

## Scanning and marking of multi choice cards

### 1 Scan multi choice cards



The software to scan multi choice cards is **Remark Office OMR 2010**

The following cards can be read with Remark:

#### 1.1 The black and white A5 card with the purple logo – 50 questions

Name of template: [NWU\\_A5\\_50\\_PurpleLogo.omr](#)


Scanner Profile to use: [A5\\_Landscape\\_Default](#)

	<b>University number / Universiteitsnommer</b> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 5px 0;"></div> <table border="1" style="width: 100%; text-align: center; font-size: 8px;"> <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></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></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></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></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></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></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></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></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></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></tr> </table>	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5	6	6	6	6	6	6	6	6	7	7	7	7	7	7	7	7	8	8	8	8	8	8	8	8	9	9	9	9	9	9	9	9	Initials, Surname / Voorletters, Van: <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #d3d3d3;"></div> Module code / Modulekode: <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #d3d3d3;"></div> Date / Datum: <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #d3d3d3;"></div>	<div style="text-align: center;"><b>INSTRUKSIES</b></div> <ol style="list-style-type: none"> <li>1. Only use a HB pencil.</li> <li>2. Colour only inside the circle.</li> <li>3. Erase faulty marks thoroughly</li> <li>4. There should be no other marks on this answer sheet.</li> <li>5. Colour only one circle per question.</li> <li>6. Faulty answer sheets will not be marked.</li> </ol>																				
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File reference / Vervysingsnommer: 8.1.7.2.3																																																																																																							

## 1.2 The black and white A4 card with the purple logo – 100 questions

Name of template: [NWU\\_A4\\_100\\_PurpleLogo.omr](#)

Scanner Profile to use: [A4\\_Portrait\\_Default](#)



Initials, Surname /  
Voorletters, Van: \_\_\_\_\_

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

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

**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.

**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.

**University number /  
Universiteitsnommer**

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**EXAMPLE /  
VOORBEELD**

This circle is  
**CORRECTLY MARKED**

Hierdie sirkel is  
**KORREK INGEKLEUR**

●

These circles are  
**INCORRECTLY MARKED**

Hierdie sirkels is  
**VERKEERD INGEKLEUR**

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17	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	42	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	67	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	92	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G
18	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	43	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	68	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	93	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G
19	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	44	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	69	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	94	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G
20	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	45	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	70	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	95	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G
21	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	46	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	71	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	96	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G
22	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	47	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	72	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	97	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G
23	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	48	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	73	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	98	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G
24	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	49	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	74	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	99	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G
25	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	50	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	75	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G	100	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G


File reference / Verwysingsnommer: 8.1.7.2.3



### 1.3 The black and white A5 card with the black logo - 50 questions

Name of template: [NWU\\_A5\\_50\\_BlackLogo.omr](#)

Scanner Profile to use: [A5\\_Landscape\\_Default](#)



**INSTRUKSIES**

- Gebruik slegs 'n HB potlood.
- Kleur binne die lyne van die sirkel in.
- Foutiewe merke moet deeglik uitgevee word.
- Geen ander merke is toelaatbaar nie.
- Kleur slegs een sirkel per vraag in.
- Antwoordkaarte wat verkeerd ingevul is sal nie gemerk word nie.

**INSTRUCTIONS**

- Only use a HB pencil.
- Colour only inside the circle.
- Erase faulty marks thoroughly.
- There should be no other marks on this answer sheet.
- Colour only one circle per question.
- Faulty answer sheets will not be marked.

