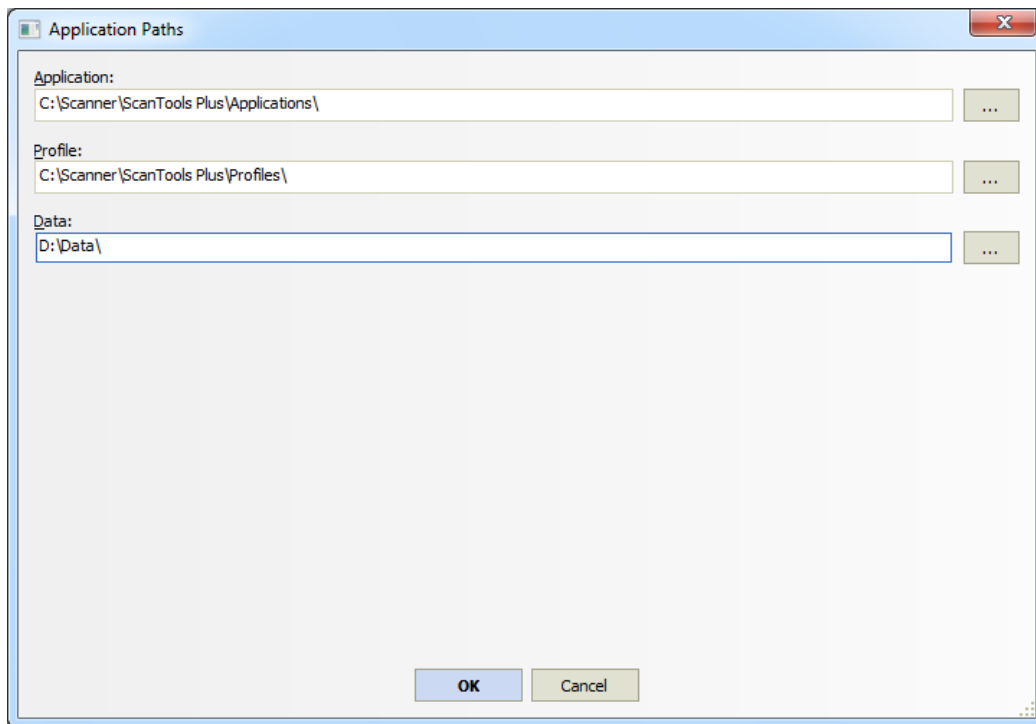


## OMR Operation Guide

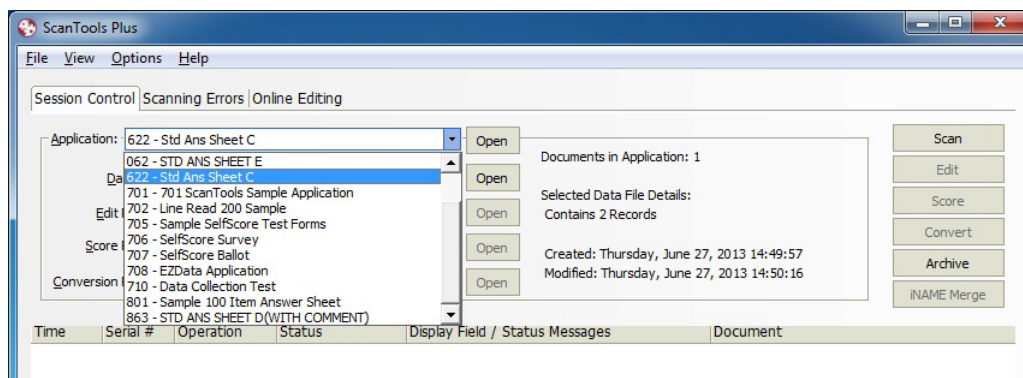
- 1) Turn on the scanner
- 2) Double-click on “ScanTools Plus” to launch the OMR scanning application software



