1 2 3 4 5 6 7	89	1 2 3 4 5 6 7		
30	1 2 3 4 5 6 7	60	1 2 3 4 5 6 7	90	1 2 3 4 5 6 7		

Verwysingsnommer / File reference: 8.1.7.2.3

Designed and printed by CSX 011 663 9300

### 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


# **Cards in use at the Mafikeng Campus**



For the A4 (Pink) Multi choice card below the following batch should be used:

# MFK\_100\_A4

(Tests and Exams)

	<b>NORTH WEST UNIVERSITY</b> <b>AGLE</b>	 <small>NORTH WEST UNIVERSITY YUNIBESITHI YASOKONE-SCOPHRIMA NOORDWES UNIVERSITEIT MAFIKENG CAMPUS</small>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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<p style="text-align: center;"><b>INSTRUKSIES / INSTRUCTIONS</b></p> <p style="text-align: center;">Hierdie sirkel is <b>KORREK INGEKLEUR</b></p> <p style="text-align: center;">This circle is <b>CORRECTLY MARKED</b></p> <p style="text-align: center;">●</p> <p style="text-align: center;">Hierdie sirkels is <b>VERKEERD INGEKLEUR</b></p> <p style="text-align: center;">These circles are <b>INCORRECTLY MARKED</b></p> <p style="text-align: center;">☑ ☒ ☑ ☒</p>	<p style="text-align: center;"><b>Universiteitsnommer / University number</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td> </tr> <tr> <td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td> </tr> <tr> <td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td> </tr> <tr> <td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td> </tr> <tr> <td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td> </tr> <tr> <td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td> </tr> <tr> <td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td> </tr> <tr> <td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td> </tr> <tr> <td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td> </tr> </table>											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	<p>Van / Surname: _____</p> <p>Voorletters / Initials: _____</p> <p>Modulekode / Module Code: _____</p> <p>Datum / Date: _____</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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## Scanning of Multi choice cards

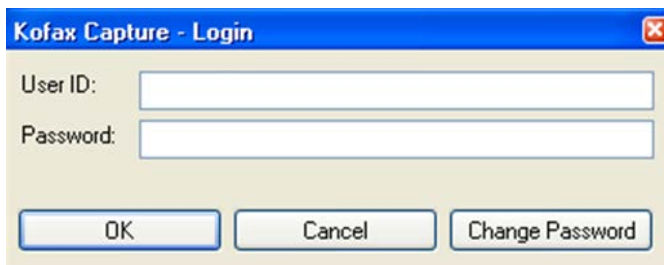
### Test, Exam or Lecturer Evaluation

1. Open Kofax Batch Manager



Double click the Batch Manager - icon

2. **Kofax Capture – Login** dialogue box will open.



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 **Process** (Process Batch)

7. In Kofax Capture Scan, make sure that ***Fujitsu fi-6140 without SVRS with AIPE*** is selected.  
(You can use the dropdown arrow to select)



The appropriate profile will display for example:

### Batches - for backup purpose

MFK\_100\_A4

MFK\_50\_A5

MFK\_lecturer\_50\_A5

### Default Batches


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  (Close Batch)

11. . Click **Yes** to close the batch

12. In Batch Manager, select the appropriate batch.

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


13. In Batch Manager, select the appropriate batch.

Click the  (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. Don't use 99999999 – 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.

## 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>st</sup>e 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.**
6. The Excel file with the edited data, marks and lecturer's report will be stored **on the same place where 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.

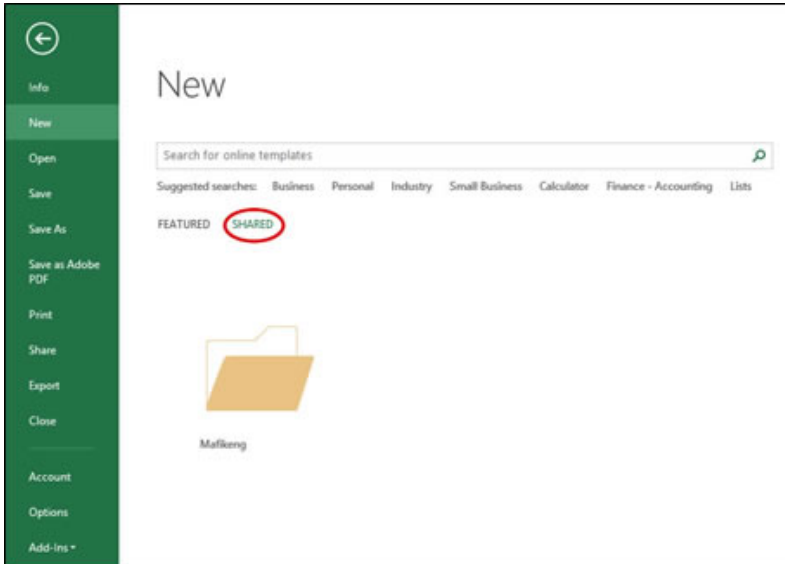
**Hint** If the Kofax Multi choice scanning solution is used, the data file (.sdf) is stored under the folder **c:\Kofax\Data\Multichoice**