**VOORBEELD  
EXAMPLE**

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

●

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

⊗ ⊘ ⊙ ⊖

**Universiteitsnommer  
University number**

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

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

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

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


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

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

1	1	2	3	4	5	6	7	11	1	2	3	4	5	6	7	21	1	2	3	4	5	6	7	31	1	2	3	4	5	6	7	41	1	2	3	4	5	6	7
2	1	2	3	4	5	6	7	12	1	2	3	4	5	6	7	22	1	2	3	4	5	6	7	32	1	2	3	4	5	6	7	42	1	2	3	4	5	6	7
3	1	2	3	4	5	6	7	13	1	2	3	4	5	6	7	23	1	2	3	4	5	6	7	33	1	2	3	4	5	6	7	43	1	2	3	4	5	6	7
4	1	2	3	4	5	6	7	14	1	2	3	4	5	6	7	24	1	2	3	4	5	6	7	34	1	2	3	4	5	6	7	44	1	2	3	4	5	6	7
5	1	2	3	4	5	6	7	15	1	2	3	4	5	6	7	25	1	2	3	4	5	6	7	35	1	2	3	4	5	6	7	45	1	2	3	4	5	6	7
6	1	2	3	4	5	6	7	16	1	2	3	4	5	6	7	26	1	2	3	4	5	6	7	36	1	2	3	4	5	6	7	46	1	2	3	4	5	6	7
7	1	2	3	4	5	6	7	17	1	2	3	4	5	6	7	27	1	2	3	4	5	6	7	37	1	2	3	4	5	6	7	47	1	2	3	4	5	6	7
8	1	2	3	4	5	6	7	18	1	2	3	4	5	6	7	28	1	2	3	4	5	6	7	38	1	2	3	4	5	6	7	48	1	2	3	4	5	6	7
9	1	2	3	4	5	6	7	19	1	2	3	4	5	6	7	29	1	2	3	4	5	6	7	39	1	2	3	4	5	6	7	49	1	2	3	4	5	6	7
10	1	2	3	4	5	6	7	20	1	2	3	4	5	6	7	30	1	2	3	4	5	6	7	40	1	2	3	4	5	6	7	50	1	2	3	4	5	6	7

Verwysingsnommer / File reference: 8.1.7.2.3

Designed and printed by CSX 011 663 9300 **CSX816** 04/2018



NORTH-WEST UNIVERSITY  
YUNIBESITHI YA BOKONE-BOPHIRIMA  
NOORDWES-UNIVERSITEIT  
INSTITUTIONAL OFFICE

**INSTRUKSIES**

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- Foutiewe merke moet deeglik uitgevee word.
- Geen ander merke is toelaatbaar nie.
- Kleur slegs een sirkel per vraag in.
- Antwoordkaarte wat verkeerd ingevul is sal nie gemerk word nie.

**INSTRUCTIONS**

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- Colour only inside the circle.
- Erase faulty marks thoroughly.
- There should be no other marks on this answer sheet.
- Colour only one circle per question.
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**VOORBEELD  
EXAMPLE**

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

●

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

⊗ ⊘ ⊙ ⊖

**Universiteitsnommer  
University number**

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

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

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

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

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

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

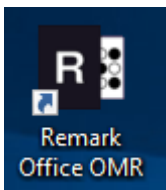
1	1	2	3	4	5	6	7	11	1	2	3	4	5	6	7	21	1	2	3	4	5	6	7	31	1	2	3	4	5	6	7	41	1	2	3	4	5	6	7
2	1	2	3	4	5	6	7	12	1	2	3	4	5	6	7	22	1	2	3	4	5	6	7	32	1	2	3	4	5	6	7	42	1	2	3	4	5	6	7
3	1	2	3	4	5	6	7	13	1	2	3	4	5	6	7	23	1	2	3	4	5	6	7	33	1	2	3	4	5	6	7	43	1	2	3	4	5	6	7
4	1	2	3	4	5	6	7	14	1	2	3	4	5	6	7	24	1	2	3	4	5	6	7	34	1	2	3	4	5	6	7	44	1	2	3	4	5	6	7
5	1	2	3	4	5	6	7	15	1	2	3	4	5	6	7	25	1	2	3	4	5	6	7	35	1	2	3	4	5	6	7	45	1	2	3	4	5	6	7
6	1	2	3	4	5	6	7	16	1	2	3	4	5	6	7	26	1	2	3	4	5	6	7	36	1	2	3	4	5	6	7	46	1	2	3	4	5	6	7
7	1	2	3	4	5	6	7	17	1	2	3	4	5	6	7	27	1	2	3	4	5	6	7	37	1	2	3	4	5	6	7	47	1	2	3	4	5	6	7
8	1	2	3	4	5	6	7	18	1	2	3	4	5	6	7	28	1	2	3	4	5	6	7	38	1	2	3	4	5	6	7	48	1	2	3	4	5	6	7
9	1	2	3	4	5	6	7	19	1	2	3	4	5	6	7	29	1	2	3	4	5	6	7	39	1	2	3	4	5	6	7	49	1	2	3	4	5	6	7
10	1	2	3	4	5	6	7	20	1	2	3	4	5	6	7	30	1	2	3	4	5	6	7	40	1	2	3	4	5	6	7	50	1	2	3	4	5	6	7

