

TestAnyTime

User Manual (Imaging)

English Version

User Manual

Notes & Notices

Thank you for choosing TestAnyTime. This quick start guide will teach you the basics and have you up & running in a few minutes.



NOTE: A NOTE indicates important information that helps you make better use of your computer.



PURPLE BOX: Highlighted area that displays key areas of action that maybe required.



TIPS: Indicates a quicker or more efficient method of using a software feature

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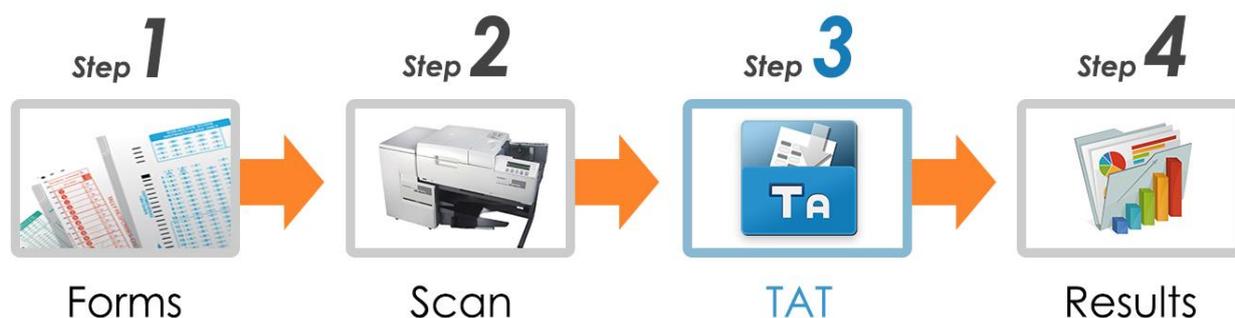
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1. Software Overview

1.1. TestAnyTime Software

TestAnyTime is a software solution created to capture data from marks (bubbles, circles) on OMR forms. The software works together with a document scanner to collect the data. The software then processes and analyses that and produces reports and export formats. TestAnyTime is often used to score exams or tests and analyze a range of surveys/questionnaires. TestAnyTime consists of 4 simple steps:



Before using TestAnyTime, below are several elements to consider.

1. Imaging Forms

- To ensure that users are using Imaging forms that are compatible with our software and scanner, DataCap provides sample forms to download from the website: <http://www.datacap.hk/sample>

2. Document Scanner

- TestAnyTime works with common Document Scanners. Please confirm that the scanner is connected and relevant drivers are installed and updated.

3. Export Formats

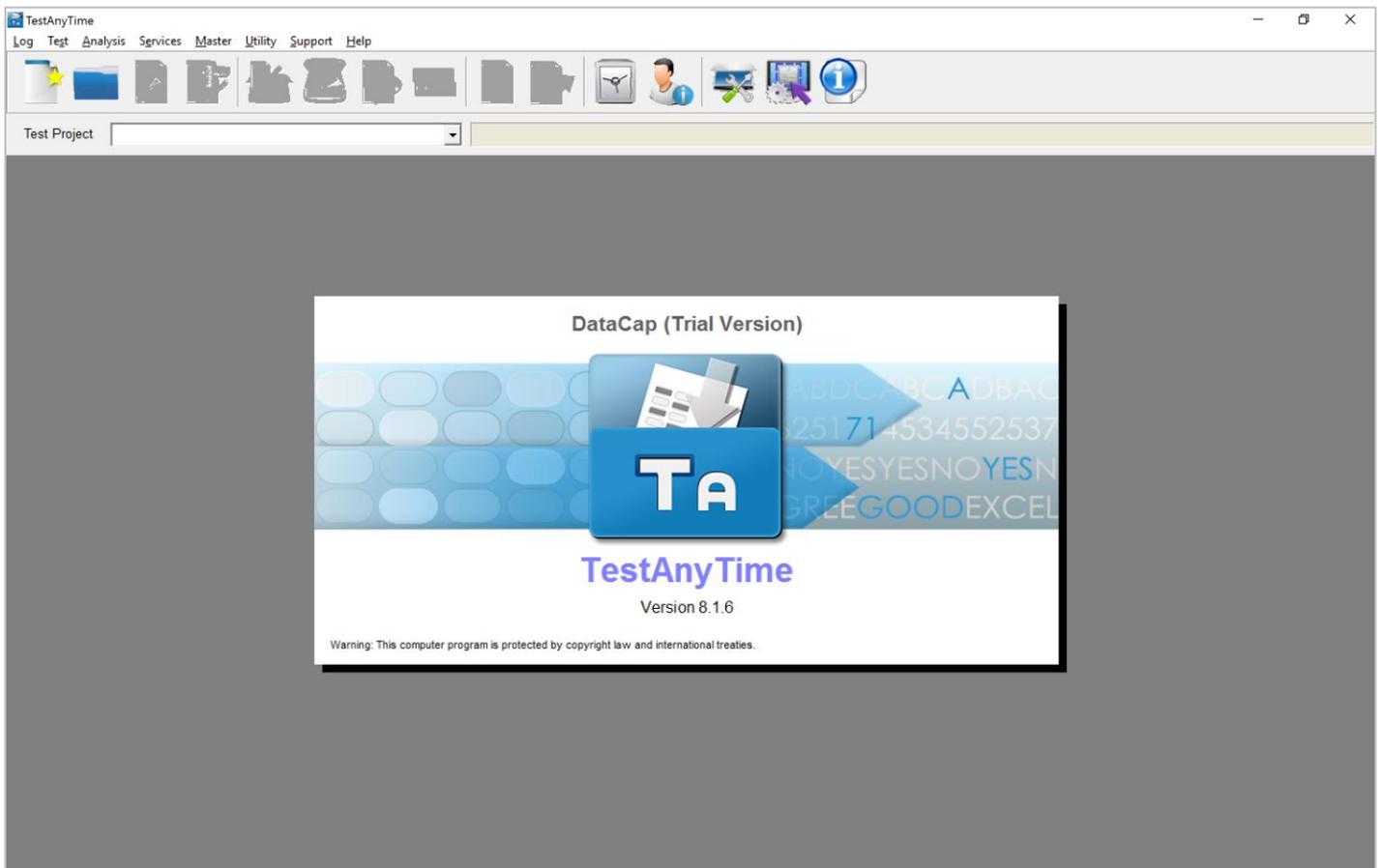
- TestAnyTime features export data to numerous different formats. Please check that you have Microsoft Office 2000 and above installed and relevant addition applications that can open the export formats mentioned in the specification list here: www.datacap.hk/product/testanytime

This user manual is designed to provide information about the features of the TestAnyTime software, as well as hints, tips and guidelines for using the software. In order to develop a better understanding of the software and reference guidance, there are simple steps and descriptions to follow. Areas of the software have been extracted to this manual, such as menus, buttons, dropdown lists to provide an instructional context.

1. Software Overview

1.2. Getting to Know Your Software

When you first open TestAnyTime, the main menu interface will appear. The main feature icons will be located across the top which will blink, meaning that these are the areas that you will need to start/finish to proceed to the next step in the process (which are often greyed out)



TestAnyTime consists of 3 basic parts:

1. The Test Template (Define Image Zones / DataCap 3.0)
2. Scan Process
3. Report & Analysis

Each area of the software has a similar layout relation to the main menu. Alternatively to the using the main icons on the main menu, you may wish to use the toolbar (drop down menus) and shortcut keys to navigate around the software. Once a project is created or open, on the right hand side a panel will appear with a project summary information e.g. total records, total questions, question status etc.

TestAnyTime supports basic Windows functions that you see in most desktop applications, e.g. Cut, Copy, Paste, File, Save, Save As etc.

2. User Manual Keywords

Software Terms

To help you understand the features of the TestAnyTime User Manual (Imaging), below is a glossary of keywords that will be used within the software, with their descriptions.

Software	
Keyword	What is it?
Template	TestAnyTime requires users to create (define) a template for each form they would like to process in the software
Test (Project)	Test means file that corresponds to your scanning project e.g. English Exam
Define Image Zone (DataCap 3.0)	Define Image Zone is the location where the template for the test will be created and the zone layout for where the data will be capture will be set ('defined')
Test Design	Test Design feature allows the user to use a add, edit and change question's text, score, arrangement, type from the template created. There are also project options such as allowing (or not allowing) scoring, multiple, missing, and duplicate records
Optical Mark Zone	Optical Mark Zones are areas where single or multiple choice answers will be captured. This can be row of MC answers or respondent information.
Group Zone	Group zone combines several rows of Optical Mark Zone together to form a string number e.g. Candidate Number, Student ID, Serial Number etc.
Barcode Zone	Barcode Zone is the area allocated on the template to capture barcodes
Identification Zone	Identification Zone is the area allocated on the template to capture 'Form ID'
Scan Model Answer	Scan Model Answers, scans the projects correct, master, answer key
Scan Test Forms	Scan Test Forms, scans the project's respondent forms.

3. Software Main Icons

TestAnyTime Menu Icons

To get users familiar with the software's key icons layout, please refer to the table below.

Icon	Name	What is it for?
	New Test	This is where the user can create a new test project, for exams, tests, surveys, questionnaires, etc. (the file format for each test is: .dat)
	Open Test	This is where the user will open an existing test project.
	Define Image Zone	This is where the user will create your test template and setup the zones where data will be captured by the scanner.
	Test Design	This is where the user can add, edit and select options for your test. Such as: grading, scoring, showing particular questions, validation etc.
	Scan Model Answer	This is where the user can scan the model answer (or answer key). You will be able to import and export the model answer.
	Scan Test Forms	This is where the user can scan the forms by the respondents. Live scanning information will appear and an option to scan via batches.
	Image Finder	This is where the user can view the data you have just scanned before exporting; Users here can do checking and manual data entry.
	Manual Key Enter	This is where the user can do manual data entry or create blank records.
	Report Generator	This is where the user can generate reports from a range of samples for their scanned data. There are filter and custom options to generate the right report.
	Export Data	This is where the user will export the data to external formats, such as MS Excel, ASCII etc. Users can export via filters and different options.
	Question Bank	This is where the user can use the existing question bank to create their questions.
	User Information	This is where the user can create and set different user level access rights and passwords.
	Configure Scanner	This is where the user can setup and configure their scanner. Such as the scan settings, print settings, barcode settings, form testing and diagnostic.
	Remote Support	This is where the user can, one click to activate a quick support tool to access technical support from our staff remotely.
	About TestAnyTime	This is where the user view the current software information, privacy information and also developer/company contact information

4. System Requirements

TestAnyTime Requirements

TestAnyTime is installed on a Windows based computer. Once installed the software will be a trial version till a license is activated via USB Keyport or through online activation. If you wish to uninstall the software you may choose to do so via the Windows Control Panel.

■ **Compatible Operating Systems:**

Windows Vista, Windows 7, Windows 8, Windows 8.1, and Windows 10

■ **Workstation Specification**

CPU: Intel i3 Processor or above

RAM : 2 GB RAM (4GB RAM recommended)

Hard Disk : 10 GB Free Space

USB Port : USB 2.0

Display : Colour SuperVGA (1024 x 768)

Mouse : Windows supported

Network Card : Windows supported

■ **Server Specification**

CPU: Intel Core i5 or above

RAM : 4 GB or above

Hard Disk : 500 GB Free Space

USB Port : USB 2.0

Display : Colour SuperVGA (1024 x 768) or above

Mouse : Windows supported

Network Card : Windows supported

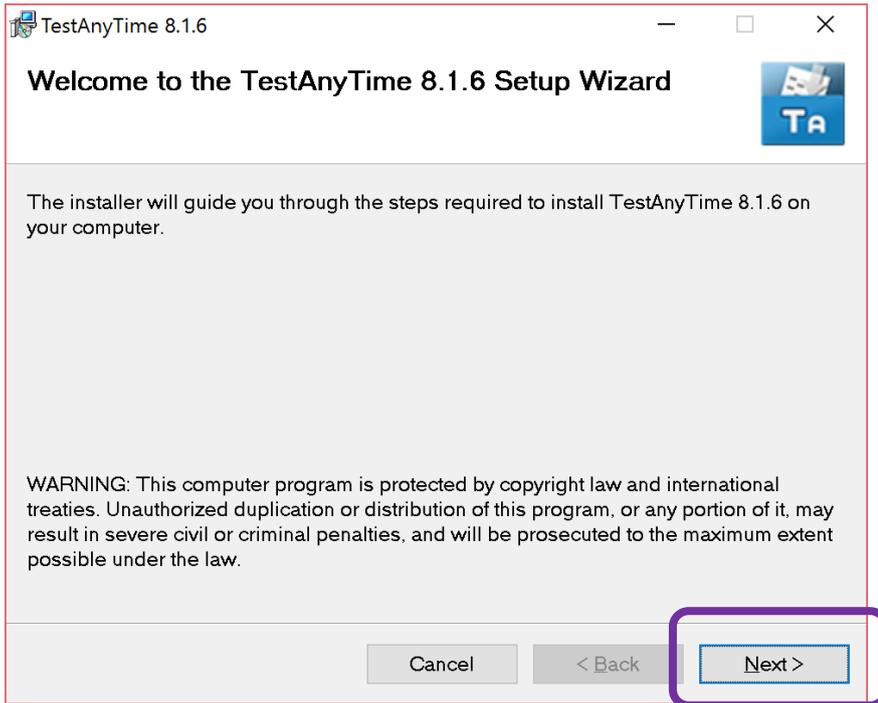
5. Installation

Windows 8.1 & 10

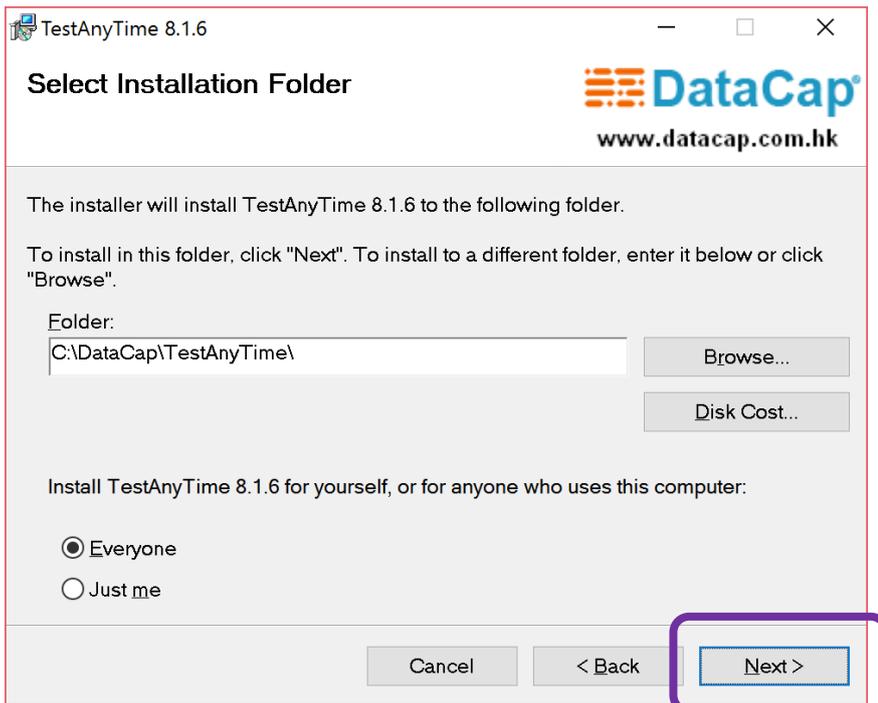
1. Double click 'TestAnyTime.msi'



2. When install TestAnyTime 8.1 setup wizard appears click 'Next'.



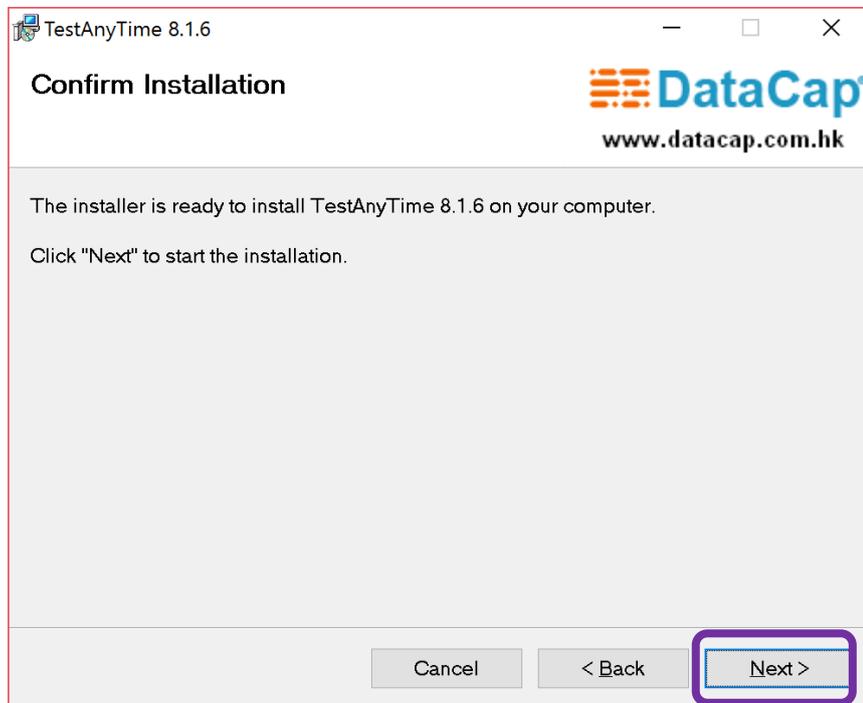
3. Next to install location folder press 'Next'.