## 2 Processing

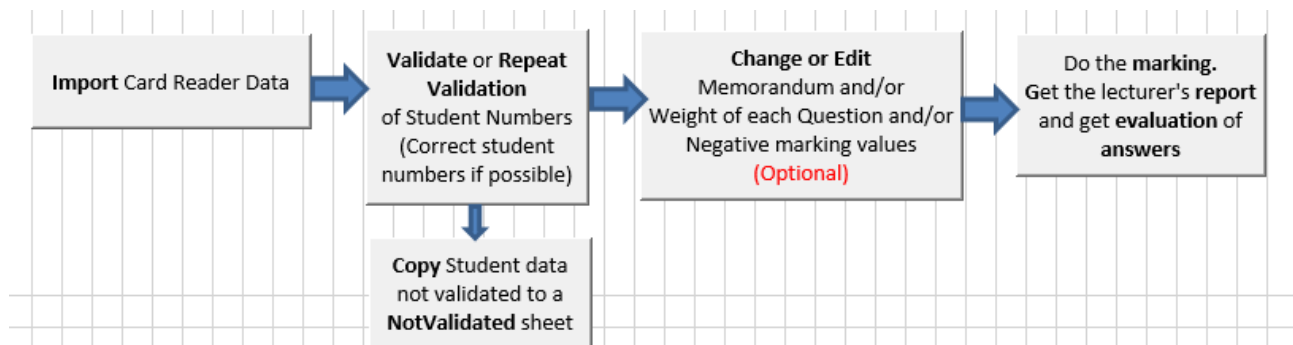
### 2.1 Open MS Excel

#### 2.1.1 For Microsoft Office 2013

Click, File New, SHARED, M\_Multichoice.xltn.



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 X

**All the fields are required fields**

Campus:

Type of data file:

Type of response scale:

Header Row?  Yes  No

Module Code:

Type in your own type (no space allowed)  
or  
select a type from the list

Type of Test or Exam:

Number of questions:

Test/Exam date:  /  /20  16

Does the data file include the memorandum in the first row ?  Yes  No

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

AGLE111_Exam1, Mafikeng Campus - 1/8/2016												
1												
2	<b>Number of Questions:</b>	10										
3	<b>Card no.</b>	<b>Student no</b>										
4	1	12563153	1	1	1	1	1	2	2	2	1	2
5	2	16084500	1	1	1	1	1	2	1	1	2	
6	3	16135741	2	1	1	1	2	2	2	2	2	2
7	4	16289269	1	1	1	1	2	2	1	1	2	
8	5	16347269	1	1	1	1	2	1	1	1	1	

### 2.3 Validation - Optional

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
-----	----------	---	---	---

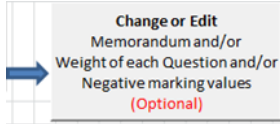
On the left hand side of the circled number you will see the card number as it was scanned on the card reader.

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**.

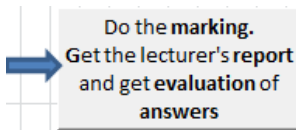


## 2.4 Change or Edit (optional)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Memorandum</b>																
2	Total mark of Test/Exam =			Factor of a mark: Default = 1							← Back to the Card Reader Data			Do the marking. Get the lecturer's report and Evaluation of answers →			
3	40.00			1	2	3	4	5	6	7							
4		Weight of the Question Default=1	Negative Marking Default=0														
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.

Student number	Title	Initials	Surname	Student Mark	Student %
21410364	MNR	KE	BOGOPANE	0.00	0.00
22922342	MEJ	NB	BONOKWANE	3.00	30.00
23606118	MNR	P	CLOETE	7.00	70.00
23679026	MEJ	KV	DIKOKWE	4.00	40.00
23137487	MNR	AK	DIPALE	6.00	60.00
23306823	MEJ	KM	DISEKO	6.00	60.00
22437274	MNR	KA	DISETLHE	6.00	60.00
20672284	MEJ	LI	DIUTLOILENG	6.00	60.00
23675942	MEJ	PL	GONTSE	6.00	60.00
16989287	MEV	NP	KENOSI	7.00	70.00

Question	Weight	Answer1	Answer2	Answer3	Answer4	Answer5	Answer6	Answer7	Factor1	Factor2	Factor3	Factor4	Factor5	Factor6	Factor7
1	1.00	54	38	0	0	0	0	0	1.00						
2	1.00	72	20	0	0	0	0	0		1.00					
3	1.00	72	20	0	0	0	0	0		1.00					
4	1.00	78	14	0	0	0	0	0	1.00						
5	1.00	68	24	0	0	0	0	0	1.00						
6	1.00	29	63	0	0	0	0	0		1.00					
7	1.00	40	52	0	0	0	0	0		1.00					
8	1.00	48	44	0	0	0	0	0		1.00					
9	1.00	68	24	0	0	0	0	0	1.00						
10	1.00	28	64	0	0	0	0	0		1.00					

## 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. [If you have any questions regarding the questionnaire please contact the Academic Support Services department on your campus.](#)

#### 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 2013

Click, File New, SHARED, Mafikeng and click 28Q\_EvalLecturer\_e.xltm (English).

Fill in the form and the data will be processed.