Verwysingsnommer / File reference: 8.1.7.2.3

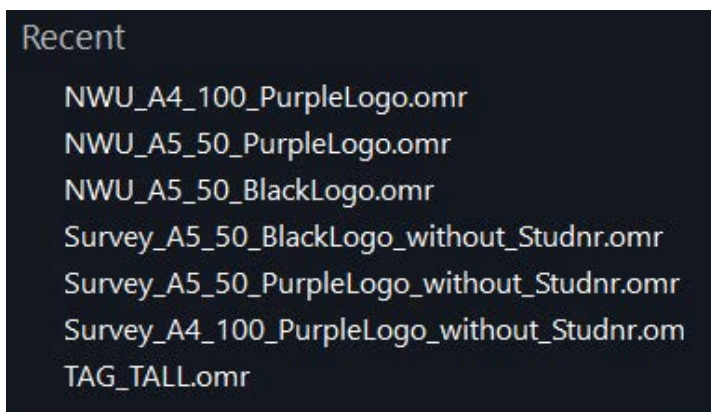
Designed and printed by CSX 011 663 9300 **CSX816** 04/2018

**Make sure the scanner's power is switched on**

Open the software by clicking on the following icon:



Click on the **relevant template (Recent)** or click **Open Form Template** to select the relevant template