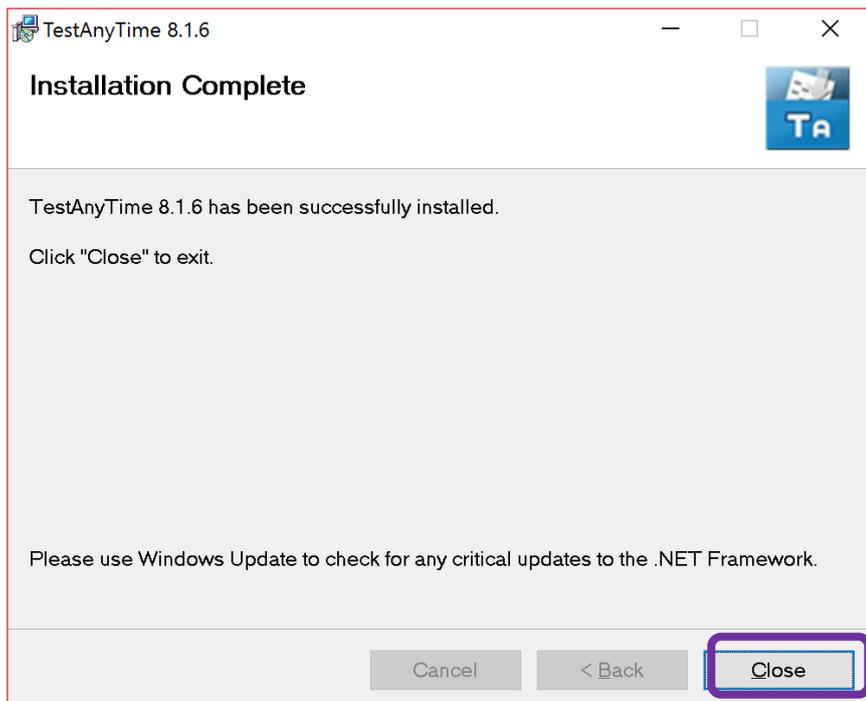
Installation

Windows 8.1 & 10

4. 'Next' to install TestAnyTime



5. Complete Installation press 'Close'



NOTE: TestAnyTime is supports English, Traditional Chinese and Simplified Chinese languages.

6. Form Design

Form Design

1. Design registration mark to corners (with approx. 1cm clearance of other marks)



建造業議會

建造業工人技能調查 (DRAFT)

此欄供註冊處人員填寫

二 首次申請工人註冊

對象：註冊普通工人

本人是從事 建造工作人仕 / 非建造工作人仕 (如工地文職 / 保安 / 管理人員)

<p>SS SW 土木及樓宇工程</p> <p><input type="checkbox"/> <input type="checkbox"/> 青拆石棉工</p> <p><input type="checkbox"/> <input type="checkbox"/> 瀝青工 (道路建造)</p> <p><input type="checkbox"/> <input type="checkbox"/> 瀝青工 (防水)</p> <p><input type="checkbox"/> <input type="checkbox"/> 瀝青工 (防水) (黏貼型瀝青黏)</p> <p><input type="checkbox"/> <input type="checkbox"/> 瀝青工 (防水) (膠膠型瀝青黏)</p> <p><input type="checkbox"/> <input type="checkbox"/> 瀝青工 (防水) (塗膜)</p> <p>7 <input type="checkbox"/> <input type="checkbox"/> 竹棚工</p> <p>8 <input type="checkbox"/> <input type="checkbox"/> 鋼筋屈裝工</p> <p>9 <input type="checkbox"/> <input type="checkbox"/> 砌磚工</p> <p>10 <input type="checkbox"/> <input type="checkbox"/> 木工 (護木)</p> <p>11 <input type="checkbox"/> <input type="checkbox"/> 木模板工 (樓宇工程)</p> <p>12 <input type="checkbox"/> <input type="checkbox"/> 木模板工 (土木工程)</p> <p>13 <input type="checkbox"/> <input type="checkbox"/> 混凝土修補工 (混凝土剝落)</p> <p>14 <input type="checkbox"/> <input type="checkbox"/> 混凝土工</p> <p>15 <input type="checkbox"/> <input type="checkbox"/> 建造機械技工</p> <p>16 <input type="checkbox"/> <input type="checkbox"/> 幕牆工</p> <p>17 <input type="checkbox"/> <input type="checkbox"/> 拆卸工 (建築物)</p> <p>18 <input type="checkbox"/> <input type="checkbox"/> 拆卸工 (連例建築工程)</p> <p>19 <input type="checkbox"/> <input type="checkbox"/> 潛水員</p> <p>20 <input type="checkbox"/> <input type="checkbox"/> 地渠工</p> <p>21 <input type="checkbox"/> <input type="checkbox"/> 鋪地板工</p> <p>22 <input type="checkbox"/> <input type="checkbox"/> 鋪地板工 (塑料地板)</p> <p>23 <input type="checkbox"/> <input type="checkbox"/> 鋪地板工 (木地板)</p> <p>24 <input type="checkbox"/> <input type="checkbox"/> 普通焊接工</p> <p>25 <input type="checkbox"/> <input type="checkbox"/> 玻璃工</p> <p>26 <input type="checkbox"/> <input type="checkbox"/> 岩土勘探工 / 鑽井工 / 鑽孔工</p> <p>27 <input type="checkbox"/> <input type="checkbox"/> 灌漿工</p> <p>28 <input type="checkbox"/> <input type="checkbox"/> 手挖沉箱工</p> <p>29 <input type="checkbox"/> <input type="checkbox"/> 細木工</p> <p>30 <input type="checkbox"/> <input type="checkbox"/> 平水工</p> <p>31 <input type="checkbox"/> <input type="checkbox"/> 雲石工</p> <p>32 <input type="checkbox"/> <input type="checkbox"/> 雲石工 (乾掛)</p> <p>33 <input type="checkbox"/> <input type="checkbox"/> 雲石工 (濕掛)</p> <p>34 <input type="checkbox"/> <input type="checkbox"/> 砌石工</p> <p>35 <input type="checkbox"/> <input type="checkbox"/> 金屬棚架工</p> <p>36 <input type="checkbox"/> <input type="checkbox"/> 金屬工</p> <p>37 <input type="checkbox"/> <input type="checkbox"/> 髹漆及裝飾工</p> <p>38 <input type="checkbox"/> <input type="checkbox"/> 地磚鋪砌工</p> <p>39 <input type="checkbox"/> <input type="checkbox"/> 打樁工</p> <p>40 <input type="checkbox"/> <input type="checkbox"/> 打樁工 (鑽孔樁)</p> <p>41 <input type="checkbox"/> <input type="checkbox"/> 打樁工 (撞擊式樁)</p> <p>42 <input type="checkbox"/> <input type="checkbox"/> 敷喉管工</p> <p>43 <input type="checkbox"/> <input type="checkbox"/> 批瀝工</p> <p>44 <input type="checkbox"/> <input type="checkbox"/> 水喉工</p> <p>45 <input type="checkbox"/> <input type="checkbox"/> 預壓力 (拉力) 工</p> <p>46 <input type="checkbox"/> <input type="checkbox"/> 索具工 (叻啤) / 金屬模板裝嵌工</p> <p>47 <input type="checkbox"/> <input type="checkbox"/> 鑽破工</p> <p>48 <input type="checkbox"/> <input type="checkbox"/> 噴射混凝土工</p> <p>49 <input type="checkbox"/> <input type="checkbox"/> 燻石工</p> <p>50 <input type="checkbox"/> <input type="checkbox"/> 結構鋼架工</p> <p>51 <input type="checkbox"/> <input type="checkbox"/> 結構鋼材焊接工</p> <p>52 <input type="checkbox"/> <input type="checkbox"/> 鋪瓦工</p> <p>53 <input type="checkbox"/> <input type="checkbox"/> 鋪瓦工 (紙皮石)</p> <p>54 <input type="checkbox"/> <input type="checkbox"/> 鋪瓦工 (瓷瓦)</p> <p>55 <input type="checkbox"/> <input type="checkbox"/> 鋪軌工</p> <p>56 <input type="checkbox"/> <input type="checkbox"/> 隧道工</p> <p>57 <input type="checkbox"/> <input type="checkbox"/> 窗框工</p> <p>58 <input type="checkbox"/> <input type="checkbox"/> 噴塗油漆工</p>	<p>SS SW 機械設備操作工</p> <p>59 <input type="checkbox"/> <input type="checkbox"/> 建築工地升降機</p> <p>60 <input type="checkbox"/> <input type="checkbox"/> 鑽孔樁</p> <p>61 <input type="checkbox"/> <input type="checkbox"/> 推土機</p> <p>62 <input type="checkbox"/> <input type="checkbox"/> 履帶式固定吊臂起重機</p> <p>63 <input type="checkbox"/> <input type="checkbox"/> (拆卸)-挖掘機</p> <p>64 <input type="checkbox"/> <input type="checkbox"/> 挖掘機</p> <p>65 <input type="checkbox"/> <input type="checkbox"/> 龍門式起重機</p> <p>66 <input type="checkbox"/> <input type="checkbox"/> 搬土機</p> <p>67 <input type="checkbox"/> <input type="checkbox"/> 小型裝載機連配件</p> <p>68 <input type="checkbox"/> <input type="checkbox"/> 小型裝載機</p> <p>69 <input type="checkbox"/> <input type="checkbox"/> 撞擊式樁</p> <p>70 <input type="checkbox"/> <input type="checkbox"/> 打樁</p> <p>71 <input type="checkbox"/> <input type="checkbox"/> 吊船</p> <p>72 <input type="checkbox"/> <input type="checkbox"/> 塔式起重機</p> <p>73 <input type="checkbox"/> <input type="checkbox"/> 貨車吊機</p> <p>74 <input type="checkbox"/> <input type="checkbox"/> 隧道-鑽孔機</p> <p>75 <input type="checkbox"/> <input type="checkbox"/> 隧道-機車操作</p> <p>76 <input type="checkbox"/> <input type="checkbox"/> 隧道-拱塊安裝</p> <p>77 <input type="checkbox"/> <input type="checkbox"/> 隧道-鑽挖機械</p> <p>78 <input type="checkbox"/> <input type="checkbox"/> 輪胎式液壓伸縮吊臂起重機</p> <p>SS SW 駕駛員</p> <p>79 <input type="checkbox"/> <input type="checkbox"/> 掛接車輛</p> <p>80 <input type="checkbox"/> <input type="checkbox"/> 重型貨車</p> <p>81 <input type="checkbox"/> <input type="checkbox"/> 中型貨車</p> <p>82 <input type="checkbox"/> <input type="checkbox"/> 特別用途車輛</p> <p>SS SW 海面建造機械操作工</p> <p>83 <input type="checkbox"/> <input type="checkbox"/> 吊臂-夾吊</p> <p>84 <input type="checkbox"/> <input type="checkbox"/> 吊臂-鈎吊</p> <p>85 <input type="checkbox"/> <input type="checkbox"/> 吊桿</p>	<p>SS SW 機電工程</p> <p>86 <input type="checkbox"/> <input type="checkbox"/> 建築物防盜系統技工</p> <p>87 <input type="checkbox"/> <input type="checkbox"/> 強電流電纜接駁技工</p> <p>88 <input type="checkbox"/> <input type="checkbox"/> 電訊系統裝配工</p> <p>89 <input type="checkbox"/> <input type="checkbox"/> 控制板裝配工</p> <p>90 <input type="checkbox"/> <input type="checkbox"/> 電氣裝配工</p> <p>91 <input type="checkbox"/> <input type="checkbox"/> 電氣佈線工</p> <p>92 <input type="checkbox"/> <input type="checkbox"/> 自動梯技工</p> <p>93 <input type="checkbox"/> <input type="checkbox"/> 消防電氣裝配工</p> <p>94 <input type="checkbox"/> <input type="checkbox"/> 消防設備技工</p> <p>95 <input type="checkbox"/> <input type="checkbox"/> 消防機械裝配工</p> <p>96 <input type="checkbox"/> <input type="checkbox"/> 手提消防設備裝配工</p> <p>97 <input type="checkbox"/> <input type="checkbox"/> 氣體裝置技工</p> <p>98 <input type="checkbox"/> <input type="checkbox"/> 升降機技工</p> <p>99 <input type="checkbox"/> <input type="checkbox"/> 機械打磨裝配工</p> <p>100 <input type="checkbox"/> <input type="checkbox"/> 架空電線技工</p> <p>101 <input type="checkbox"/> <input type="checkbox"/> 空調製冷設備技工</p> <p>102 <input type="checkbox"/> <input type="checkbox"/> 空調製冷設備技工 (送風系統)</p> <p>103 <input type="checkbox"/> <input type="checkbox"/> 空調製冷設備技工 (電力控制)</p> <p>104 <input type="checkbox"/> <input type="checkbox"/> 空調製冷設備技工 (保溫)</p> <p>105 <input type="checkbox"/> <input type="checkbox"/> 空調製冷設備技工 (獨立系統)</p> <p>106 <input type="checkbox"/> <input type="checkbox"/> 空調製冷設備技工 (水系統)</p> <p>SS SW</p> <p>107 <input type="checkbox"/> <input type="checkbox"/> 什工</p>
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現時主要從事的工作
(可劃選多項)

欲獲取工種之技能
(可劃選多項)

備註

SW : 熟練技工

SS : 半熟練技工

收集個人資料聲明

1. 你向建造業議會 (「議會」) 所提供的資料, 包括《個人資料 (私隱) 條例》所指的個人資料, 只會用於相關議會之活動。

2. 為讓你得知最新的議會活動和行業內發展情況, 議會將使用你的個人資料, 包括你的姓名、電話號碼、郵寄和電郵地址, 將有關訓練課程、測試、註冊、活動項目、議會工作和建造業其他方面的最新資訊提供給你。

