



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)



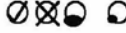
Dosent_Lecturer_40_A5

(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	Universiteitsnommer University number <table border="1" style="width: 100px; height: 40px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											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
VOORBEELD EXAMPLE Hierdie sirkel is KORREK INGEKLEUR This circle is CORRECTLY MARKED  Hierdie sirkels is VERKEERD INGEKLEUR These circles are INCORRECTLY MARKED 												
Van / Surname: _____ Voorletters / Initials: _____ Modulekode / Module code: _____ Datum / Date: _____												
INSTRUKSIES 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. 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.												
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

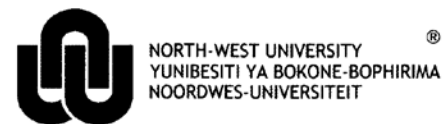
(Behalwe vir die inlees van Dosent evaluering data kan dit ook gebruik word om **Vraelys data** wat nie 'n studentenommer gebruik nie, in te lees) /

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 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. 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

Scanning of Multi choice cards

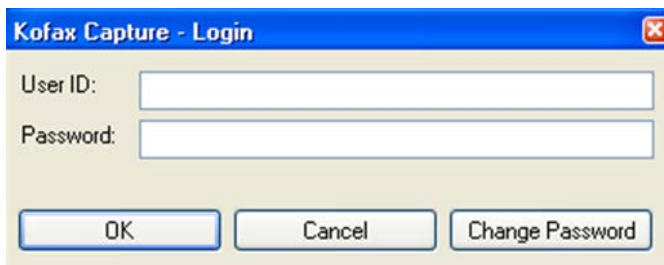
Test, Exam or Lecturer Evaluation

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:


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

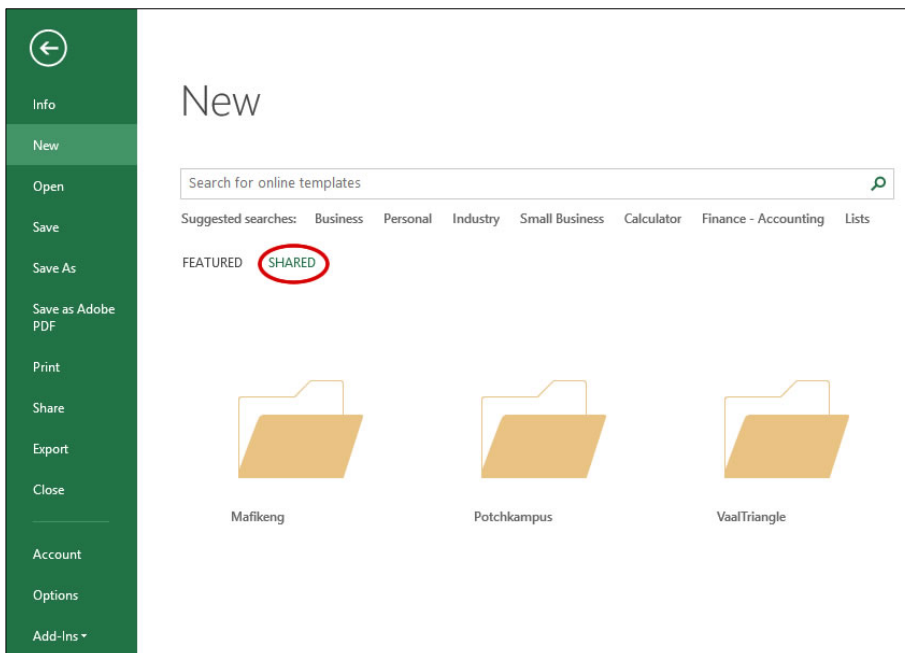
1. Approved cards is used
2. The memo: You have **two** choices
 - The memo is part of the cards you scanned and is in the **first line** of your data file. The student number of the memo is 99999999.
 - You want to type the memo in the Excel sheet when you are doing the processing.
3. You know the Type of Exam or Test (examples: Exam1 for Exam 1ste 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**