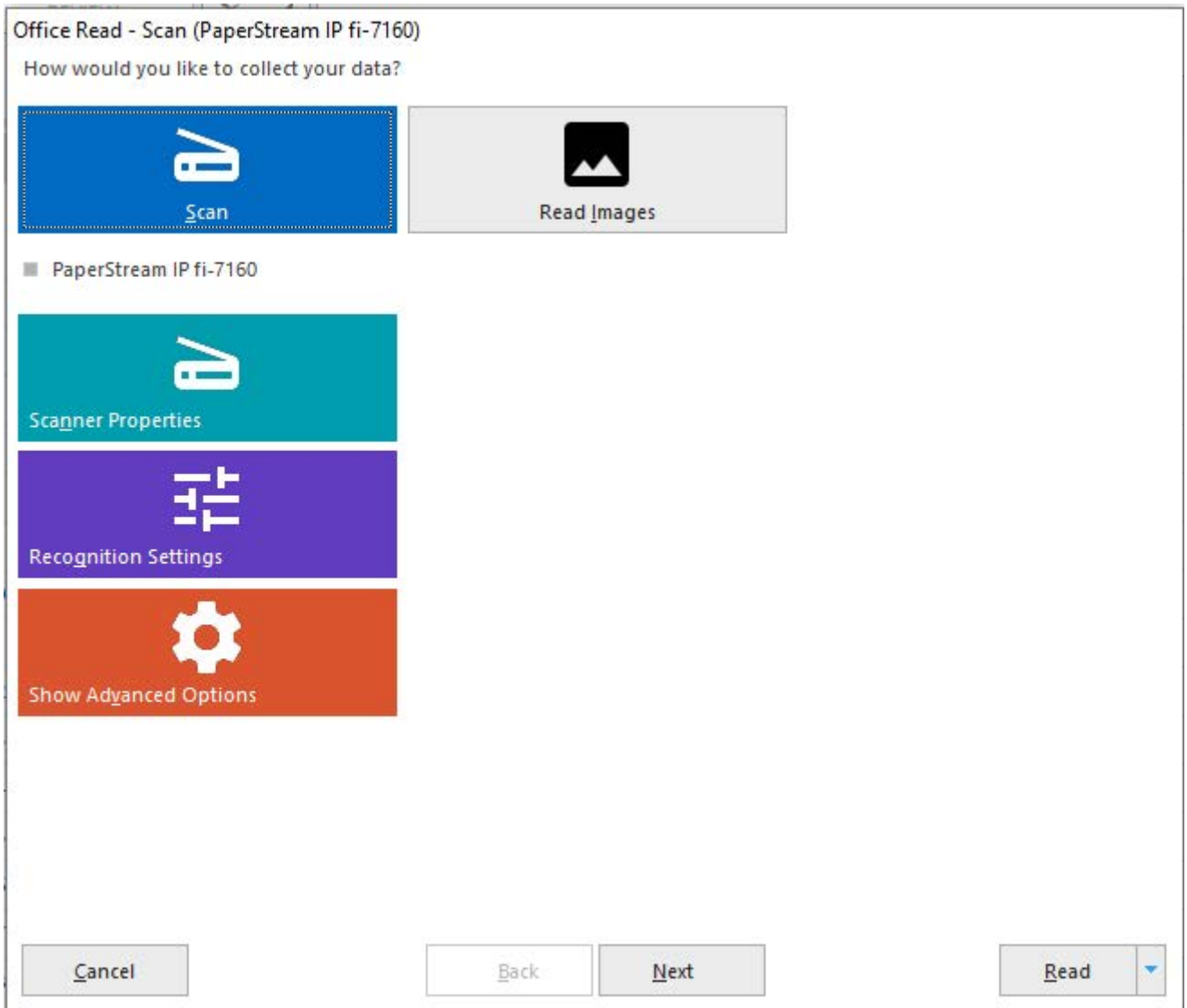
Click on the **Read** icon on the menu bar