3. 你可選擇是否同意接收上述資訊。若不同意的話, 請於下列有關拒收資訊一欄之空格內加上「●」號。

4. 你有權要求查閱及修正你的個人資料。有關申請須以書面向建造業議會提出, 地址為香港灣仔告士打道138號聯合鹿島大廈15樓。

本人不同意日後接收由建造業議會發出有關議會活動和與建造業相關的資訊。

姓名: _____

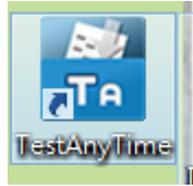
註冊編號: _____

聯絡電話: _____

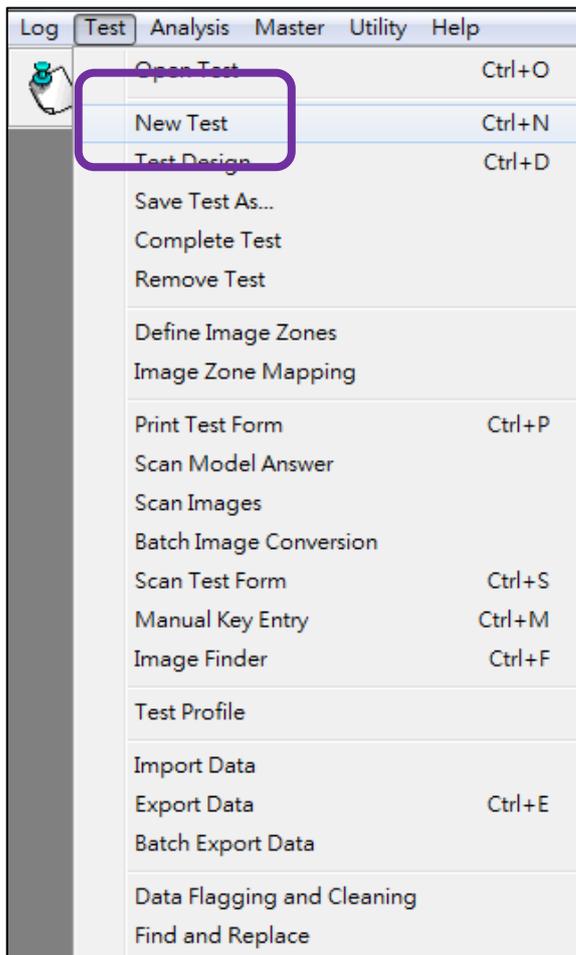
7. Form Template

7.1. Create New Form

1. Open **TestAnyTime**



2. Click **Test** on Toolbar > Select **New Test**

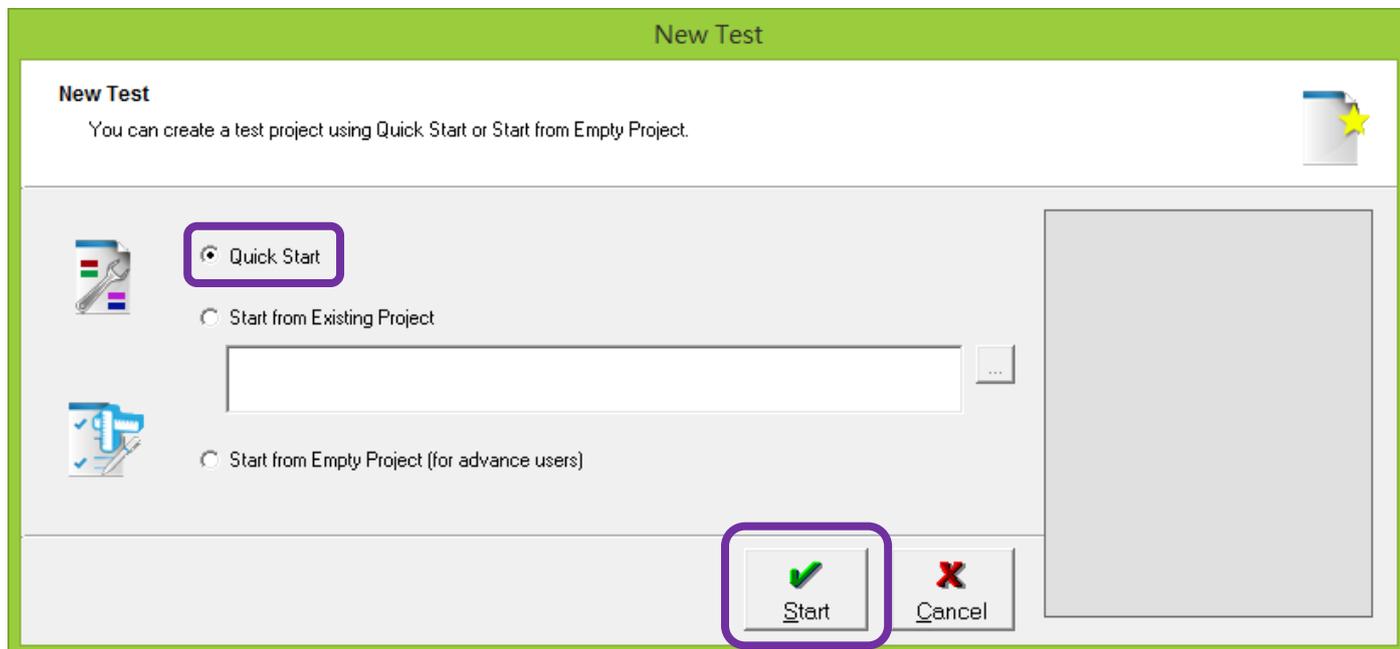


NOTE: To enable the use of all features, the license manager application needs to be running before opening TestAnyTime.

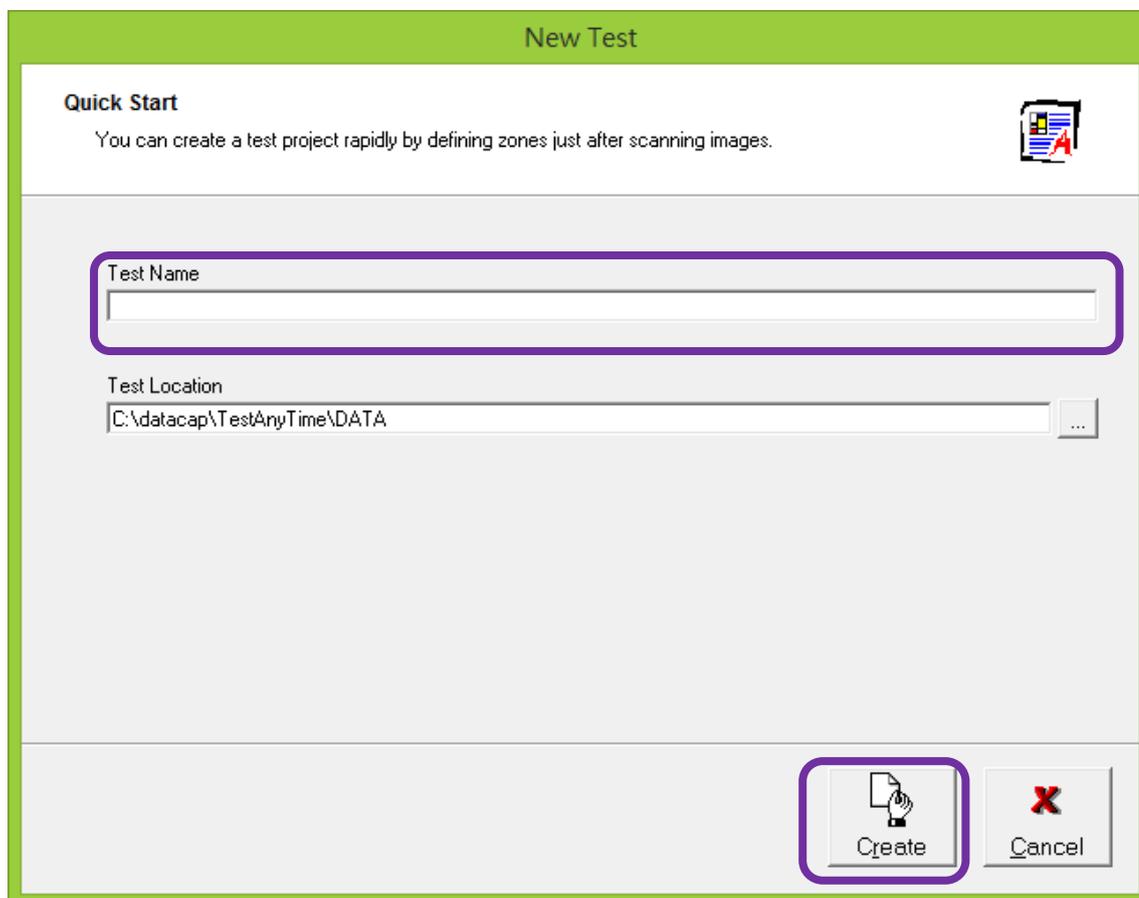
7. Form Template

7.1. Create New Form

3. Select from a Quick Start



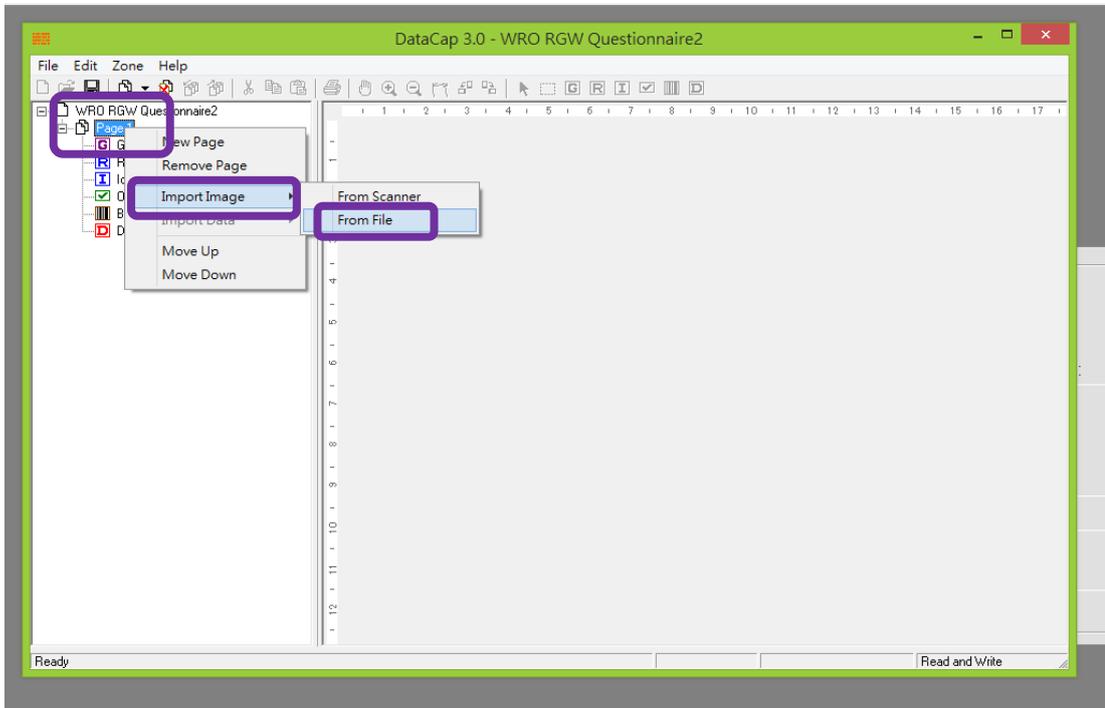
4. Create the form name and Click Create



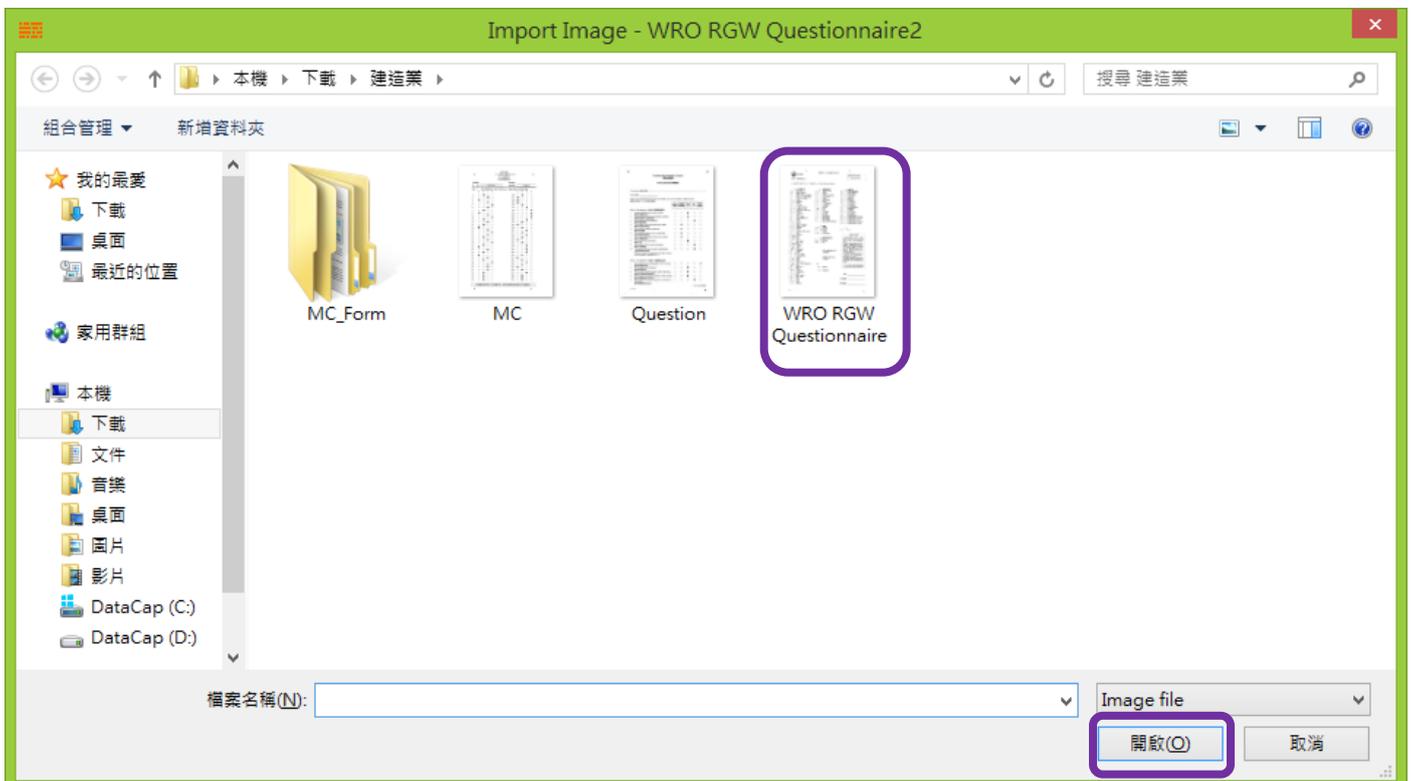
7. Form Template

7.1. Create New Form

5. Right click **Page 1** > **Select Import Image** > **From File**



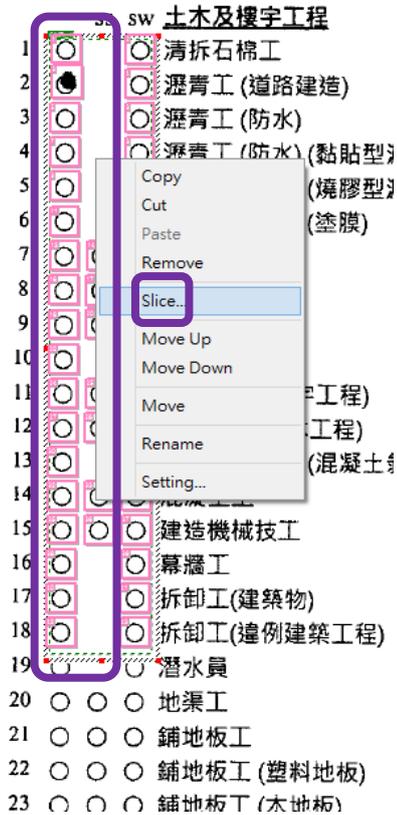
6. Choice of **New Form Image** > **Open**



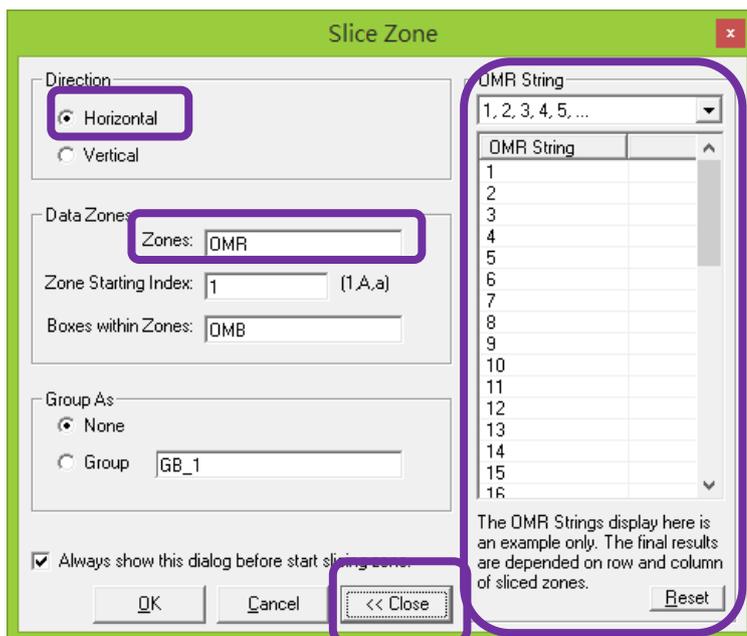
7. Form Template

7.3. Optical Mark Zones

9. Right click selected > Bubbles Slice



10. Choice Horizontal > Set the Name > Advance Set Value



7. Form Template

7.4. Data Zone

11. Use Data Zone Select Information Zone > Save and Close

The screenshot shows the DataCap 3.0 interface for a questionnaire titled "WRO RGW Questionnaire2". The left sidebar shows the "Data Zones" menu item highlighted. The main window displays a form for "Construction Worker Skills Survey (DRAFT)".

