




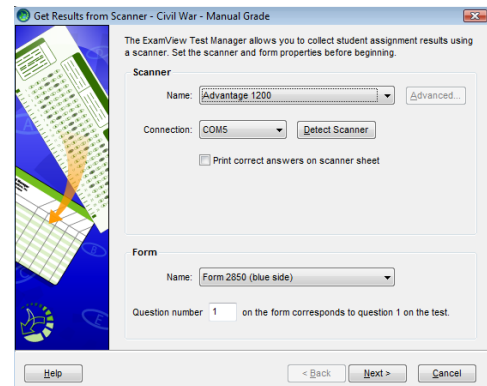
ExamView Quick Step Guide

Score Assignments Using a Scanner (Windows Only)

After your students complete an assignment on bubble forms, the next step is to scan the forms to get the results into the ExamView Test Manager. When you perform this step, the program reads the results and stores the data in the class record.

1. **Select** (highlight) the assignment for which you want to get results.
2. Choose **Assignment > Get Results from Scanner** from the menu options or click the toolbar icon .

From this dialog, results can be collected from either dedicated OMR scanning or plain-paper scanning.



Get Results from Scanner window

Dedicated OMR Scanning

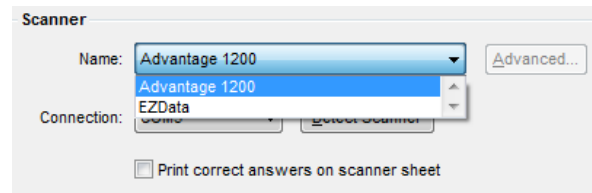
The following OMR scanners and forms are currently supported and appear as options in the Get Results from Scanner dialog even if the hardware is not available.

Apperson

Scanner: Advantage 1200
Forms: 2850, 2851, 2854
Website: www.appersonedu.com

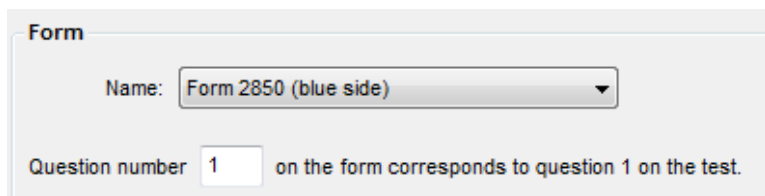
Pearson/NCS

Scanner: EZData
Forms: 258936, 258937, 259402, 259404, 259405
Website: www.pearsonncs.com



Select OMR scanner option

1. Select the **OMR scanner** from the drop-down list box.
2. Select the connection port to which the scanner is connected, or click **Detect Scanner** to automatically set the port.
3. Select the form used from the drop-down list box. The list of available forms will change depending upon the selected scanner model.





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4. Set the beginning question number and click **Next**.

Note: You can use the same forms for several assignments. For example, you can administer and scan a quiz with 10 questions. For the next quiz, set the beginning question number to 11 and have your students fill in the bubbles for questions 11-20.

5. Click **Start Scanning** to activate the scanning session.
6. Scan the forms.
7. Click **Finish** to accept the scores and return to the Test Manager.

Plain Paper Scanning

Properly installed image scanners that are TWAIN compliant will automatically populate the list of available scanners in the Get Results from Scanner dialog. You may create your own forms from within Test Generator or Test Manager by selecting **File > Print Bubble Form**.

1. From the Get Results from Scanner dialog, select the desired scanner.

Note: With plain-paper scanning, there is no need to specify a form and an

assignment does not have to be answered using the same form for all students. For example, you can administer a 50 question multiple choice test with most of the class using form ei50AE, but give students with special needs form ei50AE Jr. The form information is automatically read in from each sheet as it is scanned.

Scanner

Name: Advantage 1200

Connection: EZData

Print correct answers on scanner sheet

Advanced...

Select scanner option

2. Set the beginning question number and click **Next**.

Tip: You can use the same forms for several assignments. For example, you can administer and scan a quiz with 10 questions. For the next quiz, set the beginning question number to 11 and have your students fill in the bubbles for questions 11-20.

Form

Name: Form 2850 (blue side)

Question number 1 on the form corresponds to question 1 on the test.

Select form option

3. Load the forms into the scanner ADF tray or flatbed. Forms may be rotated 180° from each other but must be placed with the image sides properly facing the scanning surface. Check that the orientation of the image face of the forms matches the direction specified by the scanner manufacturer.
4. Click **Start Scanning** to initiate scanning. Click **Finish** to accept the scores and return to the Test Manager.