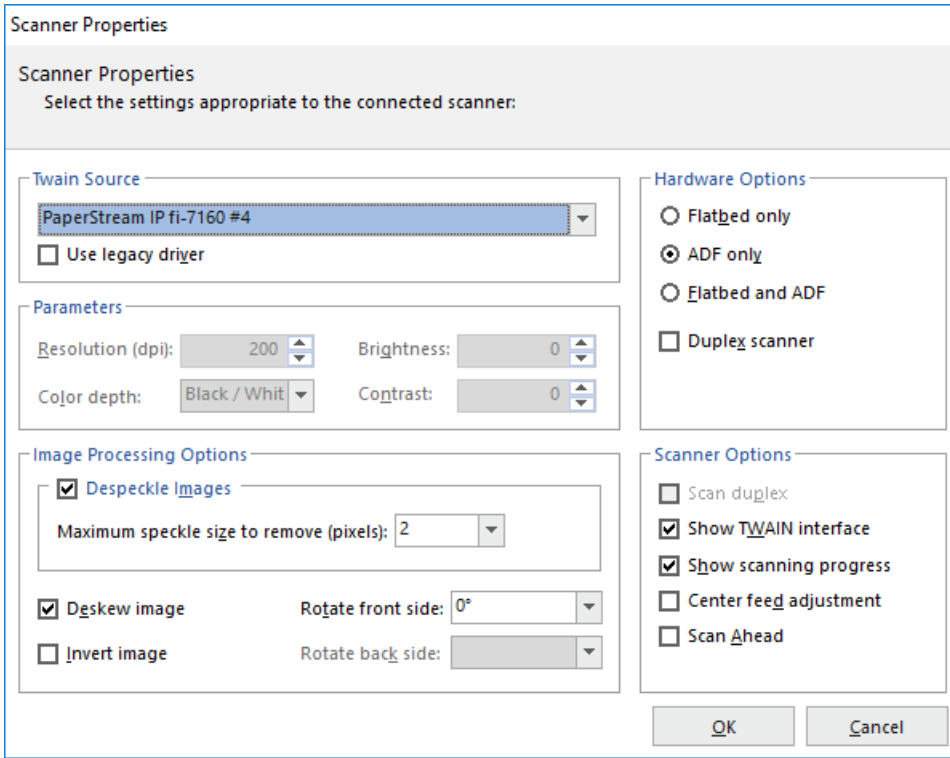


or click on **Read** below Data options (left hand side of screen)

**MEMO: If one of your cards is the MEMO card please scan it as the **first card**.**

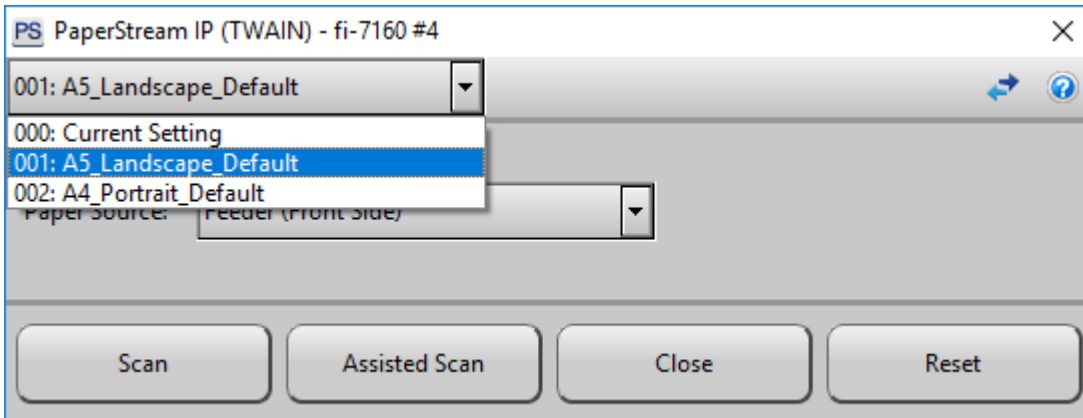
Please make sure that **PaperStream IP fi-7160** displays below the Scan icon. The value next to 7160 can differ depending on the scanner you use.





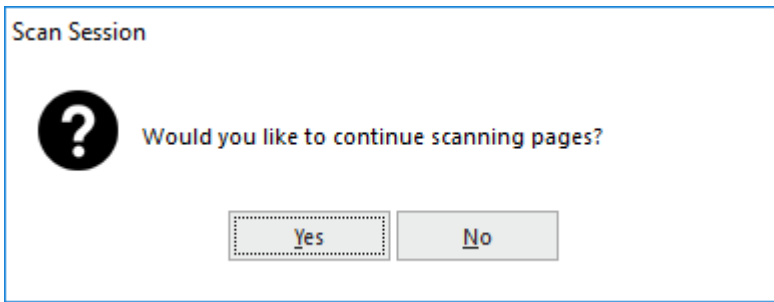
Click **Scan** and then **Read**

Select the appropriate **Scanner profile** from the dropdown list



Type of multi choice card	Scanner profile
NWU_A4_100_PurpleLogo.omr	A4_Portrait_Default
NWU_A5_50_PurpleLogo.omr	A5_Landscape_Default
NWU_A5_50_BlackLogo.omr	A5_Landscape_Default

Click **Scan**



If you have more cards to read click **yes** or click **no** to complete the scanning process.

After the scanning is completed, the data will display.