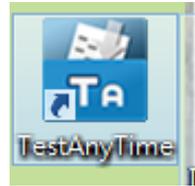
Form Content:

- Title:** 建築業調查 (Construction Industry Survey)
- Subject:** 註冊普通工人 (Registered General Worker)
- Form Type:** 此屬供註冊處人員填寫 (This form is for registration staff use only).
 首次申請工人註冊 (First-time worker registration)
- Worker Information:** 本人是從事 建築工作人士 / 非建築工作人士 (如工地交際 / 保安 / 管理人員) (I am a construction worker / non-construction worker (e.g., site liaison / security / management))
- Job Categories (SW - 熟練技工 / SS - 半熟練技工):**
 - 1-38: 土木及建築工程 (Civil and Building Engineering)
 - 39-57: 機械設備操作 (Mechanical Operation)
 - 58-66: 電力工程 (Electrical Engineering)
 - 67-77: 其他 (Others)
 - 78-86: 其他 (Others)
 - 87-104: 其他 (Others)
 - 105-106: 其他 (Others)
- Current Main Job (可有多項):** (Current Main Job (multiple))
- Desired Job Skills (可有多項):** (Desired Job Skills (multiple))
- Notes:** 8W: 熟練技工 (Skilled Worker), 8S: 半熟練技工 (Semi-skilled Worker)
- Personal Information:** 姓名: _____, 註冊編號: _____, 聯絡電話: _____
- Disclaimer:** 收集個人資料聲明 (Collection of Personal Data Statement). It states that the information collected is for the purpose of the survey and will be used for statistical analysis.

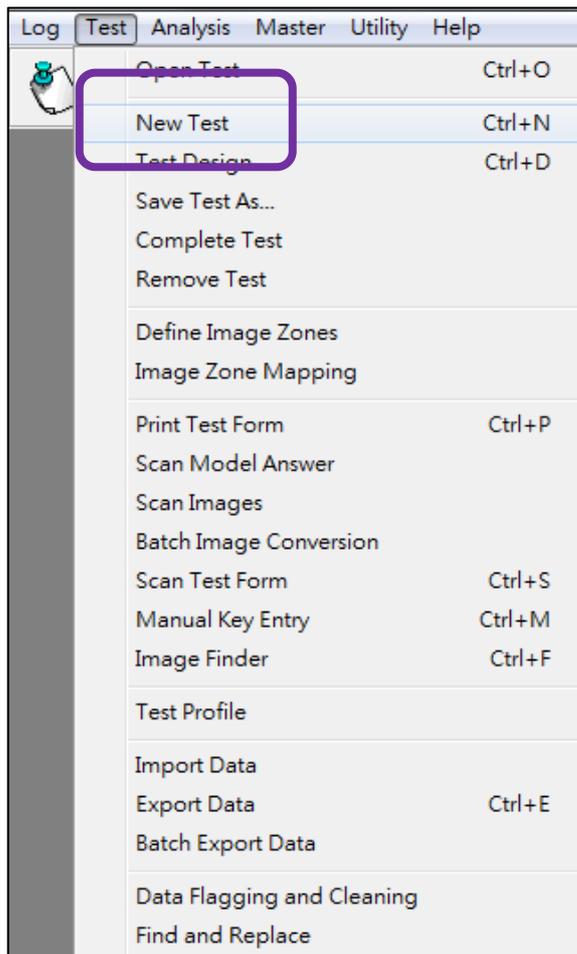
8. Create New Test

Create New Test

1. Open **TestAnyTime**



2. Click **Test** on Toolbar > Select **New Test**

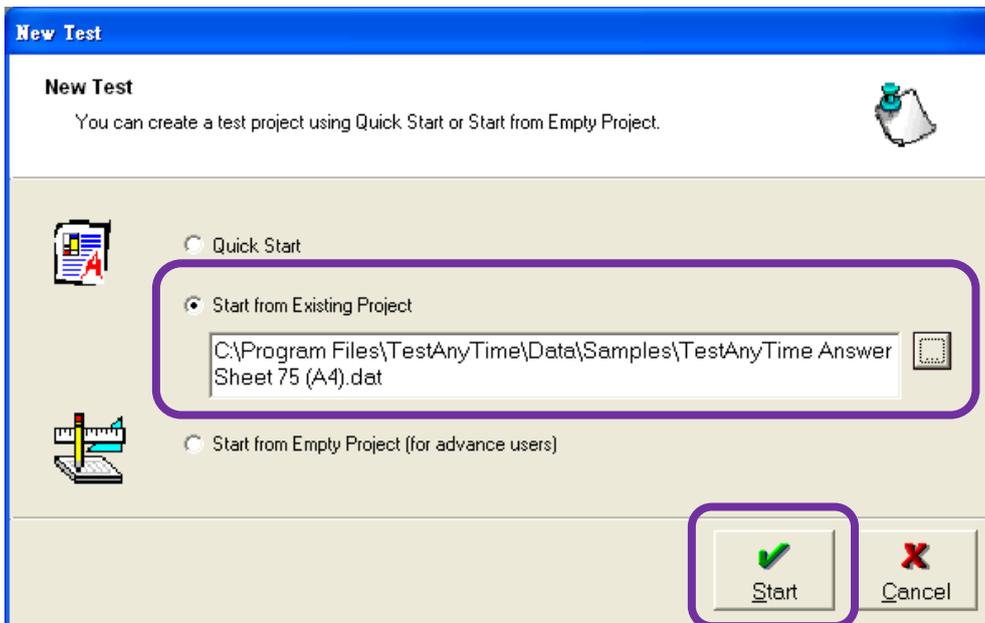


NOTE: To enable the use of all features, the license manager application needs to be running before opening TestAnyTime.

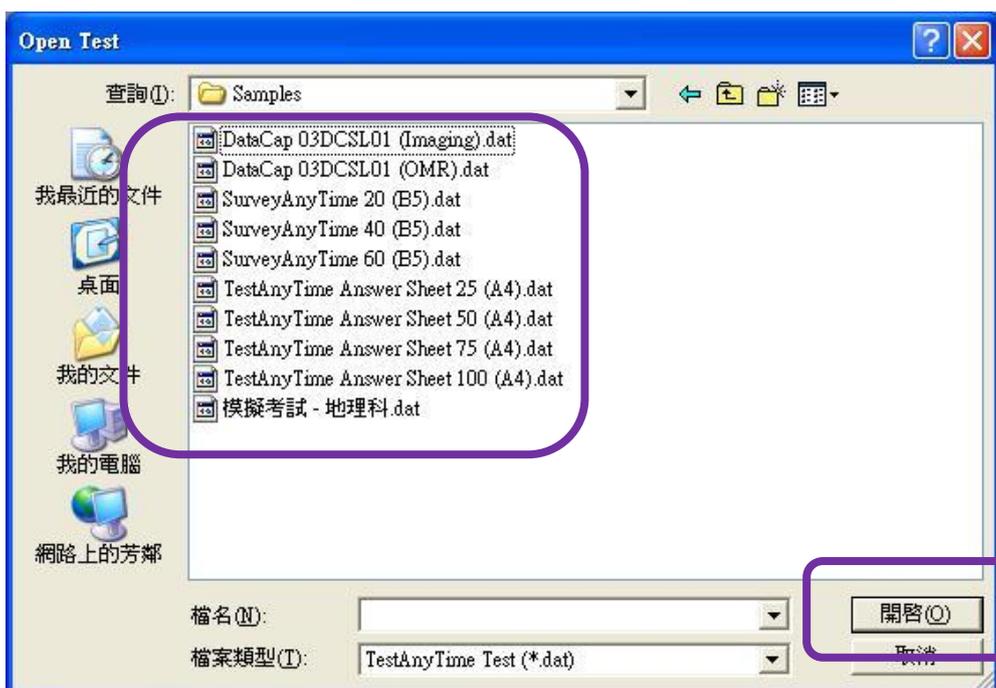
8. Create New Test

Create New Test

3. Select from an existing file (Start from Existing Project)



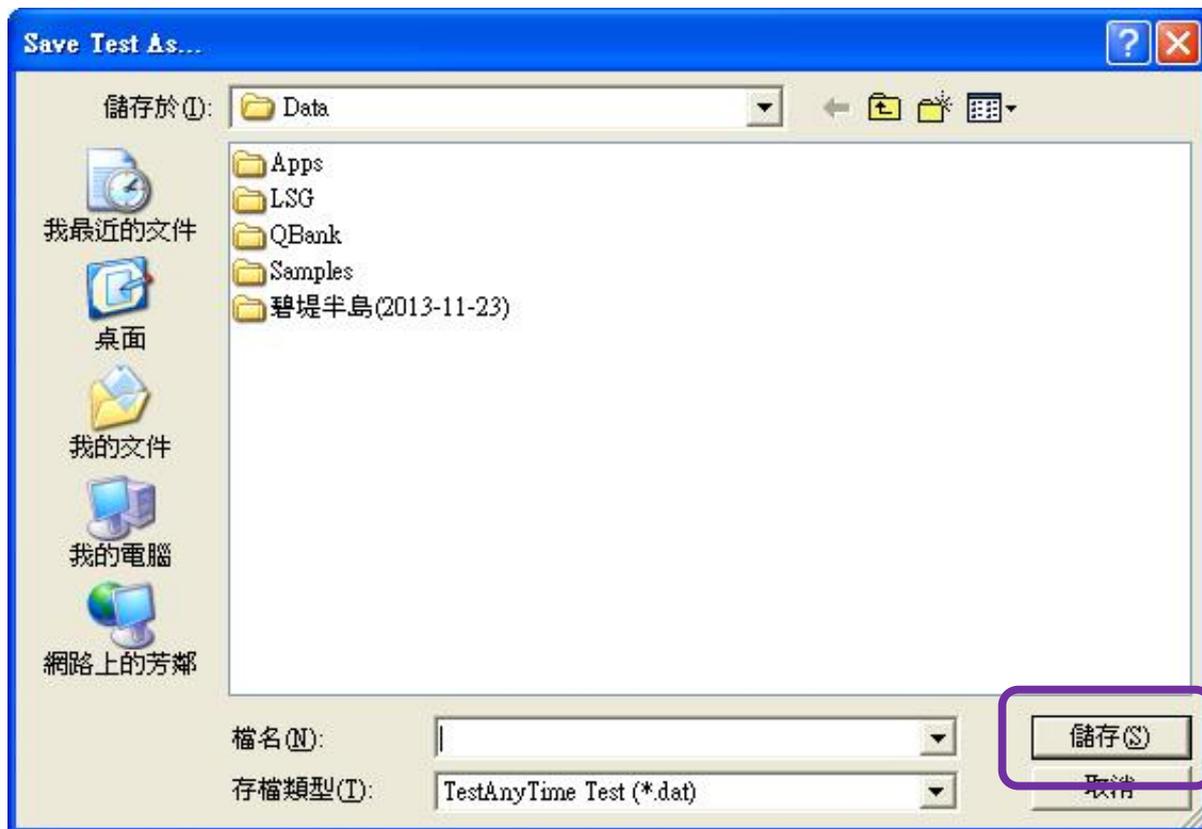
Browse the existing project > Click **Open** > Click **Start**



8. Create New Test

Create New Test

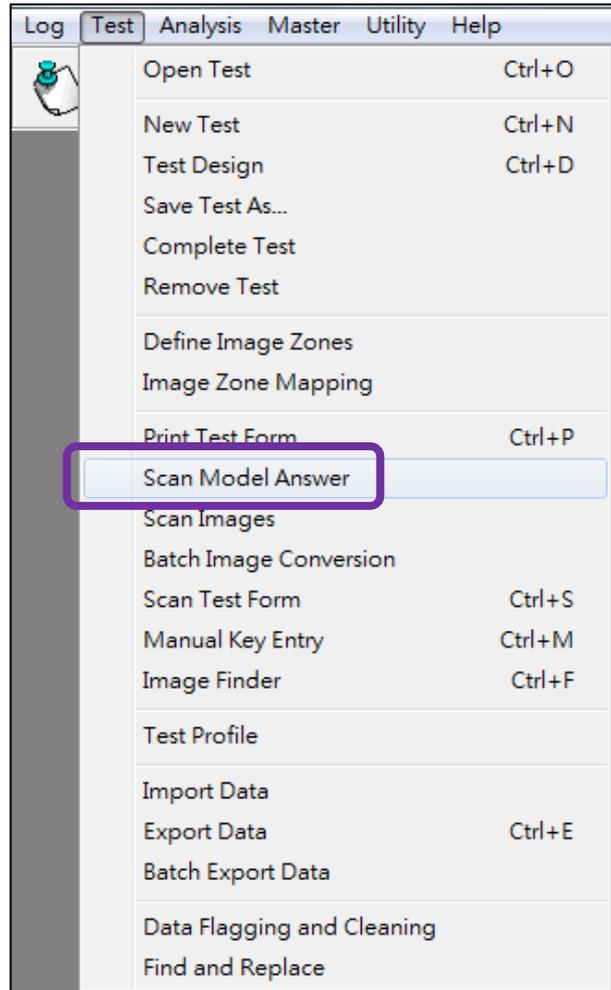
4. Select save location > Click **Save**



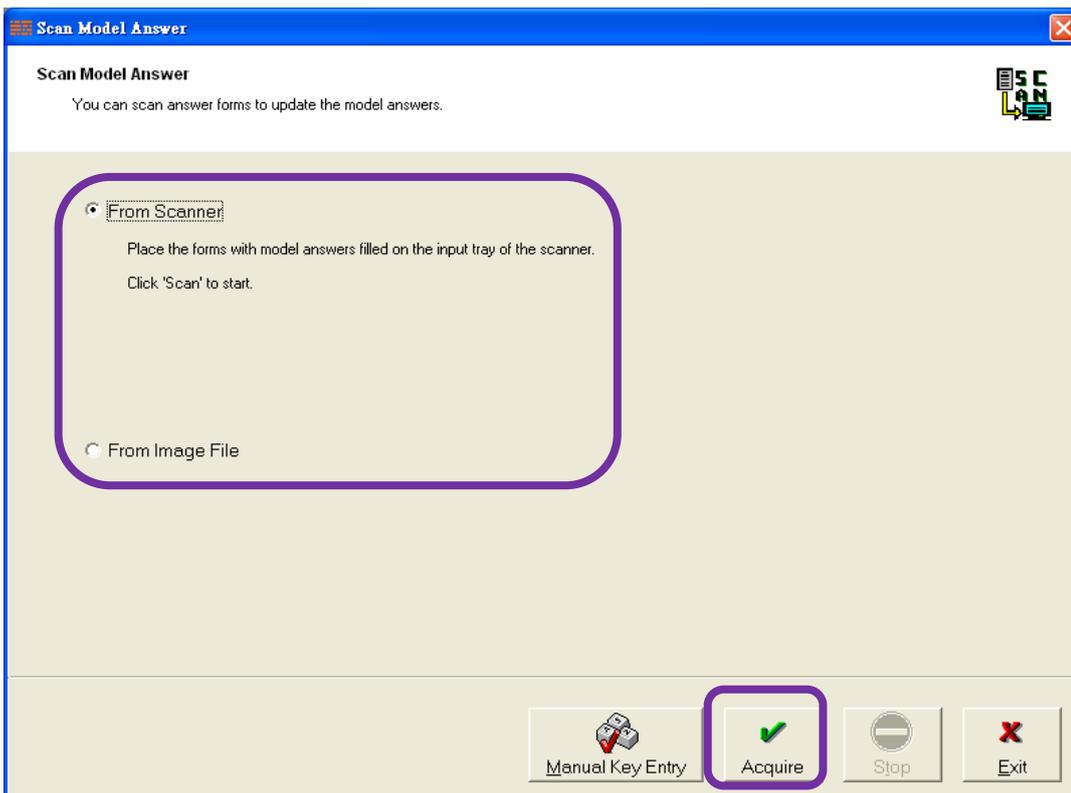
9. Scan Model Answer

Scan Model Answer

5. Click **Test** > Select **Scan Model Answer**



6. Select Model Answer from **Scanner** or **Image File** > Click **Acquire**



9. Scan Model Answer

9.1. Scan Model Answer

7. Check Model Answer > Click **Save**

Scan Model Answer

You can scan answer forms to update the model answers.