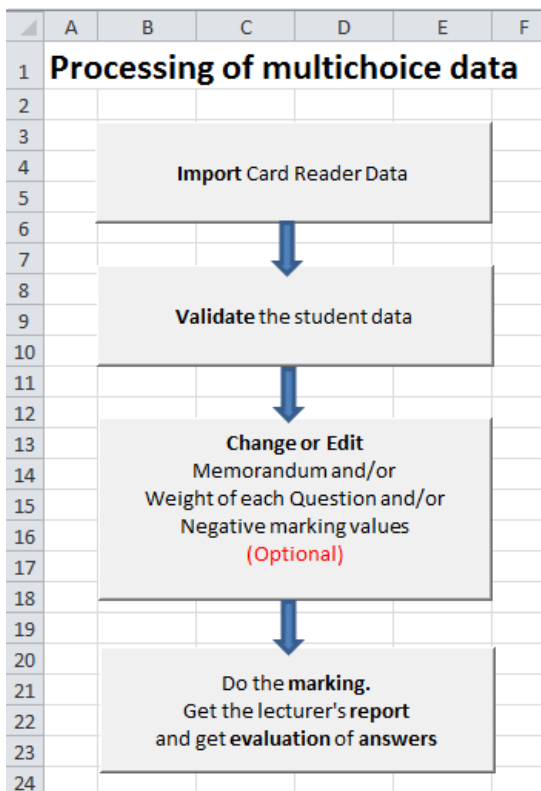
2 Processing

2.1 Open MS Excel

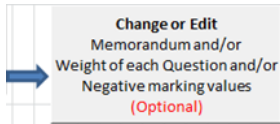
Click, File New, SHARED, Choose the relevant Campus and click [multichoice.xltn](#) (Potchefstroom Campus) or [V_Multichoice.xltn](#) (Vaal Triangle Campus).



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



- Change the **weight** of the questions; or
- Use **negative marking**.

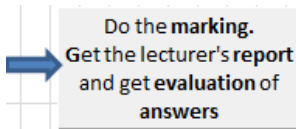


2.4 Change or Edit (optional)

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

	A	B	C	D	E	F
1	ModuleCode, Potchefstroom Campus - 01/01/2013					
2	Total Mark:		40.00	Number of Students:		291
3	Number of Questions:		40	Average class mark:		30.23
4	Negative Marking:		No	Average class percentage:		75.58
5	Student number	Title	Initials	Surname	Student Mark	Student %
6	23410795	MNR	R	ANNANDALE	31.00	77.50
7	23496355	MNR	NJ	BAKER	34.00	85.00
8	23476990	MNR	M	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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1																Total Mark:	40.00
2	ModuleCode, Potchefstroom Campus - 01/01/2013															Number of Questions:	40
3																Negative Marking:	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					

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.

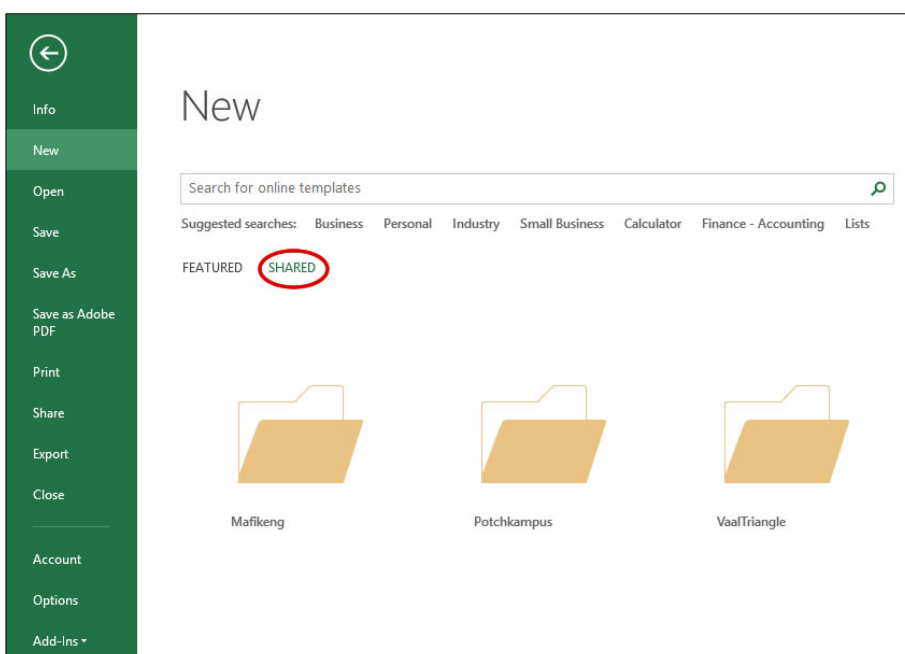
Before you start the Excel template, you have to know and have access to the **path** of the **data** file.

You must also have the following information:

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

1.2 Open MS Excel

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.