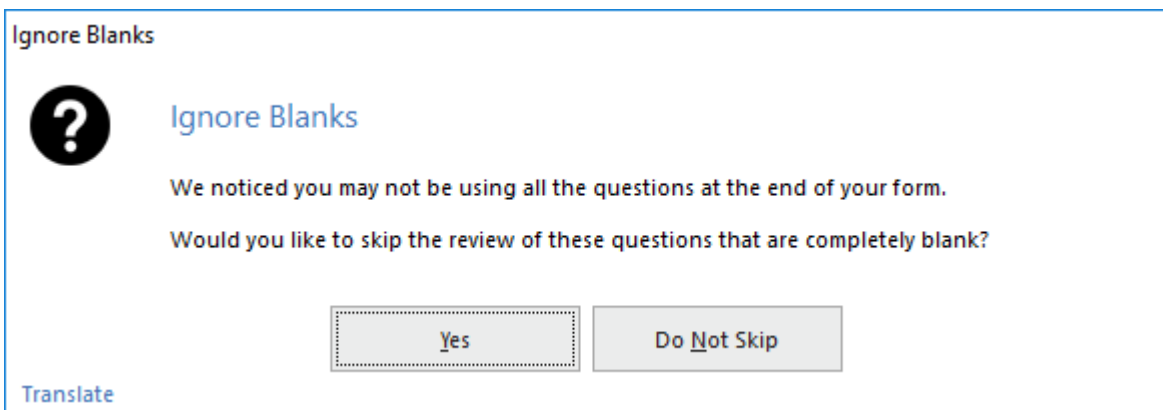
Multiple entries in the answers and errors with the University number will be highlighted green.

An empty University number will be highlighted yellow.

REVIEW																																																				
University Number	Q01	Q02	Q03	Q04	Q05	Q06	Q07	Q08	Q09	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20	Q21	Q22	Q23	Q24	Q25	Q26	Q27	Q28	Q29	Q30	Q31	Q32	Q33	Q34	Q35	Q36	Q37	Q38	Q39	Q40	Q41	Q42	Q43	Q44	Q45	Q46	Q47	Q48	Q49	Q50		
1	999999999	6	6	5	4	3	2	1	3	3	4	6	4	3	2	1	2	4	4	5	6	4	3	2	1	2	3	4	5	6	7	5	5	5	4	3	2	1	1	2	3	1	2	3	4	5	5	1	1	2	3	
2	10123432	7	6	5	4	3	2	2	1	3	4	5	4	3	2	1	3	4	5	6	7	5	3	2	1	2	3	4	5	6	7	5	4	5	4	3	2	1	1	2	2	2	2	3	4	5	6	(2,7)	3	1	1	
3	32345665	6	7	5	4	3	2	(2,4)	3	2	1	6	4	3	(2,5)	1	2	4	4	5	6	4	5		2	3	2	4	5	6	7	5	5	5	3	3	2	1	1	2	3		2	3	4	3	5	(1,3)	1	2	3	
4	22345679	4	4	5	3	2	3	3	4	4	4	7	6	5	4	3	2	2	1	1	1	4	4	4	3	3	3	2	2	1	1	7	6	5	4	3	2	1	1	1	6	5	4	3	2	1	1	2	3	4		
5		2	3	4	5	6	7	6	5	4	3	6	5	4	3	2	1	2	3	4	5	6	7	6	5	4	3	2	1	2	3	1	1	2	2	3	3	4	5	6	6	3	4	5	6	5	4	5	4	3	2	
6																																																				

Click the **REVIEW** icon (Top Left icon in data sheet) to correct the errors.

If you **didn't** use all the questions you will get the following:



Click Yes

Click **NEXT** to correct errors. NOTE THAT THE IMAGE OF THE SPECIFIC MULTI CHOICE CARD DISPLAYS AT THE BOTTOM.