Model Answers Scanned:

Question	Question Tag	Response
Section 1		
1. Candidate No	CANDIDATE_NO	0000001
2. Class	CLASS	2
3. Group	GROUP	B
4. Seat No	SEAT_NO	22
5. Subject Code	SUBJECT_CODE	234
Section 2		
1. MC 1-4	Q1	1 - A
2. MC 1-4	Q2	2 - B
3. MC 1-4	Q3	* - <Multiple>
4. MC 1-4	Q4	4 - D
5. MC 1-4	Q5	3 - C
6. MC 1-4	Q6	1 - A
7. MC 1-4	Q7	2 - B
8. MC 1-4	Q8	3 - C
9. MC 1-4	Q9	4 - D
10. MC 1-4	Q10	3 - C
11. MC 1-4	Q11	1 - A
12. MC 1-4	Q12	2 - B
13. MC 1-4	Q13	3 - C
14. MC 1-4	Q14	4 - D

Note: Only multiple-choices questions will be saved.

Buttons: Back, **Save**, Exit

8. Model Answer Saved > Click **OK**

Exit to Main Menu > Click **Yes**

TestAnyTime

Model Answers are saved.

確定

TestAnyTime

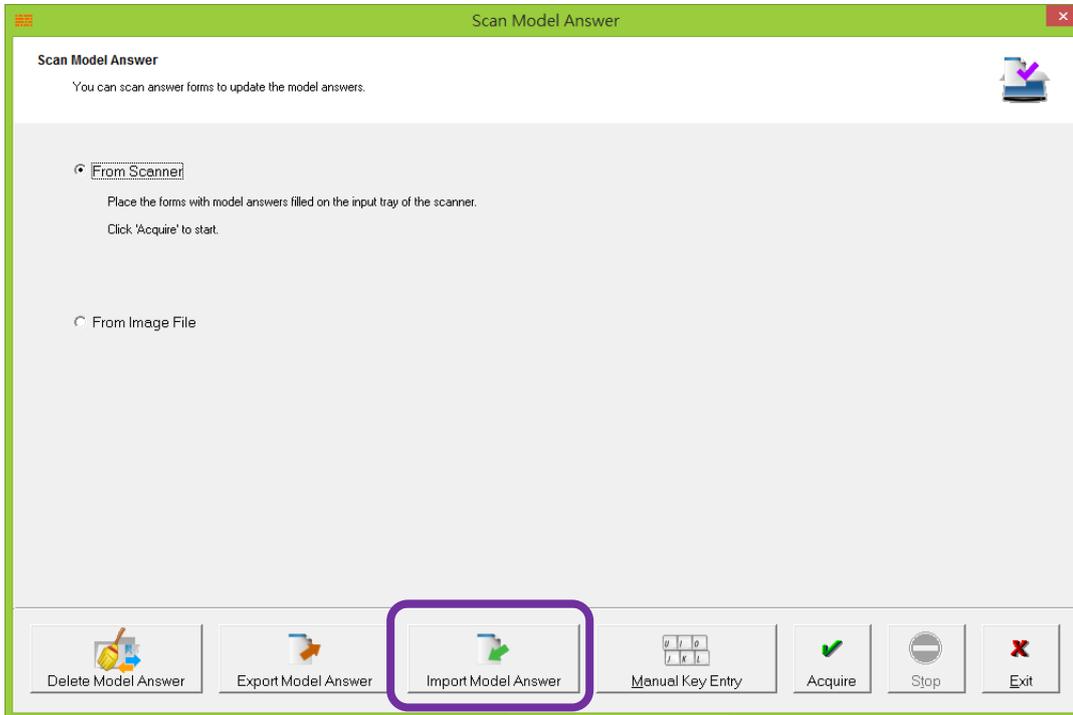
Do you want exit to Main Menu ?

是(Y) 否(N)

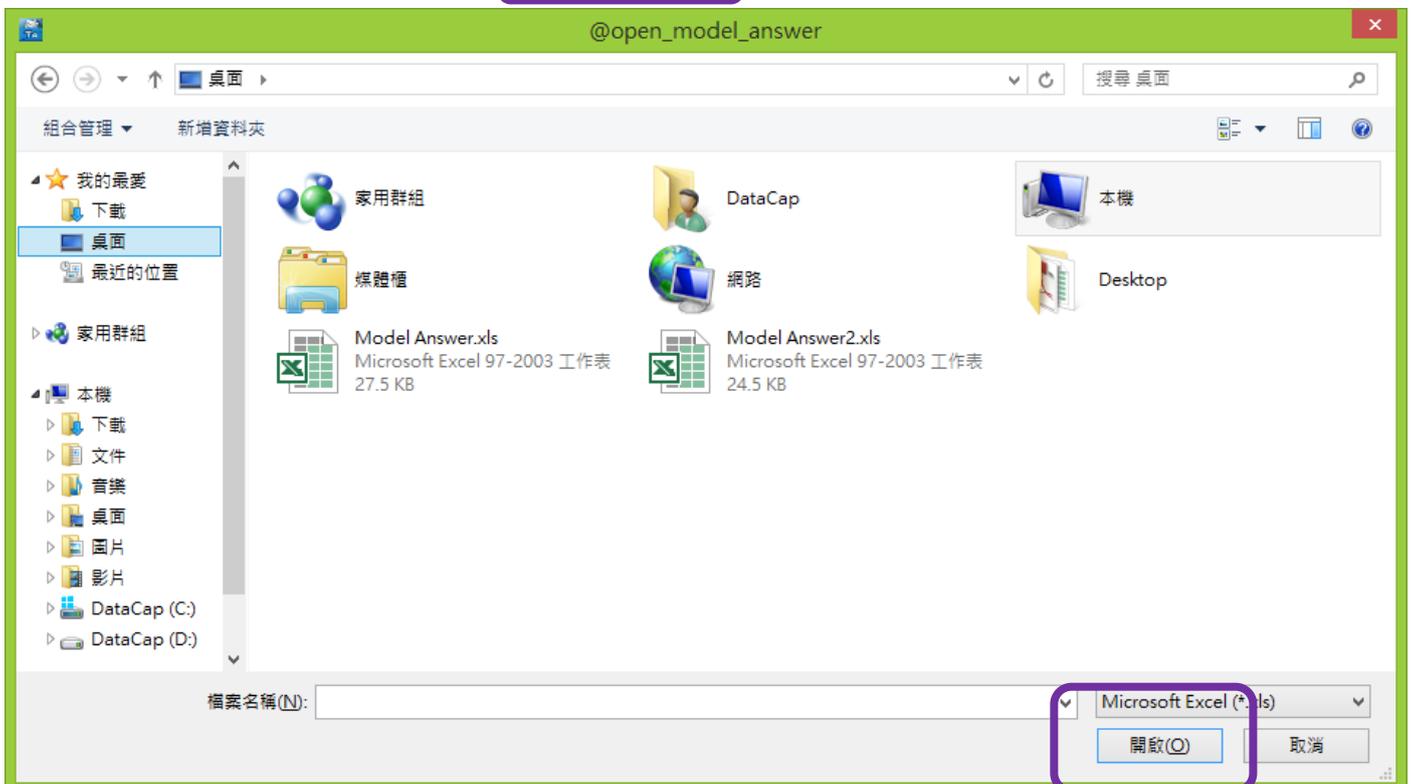
9. Scan Model Answer

9.2. Import model answer

1. Go to Scan Model Answer > Click **Import Model Answer**



2. Choice model answer export file click open



9. Scan Model Answer

9.2. Import model answer

3. check model answer then save model answer

Scan Model Answer

You can scan answer forms to update the model answers.

Model Answers Scanned: Display scanned image

Question	Question Tag	Score	Response
Batch Information			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. Batch Information	BATCH_INFO	0	
2. System Batch Number	SYS_BATCH_NO	0	
3. Update Time	UPDATE_TIME	0	
Candidate Information			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. Candidate_No	CANDIDATE_NO	0	
2. Class	CLASS	0	
3. Class_No	CLASS_NO	0	
4. Subject_Code	SUBJECT_CODE	0	
Database Lookup			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. Candidate Name	CNAME	0	
Image Information			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. Image Clip	IMAGE_CLIP	0	
Score Information			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. Score Adjustment	SCORE_ADJUSTME	0	
2. Total Score	TOTAL_SCORE	0	
Paper 1 (Single Answer)			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. Q_1	Q_1	1	1 - A
2. Q_2	Q_2	1	2 - B
3. Q_3	Q_3	1	3 - C
4. Q_4	Q_4	1	4 - D
5. Q_5	Q_5	1	1 - A
6. Q_6	Q_6	1	2 - B
7. Q_7	Q_7	1	3 - C

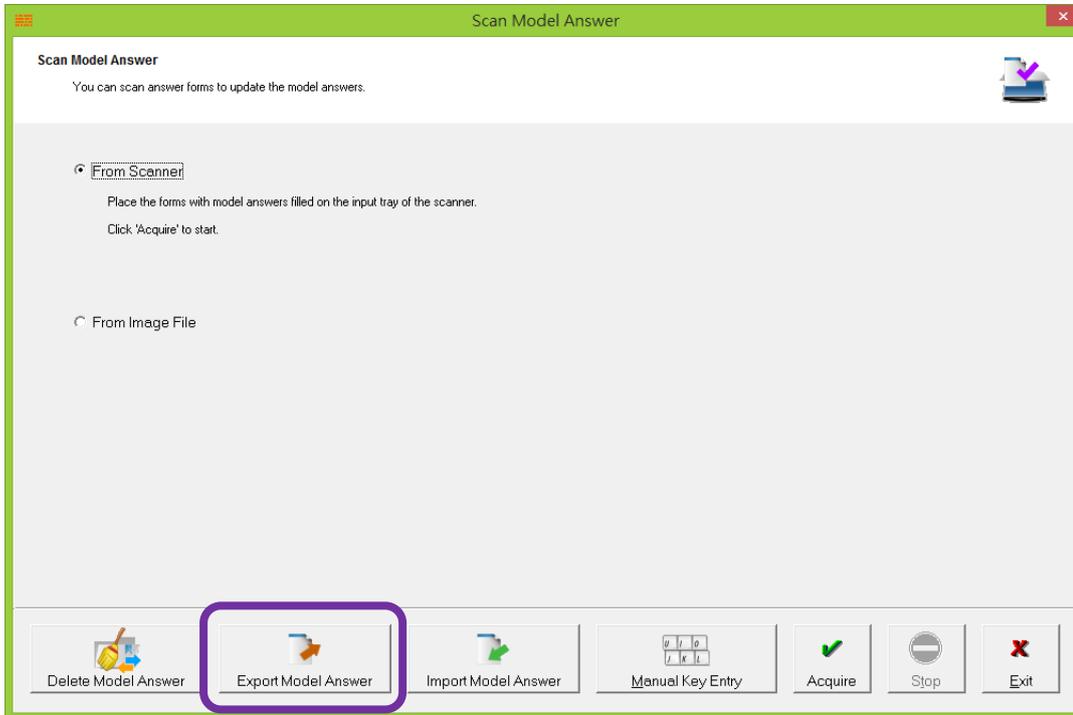
Note: Only multiple-choices questions will be saved.