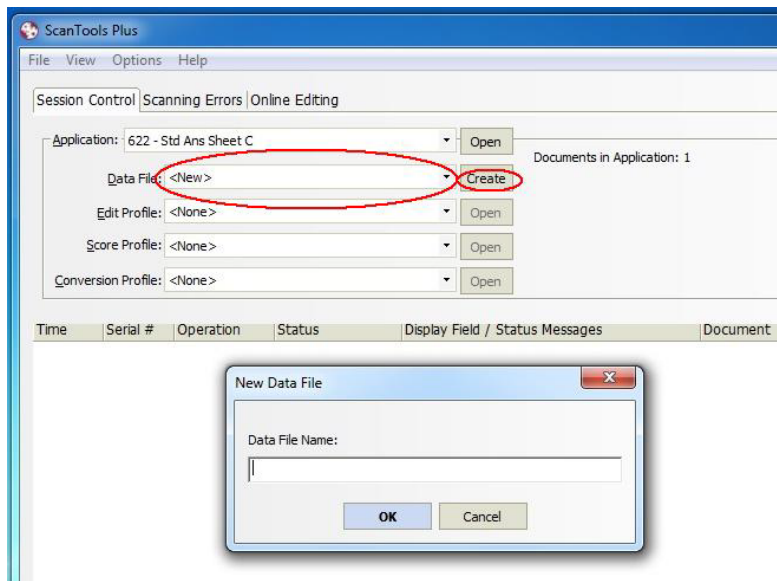
- 3) Click “File” => “Path” to verify the default data path - D:\Data\



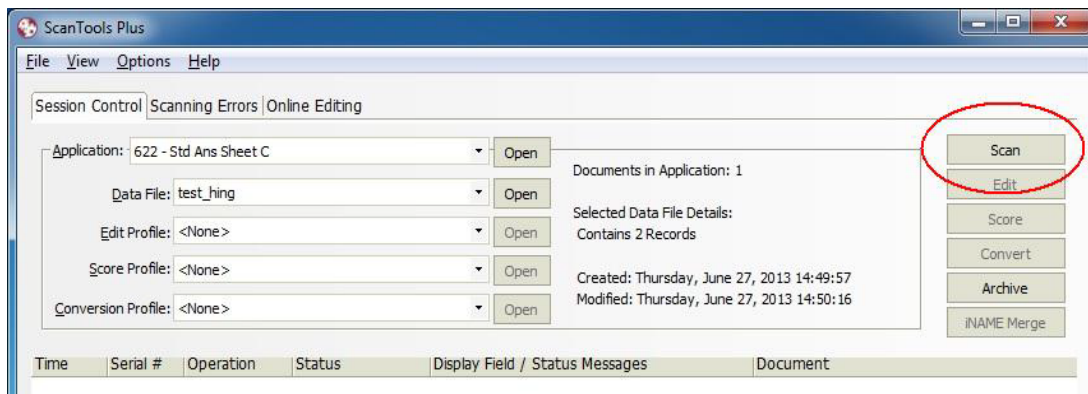
- 4) Select your answer sheet type through the pull-down menu. E.g., “622 – Std Ans Sheet C” in this case.



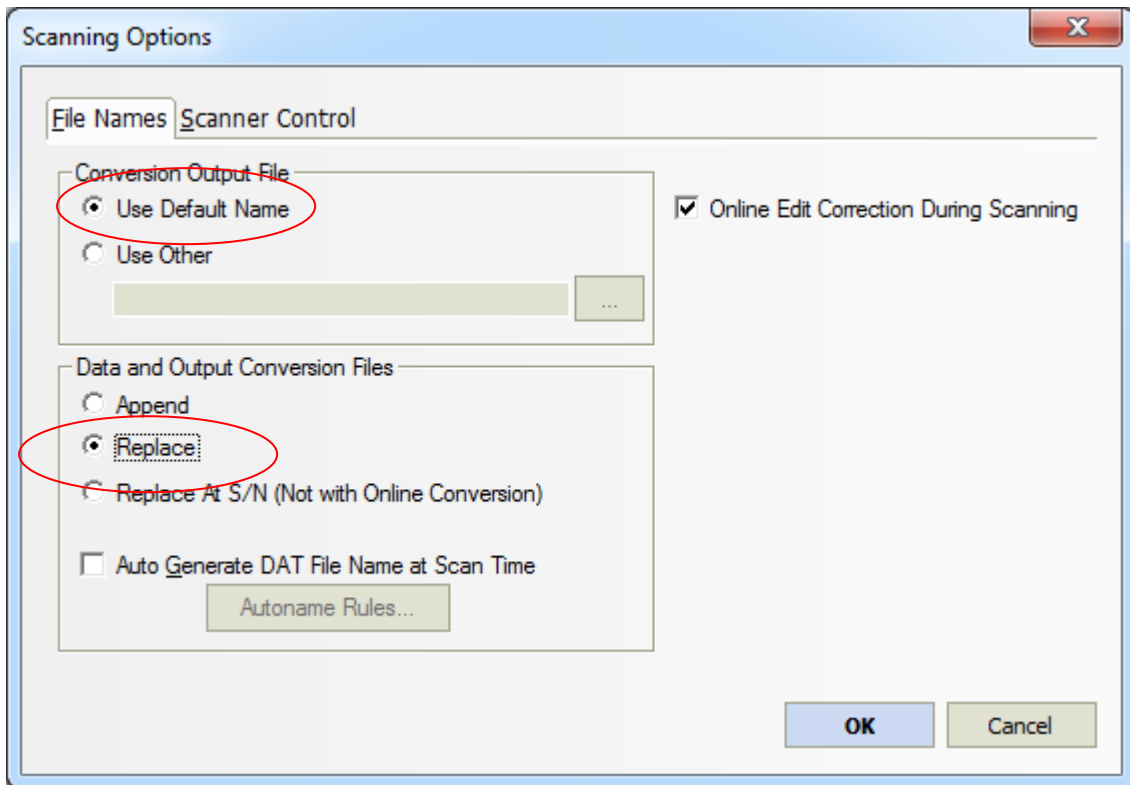
- 5) Select “New” from “Data File” pull-down menu and click “Create”. Then, enter your desired “Data File Name” in the pop up box below.