END REVIEW PREVIOUS NEXT 99999999

University N	Q01	Q02	Q03	Q04	Q05	Q06	Q07	Q08	Q09	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	
1	99999999	6	6	5	4	3	2	1	3	3	4	6	4	3	2	1	2	4	4
2	10123432	7	6	5	4	3	2	2	1	3	4	5	4	3	2	1	3	4	5
3	32345665	6	7	5	4	3	2	(2,4)	3	2	1	6	4	3	(2,5)	1	2	4	4
4	22345679	4	4	5	3	2	3	3	4	4	4	7	6	5	4	3	2	2	1
5		2	3	4	5	6	7	6	5	4	3	6	5	4	3	2	1	2	3

Image Viewer - NWU\_A5\_50\_BlackLogo 2018-07-19\_10-47-08-59.tif [page 1]

**VOORBEELD  
EXAMPLE**

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

●

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

○ ⊗ ⊖ ⊕

**Universiteitsnommer  
University number**

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

0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8

**INSTRUKSIES**

- Gebruik slegs 'n HB potlood.
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- Geen ander merke is toelaatbaar nie.
- Kleur slegs een sirkel per vraag in.
- Antwoordkaarte wat verkeerd ingevul is sal nie gemerk word.

**INSTRUCTIONS**

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- Colour only inside the circle.
- Erase faulty marks thoroughly.
- There should be no other marks on this answer sheet.
- Colour only one circle per question.
- Faulty answer sheets will not be marked.

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

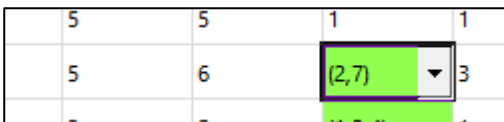
Van / Surname: MEMO

Modulekode / Module code: Econ 101

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

1	1	2	3	4	5	6	7	11	1	2	3	4	5	6	7	21	1	2	3	4	5	6	7	31	1	2	3	4	5	6	7	41	1	2	3	4	5	6	7
2	1	2	3	4	5	6	7	12	1	2	3	4	5	6	7	22	1	2	3	4	5	6	7	32	1	2	3	4	5	6	7	42	1	2	3	4	5	6	7

When an error displays in the question data, click the dropdown list to choose the correct value or choose BLANK [] when multiple values were entered.

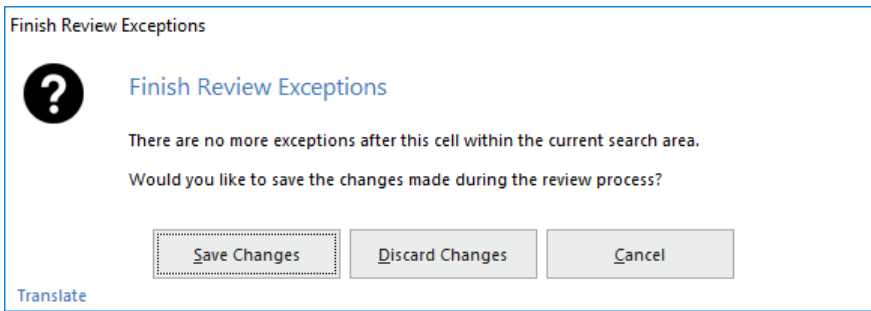


When an error occurs in the University number, you can either enter the correct number if the student write the correct value on the card or if there are no student number written down of filled in, type something like 11111111 and write down the name of the student on the card if available.

Correct all the errors by clicking on **NEXT**

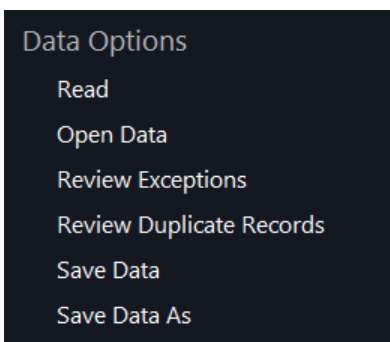


When all the errors/exceptions are corrected, the following screen will display:

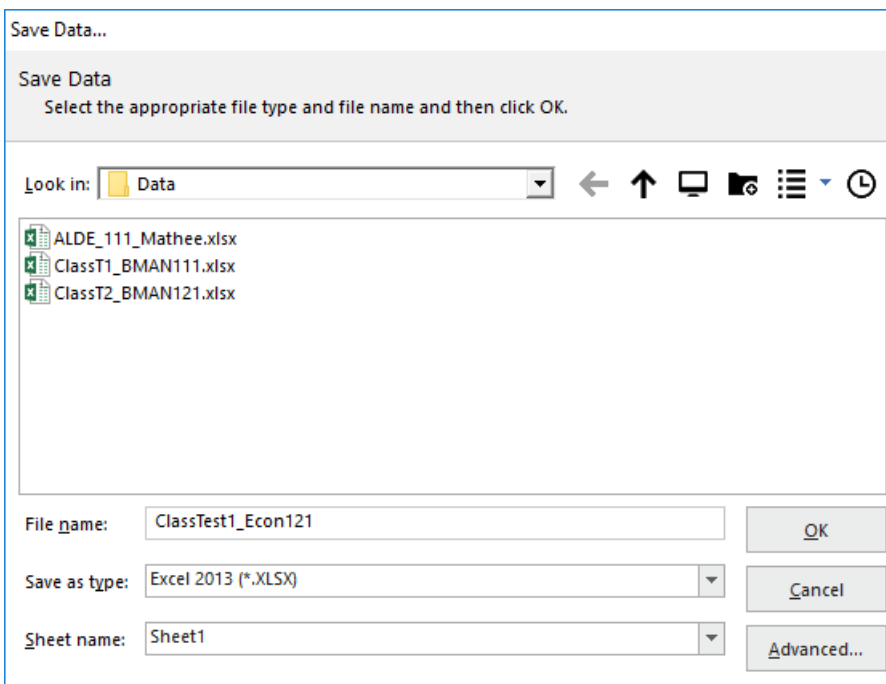


Click **Save Changes**

On the left hand side of the screen **Click Save Data**



Type an **appropriate name** and click **OK**. The file will be saved as an **Excel file**



**THE DATA IS SAVED ON THE CURRENT PC'S HARD DRIVE UNDER DOCUMENTS - REMARK OFFICE OMR\DATA**

## 2 Marking of the data with the Excel template - Tests

Use the template: **Multichoice.xlsm**

### 2.1 Import data

To import the scanned data you need to know the following:

Processing of multichoice cards

**All the fields are required fields**

Campus:

Type of response scale:

Module Code:

Type in your own type  
or  
select a type from the list

Type of Test or Exam:

Number of questions:

Test/Exam date:  /  /20

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

### 2.2 Change or edit Memorandum

On the Memo sheet you can edit:

- The weight of a question;
- Indicate if negative marking is applied; and
- Can factorize the answer / question between 0 and 1.

### 2.3 Do the marking

The following results will be available:

- A Report sheet with the results. If the details of the students are available it will be part of the report. Sometimes this is not up to date and some names are not available. Check the student number against the class list afterwards;

- A PrintReport sheet that only contains the University number of the students with the marks;
- An AnswerEval sheet to evaluate how many students select specific answers;

## 2.4 Please note:

The folder where your data was saved in the first place, is the folder where:

- Chosen\_name.xlsx file – the original scanned data;
- Chosen\_name.xlsm file – processed data;
- Chosen\_name.pdf file – results file; and
- Chosen\_name.txt file – results file in VSS format will be saved.

The default folder where data is saved at the **scanner PC** is ... DOCUMENTS - REMARK OFFICE OMR\DATA

## 3 Marking of the data with the Excel template – Lecturer evaluation

Use the 23Q\_EvalLecturer.xlsm to create a report.

Original details: (10068570) C:\Users\NWUser\Nextcloud\RemarkScanning\Scanning an marking of Multi choice cards.docm  
18 July 2018

Current details: (12098795) C:\Users\12098795\Documents\Scanning an marking of Multi choice cards .docm  
30 May 2023