Score Question(s): Full Mark Passing Mark %

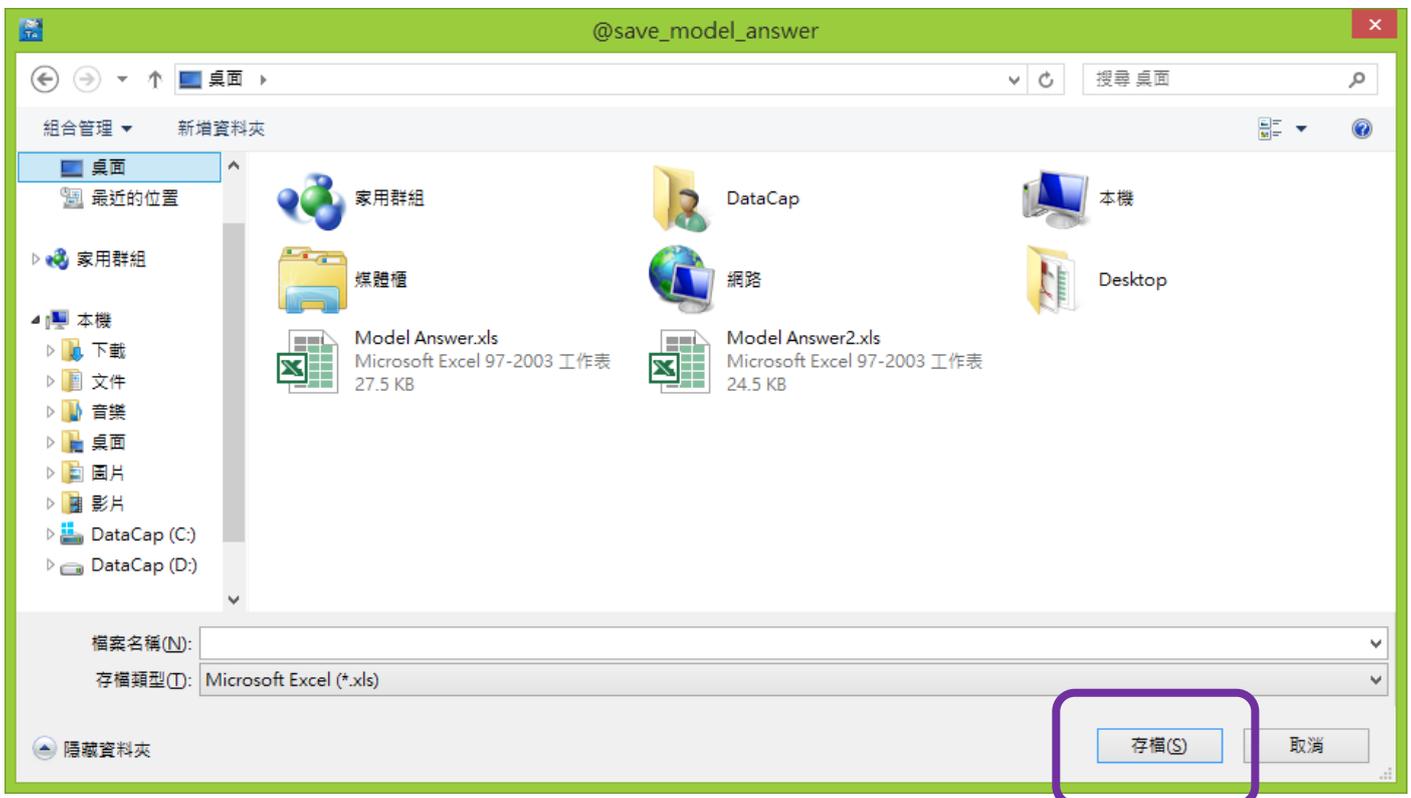
9. Scan Model Answer

9.3. Export model answer

1. Go to scan model answer > click export model answer



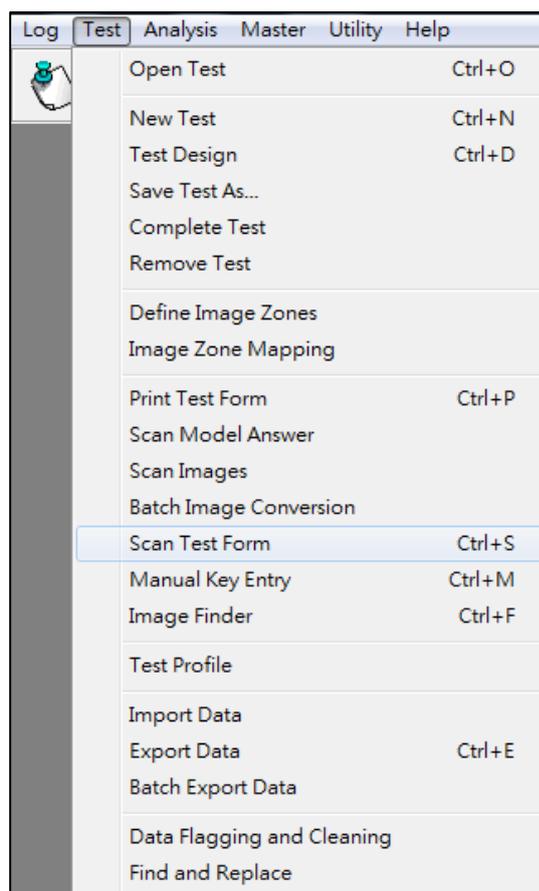
2. Choice save location then save



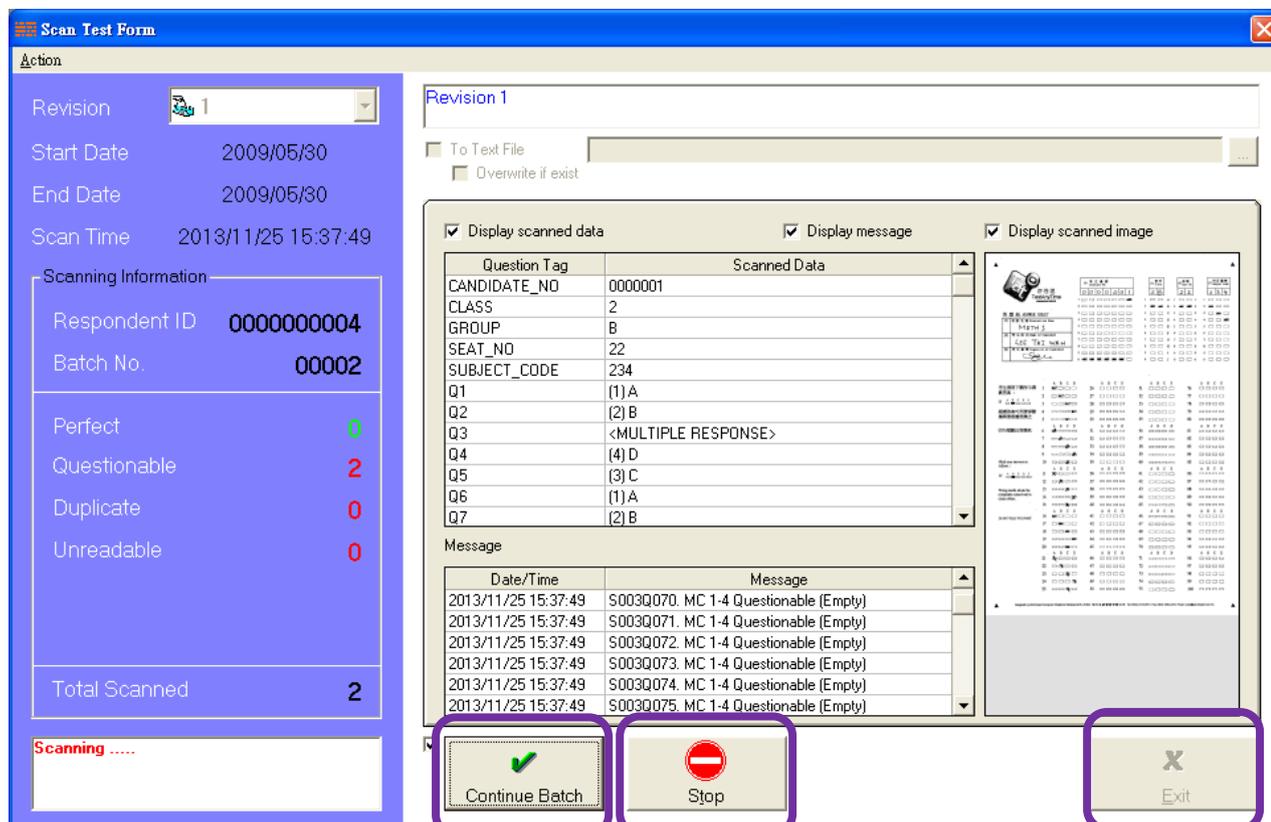
10. Scan Test Form

Scan Test Form

1. Click **Test** > Select **Scan Test Form**



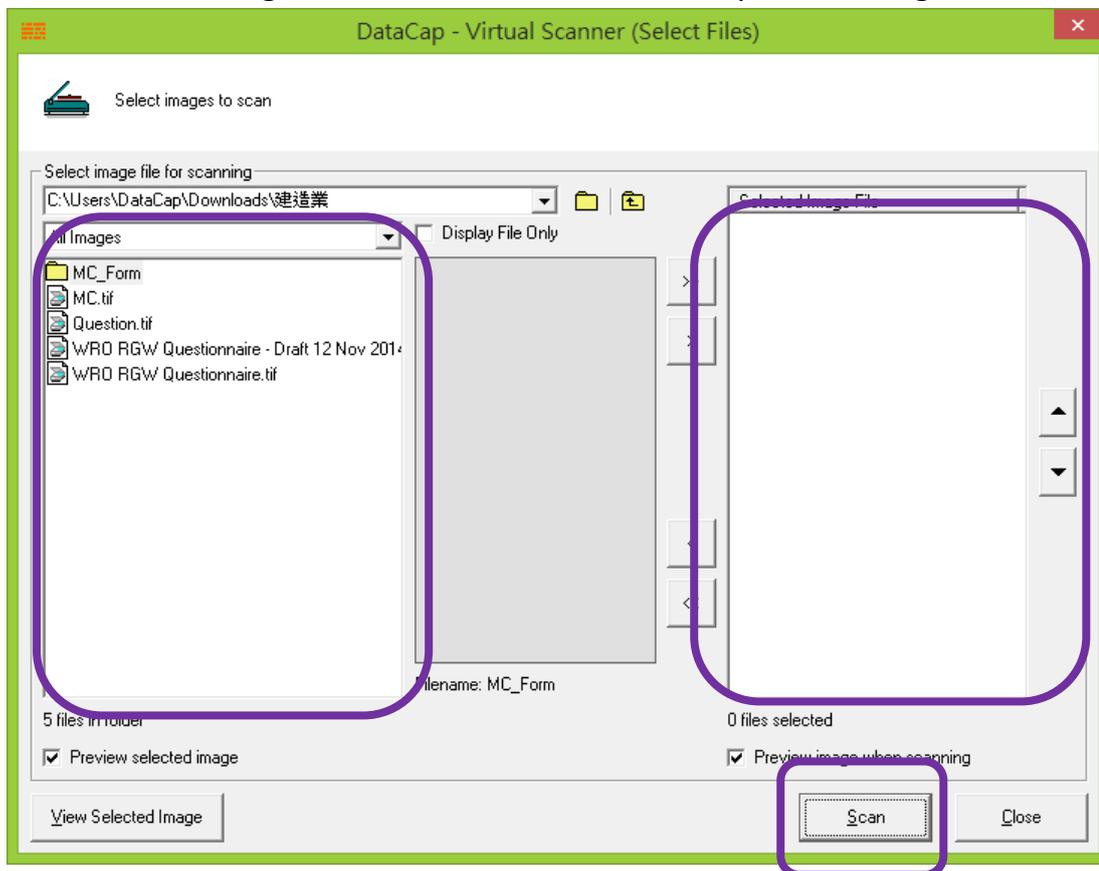
2. Click **Start** to scan form



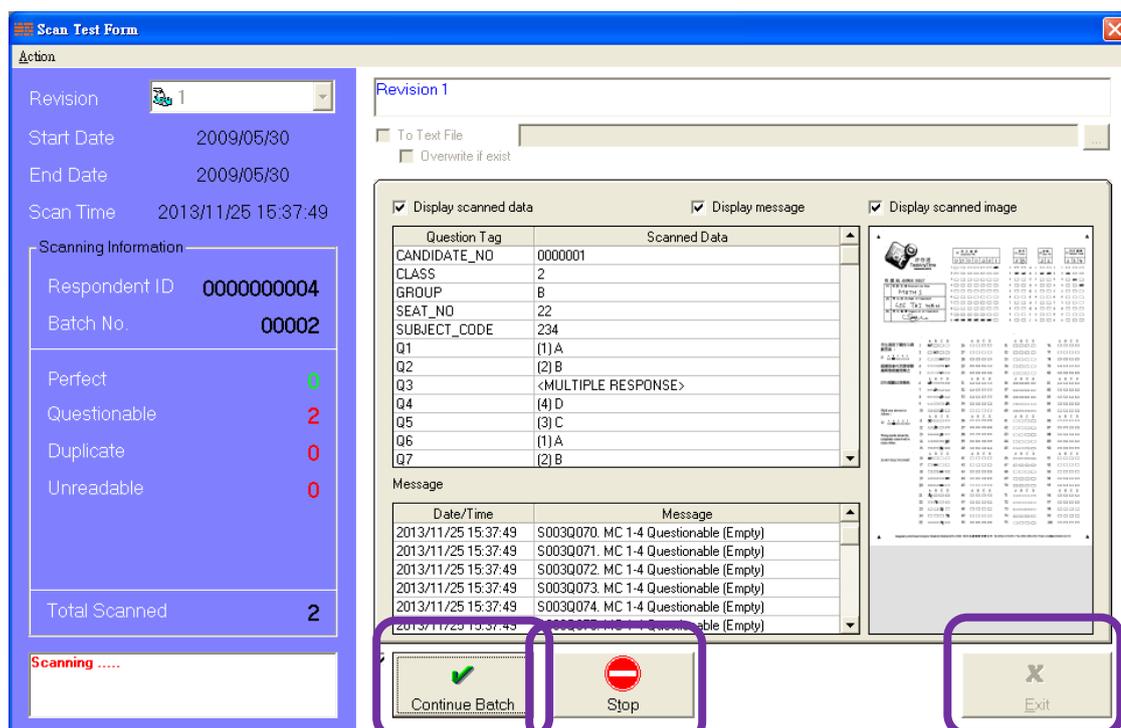
10. Scan Test Form

Scan Test Form

3. Select the image to **Selected** > click **Scan** to input the image



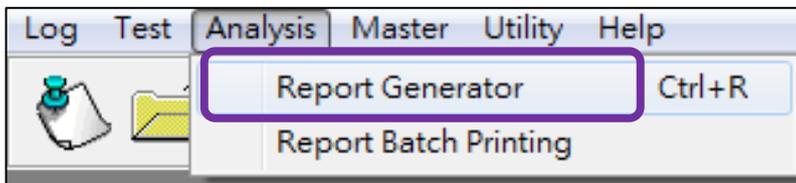
After scanning forms is complete > Click **Stop** > Click **Exit** to leave