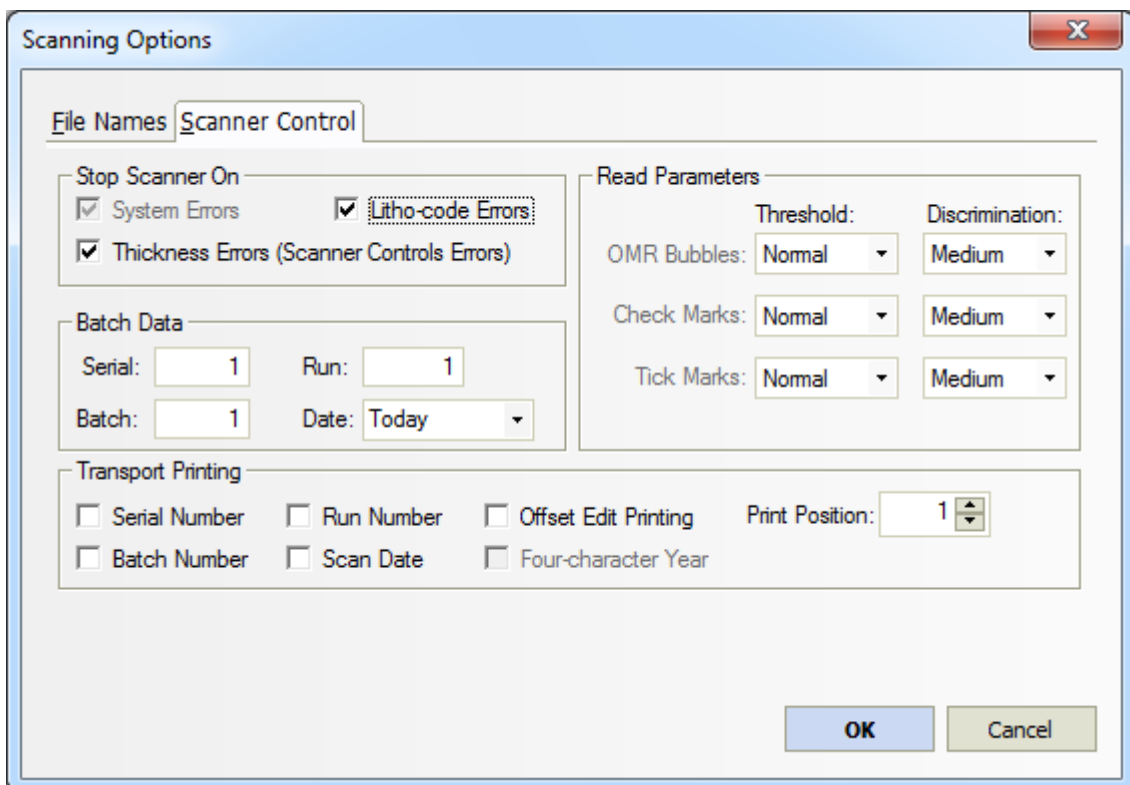
- 6) Load the answer sheets to the scanner. Then, click “Scan” button.



7) Make sure the default settings are chosen as follows, click OK to start scanning.



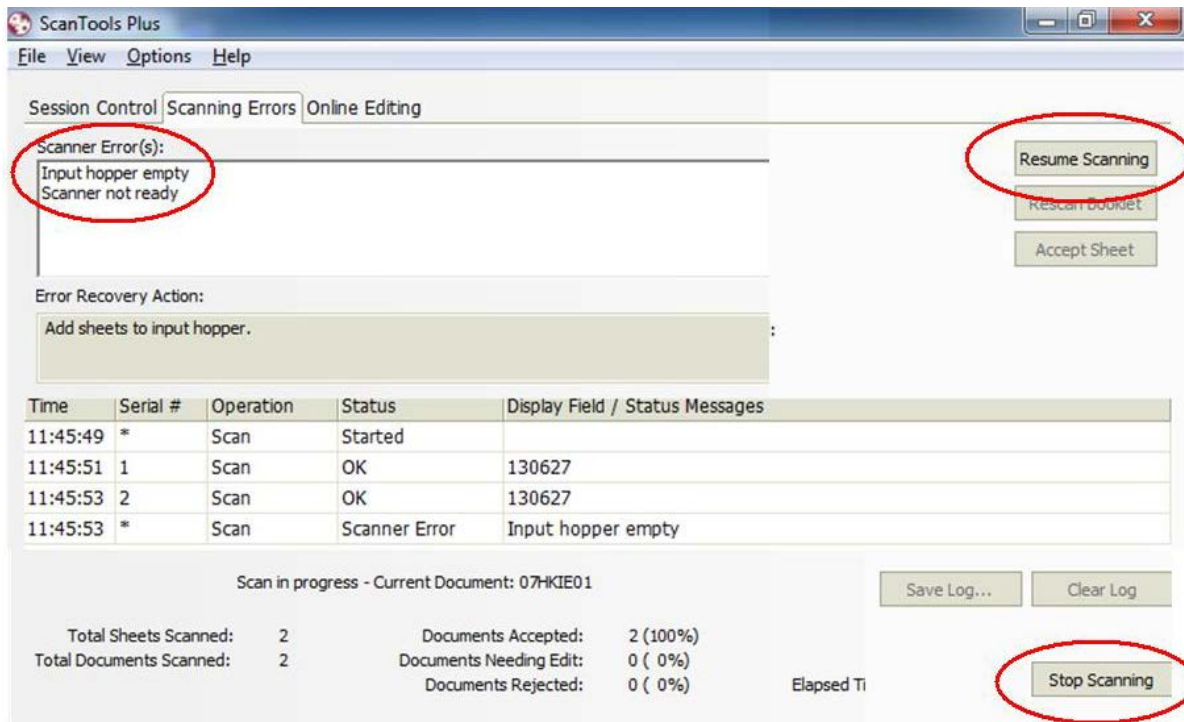
Note: a "Scanning Options" window will be popped up if click on the "Scanner Control" page, however, users are advised not to alter the default settings.



8) Please close the "ScanTools Plus" application and turn off the scanner when you have finished scanning.

*Useful Tips: Errors during scanning:*

1. When there are messages “ Input hopper empty... Scanner not ready” in the Scanner Error(s) box, it means that there are no answer sheets in the input tray. Please put additional answer sheets on the input tray and click “Resume Scanning” to continue.



2. If no more scanning is needed, please click “Stop Scanning’ to finish.

## OMR Report Generation

URL: <https://uslinux.ied.edu.hk/omr/>

1. Select your answer sheet from the “Standard Answer Sheet” pull-down menu.
2. Select your report type from the “Report Type” pull-down menu. There are 3 types to choose from:

- “General Summary Report” with simple statistics
- “Convert data file to Excel spreadsheet” for further processing
- “Calculate the number of corrected answers for each answer sheet”\*

Note: *\*user should prepare standard answer sheet data file & model answer sheet data file.*

3. Select the number of questions from the “Number of Questions” pull-down menu.
4. Finally, click “Submit” to generate report.

### OMR Report Generation

The system is developed and maintained by ITS which takes the output data (.dat) file generated from the SCANTOOL software for the OPSCAN OMR Scanner and generate reports for analysis. The system could generate the following types of reports:

1. "General Summary Report" with simple statistics.
2. "Convert data file to Excel spreadsheet" for further processing.
3. "Calculate the number of corrected answers for each answer sheet" by providing the standard answer in a separate DAT file. The output file is an Excel spreadsheet.

Note: The system will only work with the scanned results using "Standard Answer Sheet (B)", "Standard Answer Sheet (C)", "Standard Answer Sheet (D)" and "Standard Answer Sheet (E)".

Answer Sheet: Standard Answer Sheet (E) ← 1

Report Type: Convert data file to Excel spreadsheet ← 2

Data File Name:  Browse...

Number of Questions: 90 ← 3

Submit Reset ← 4

Remarks: No data will be cached in the system. Users could re-submit the data file and generate the report again if needed.