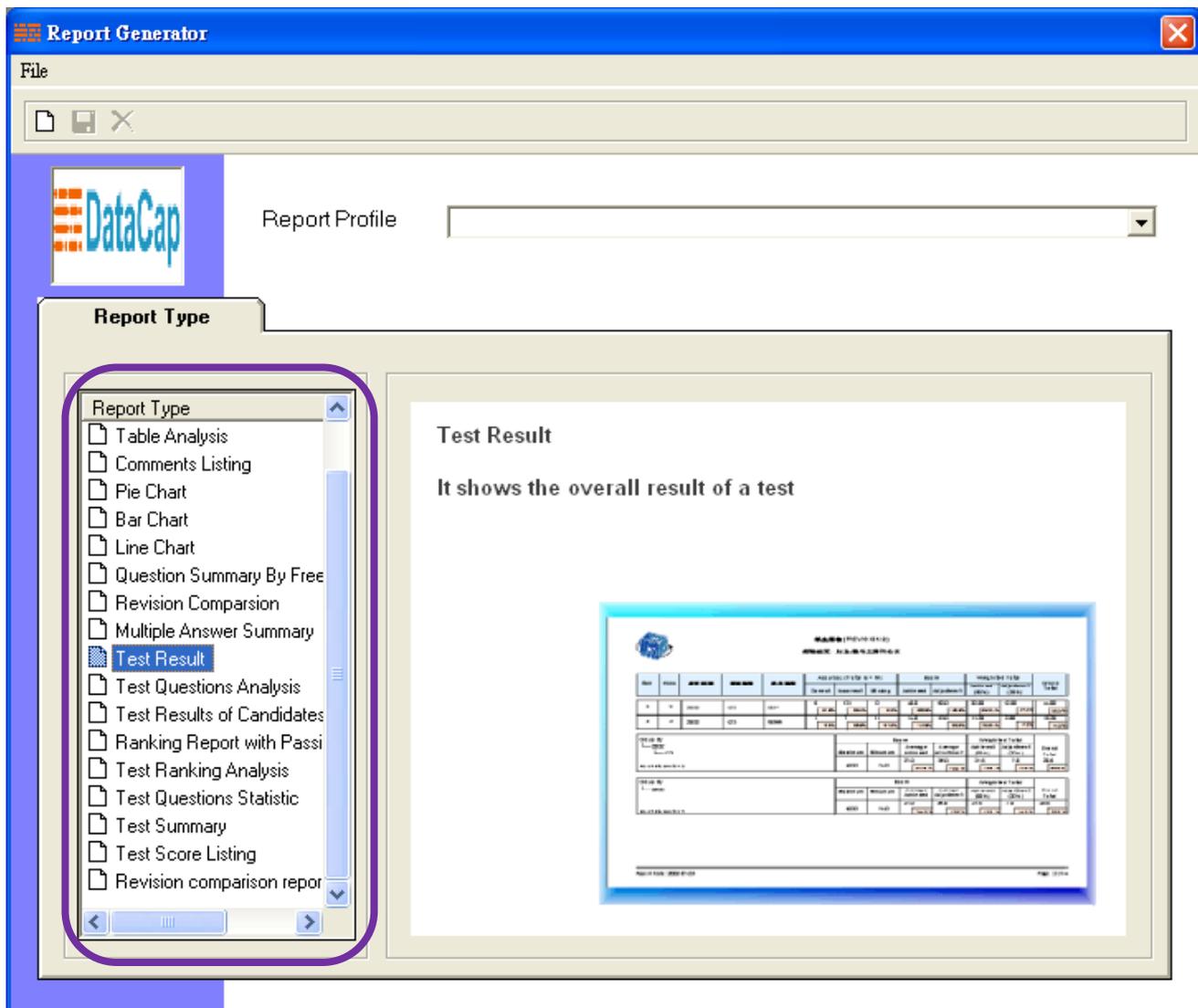
12. Report Generator

Report Generator

1. Click **Analysis** > Select **Report Generator**



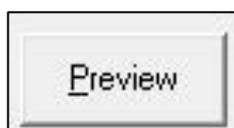
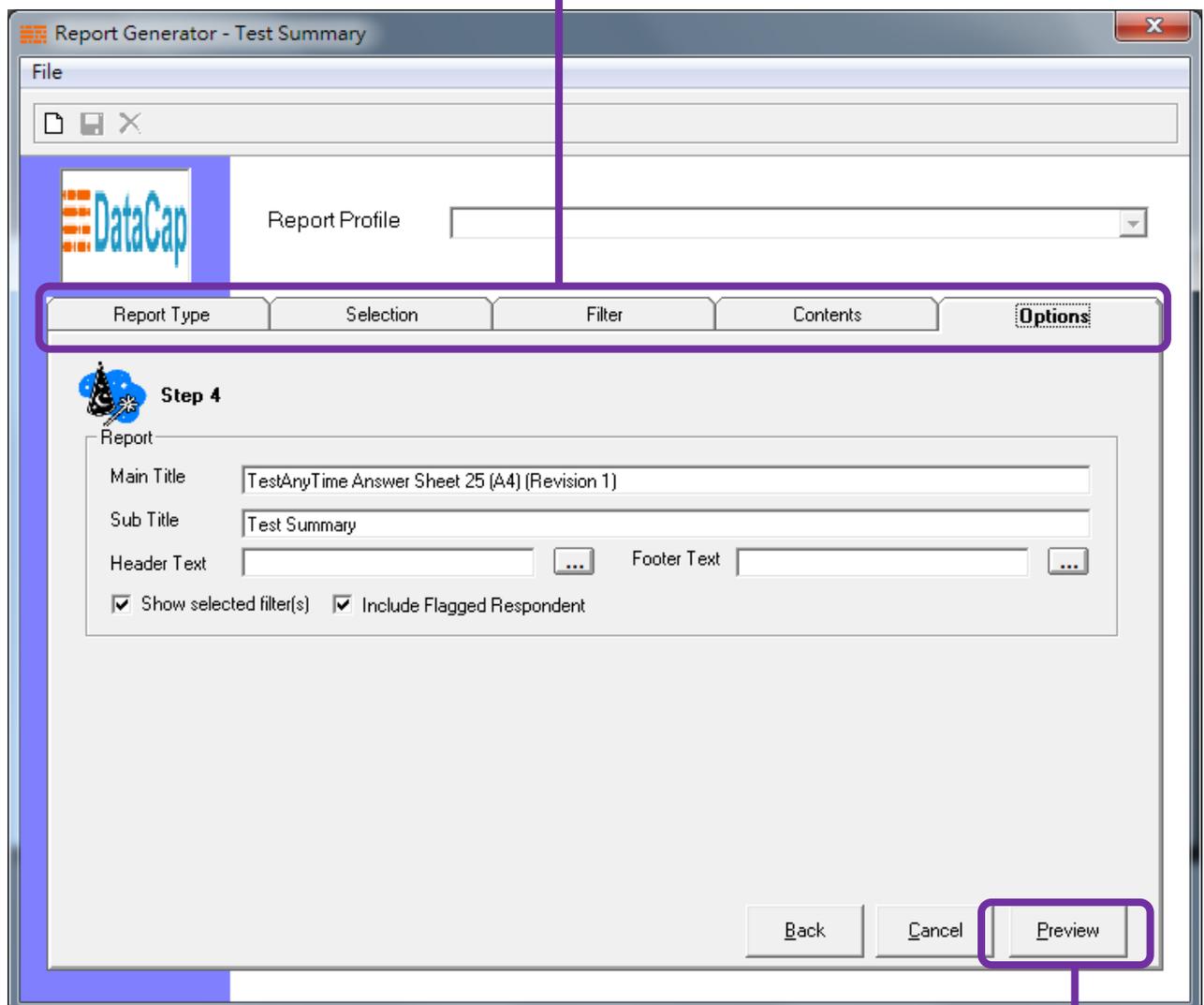
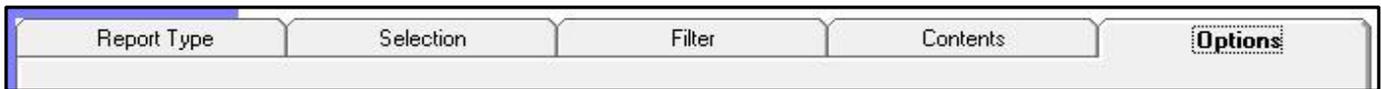
2. Select Report > Double Click



12. Report Generator

Report Generator

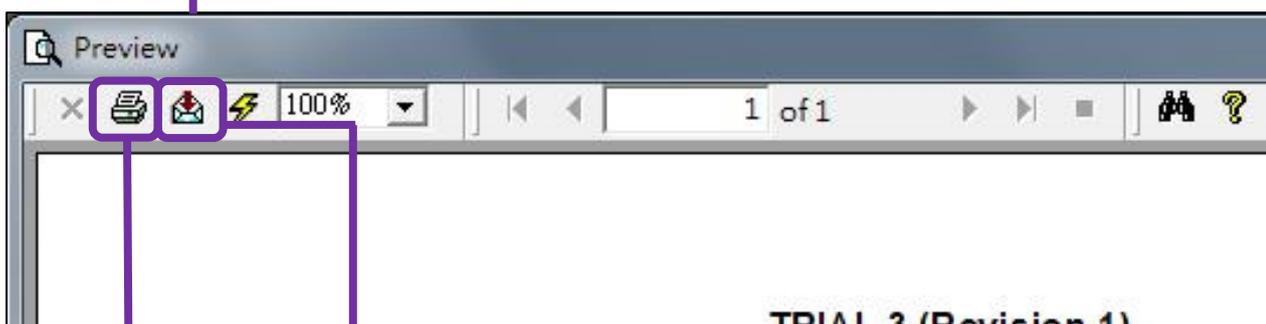
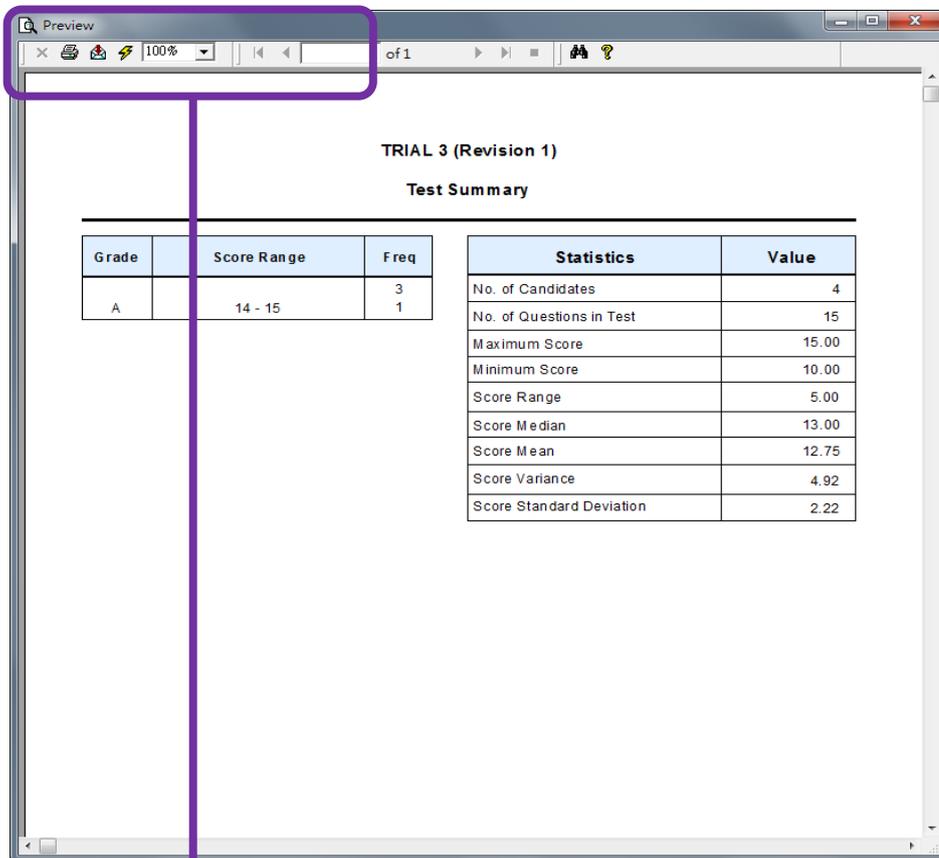
3. Click **Next** > **Selection** > **Filter** > **Contents** > **Options** > Click **Preview**



12. Report Generator

Report Generator

4. Check your report summary > Click **Print** or Click **Export**



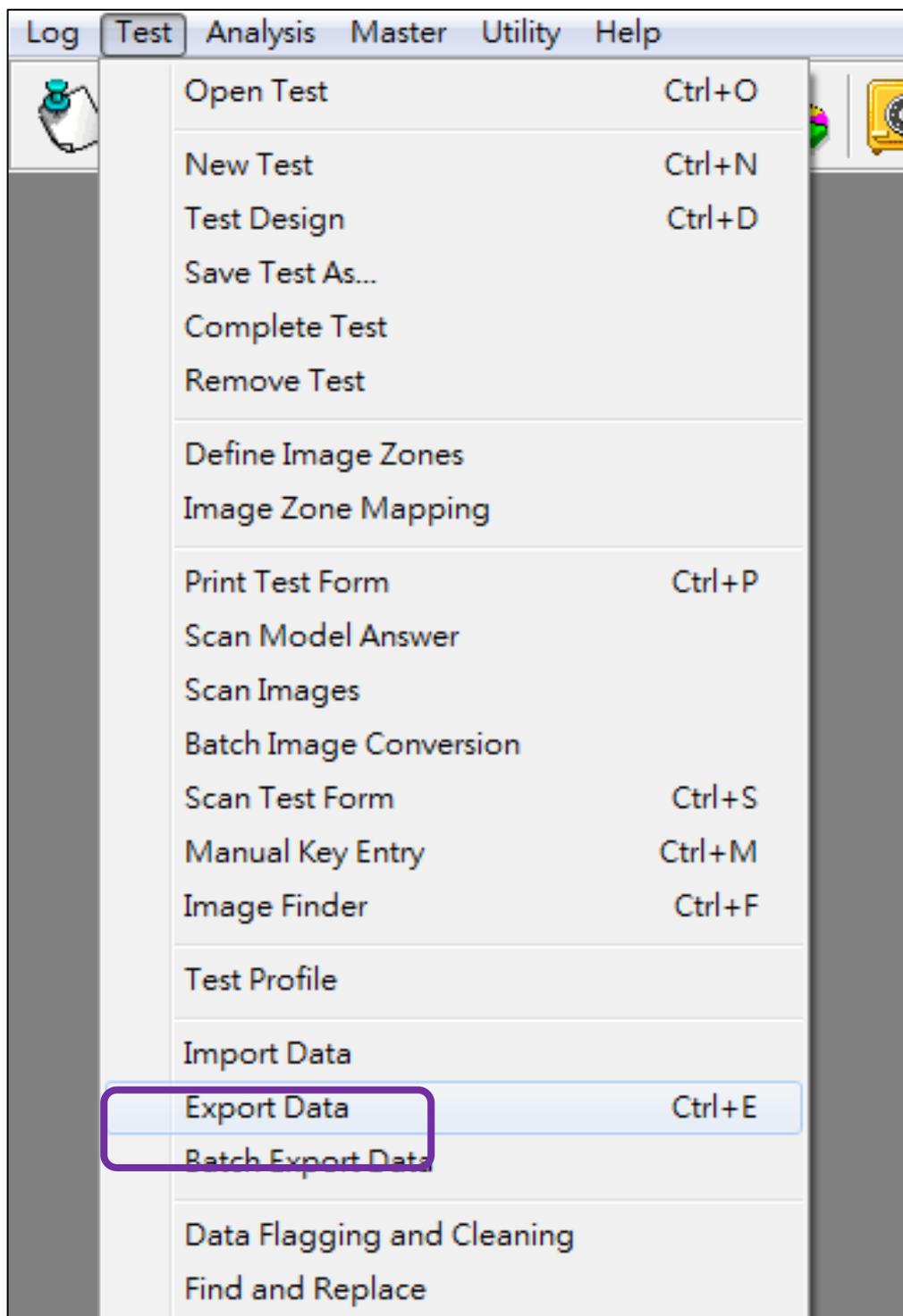
Print

Export

13. Export Data

Export Data

1. Click **Test** > Select **Export Data**



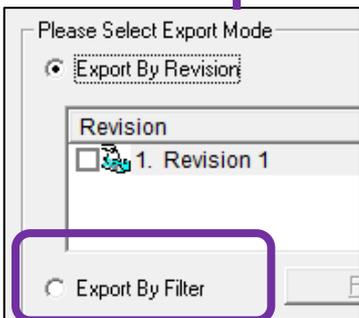
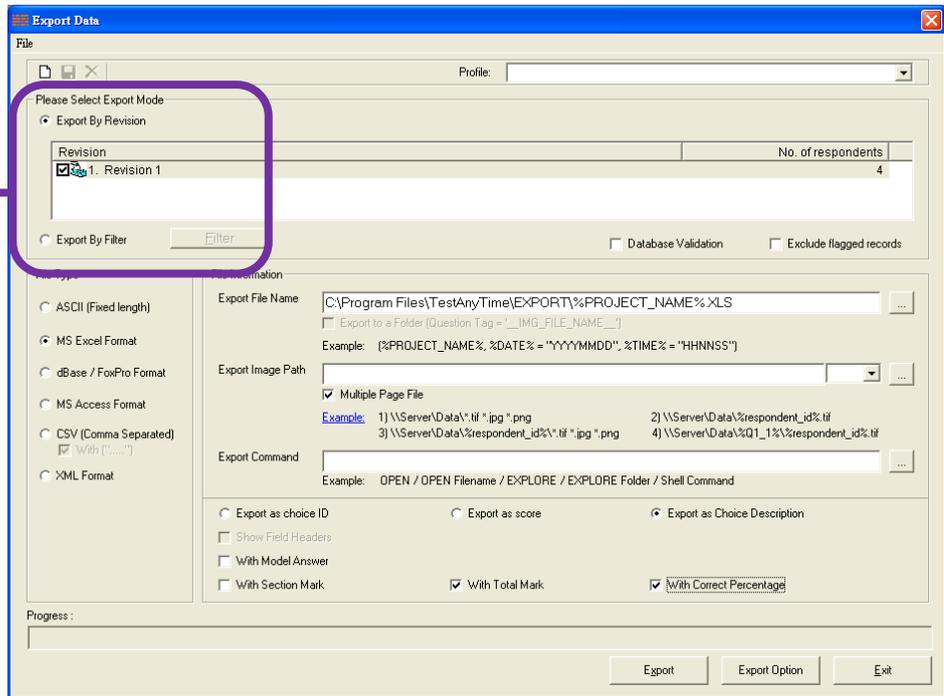
13. Export Data

Export Data

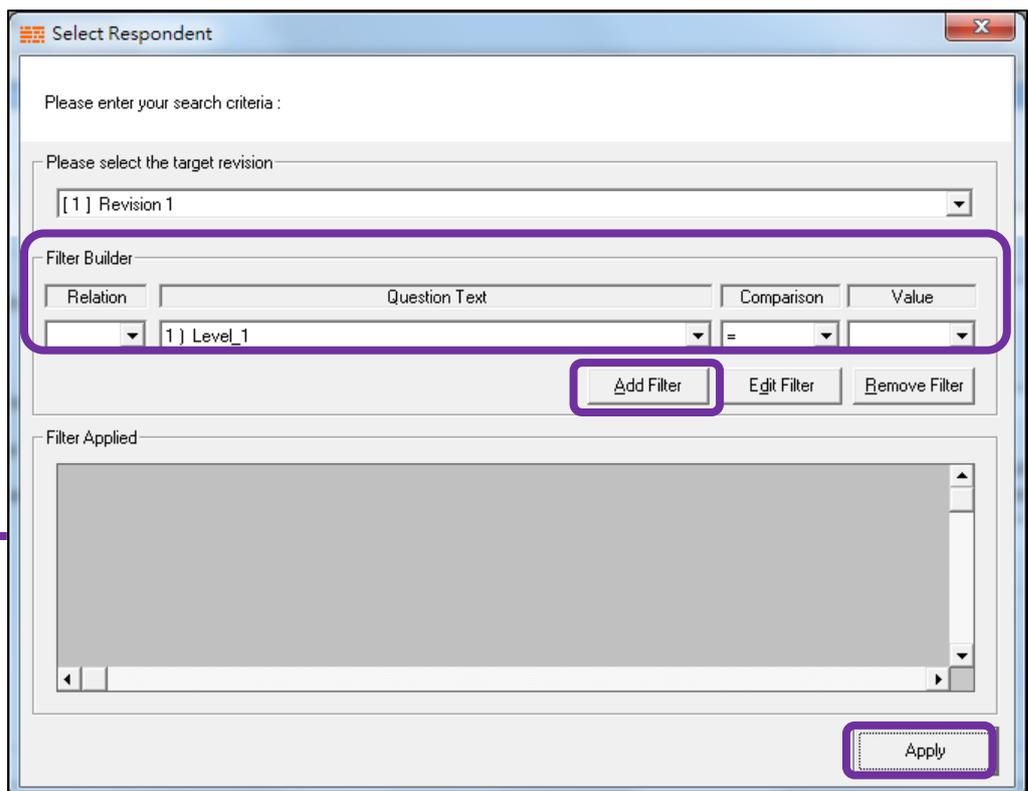


NOTE: Users can select either **By Revision** or **By Filter**

2. Select Export Mode



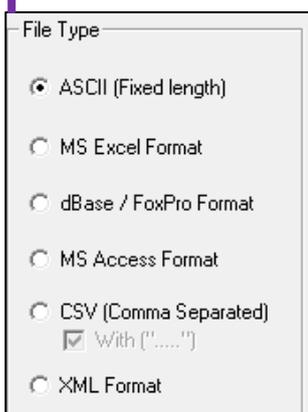
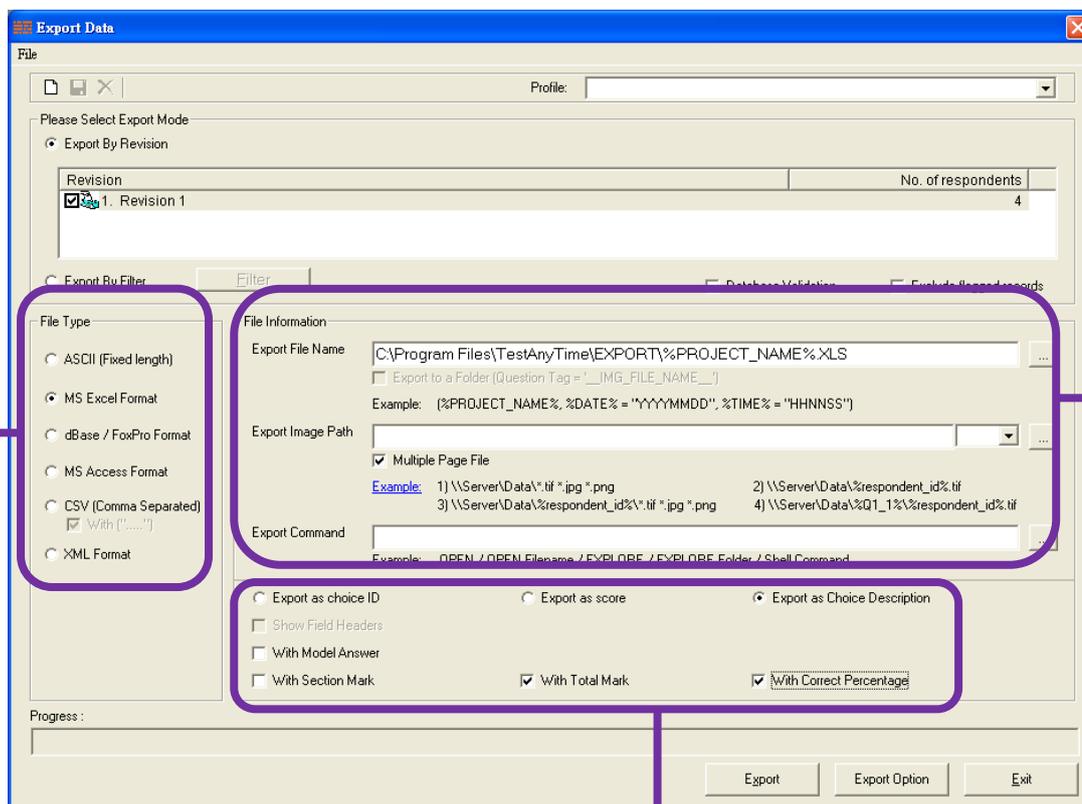
3. Select Filter > Add Filter > Click Apply



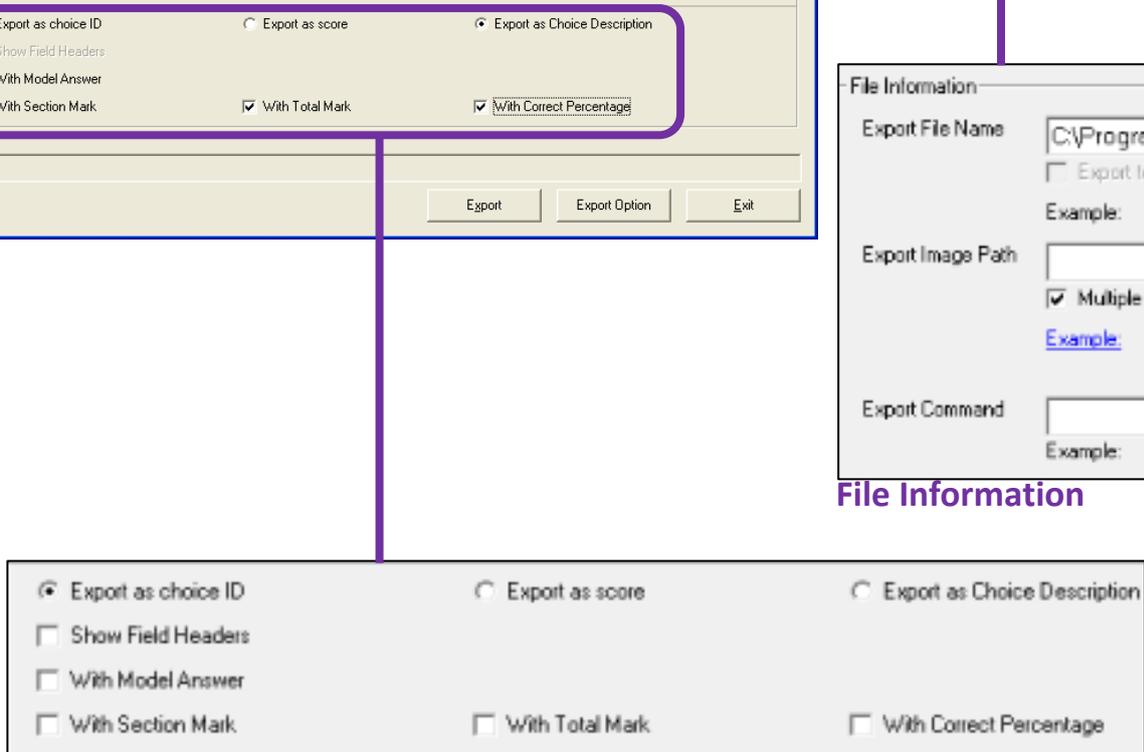
13. Export Data

Export Data

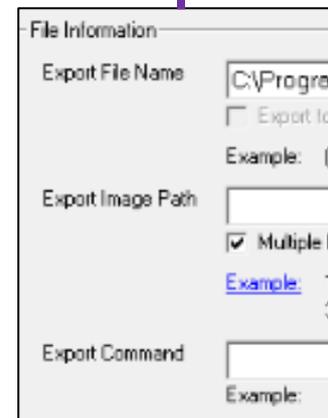
4. Select **File Type** > Select Export **File Information** > Select Export **Criteria**



File Type



Export Criteria



File Information

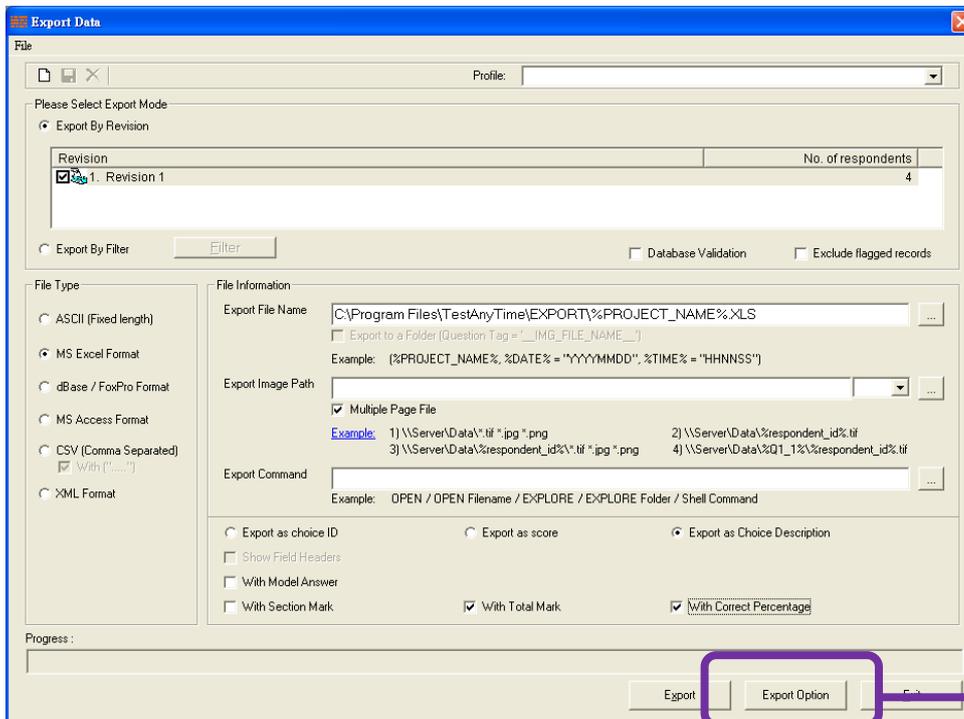


NOTE: Users can select from a range of options above to customise what they want in their exported data file.

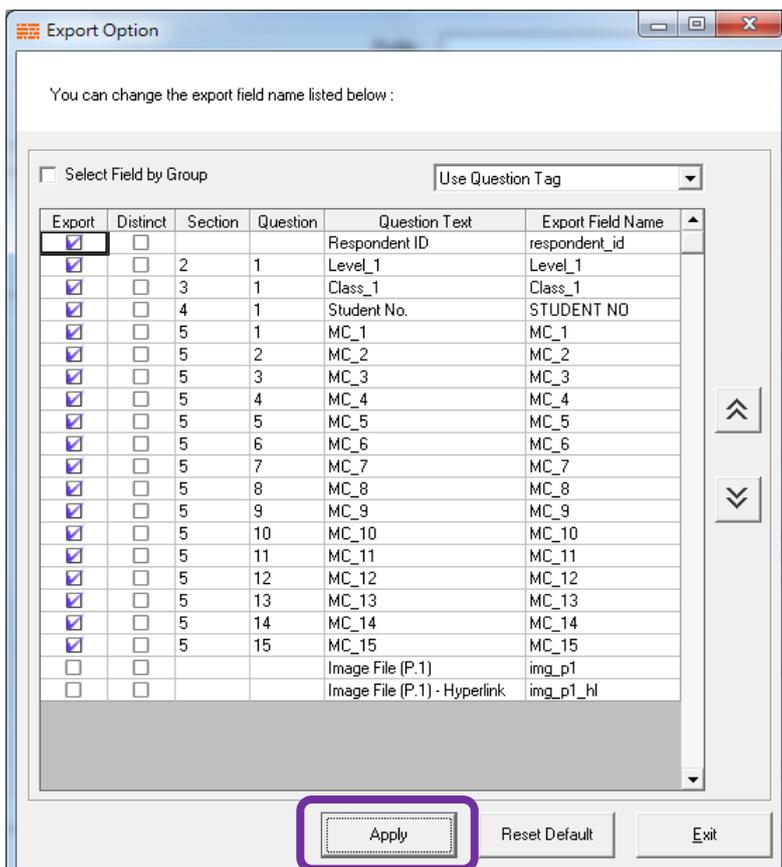
13. Export Data

Export Data

5. Click Export Options



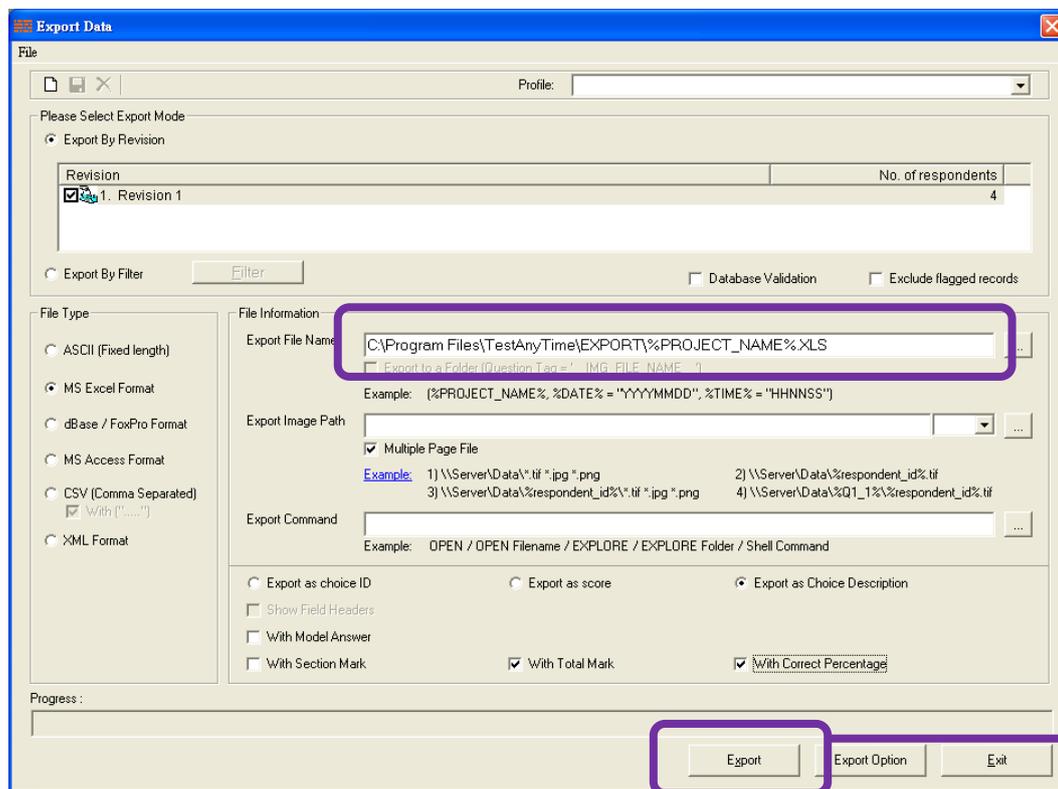
6. Click Apply to accept changes.



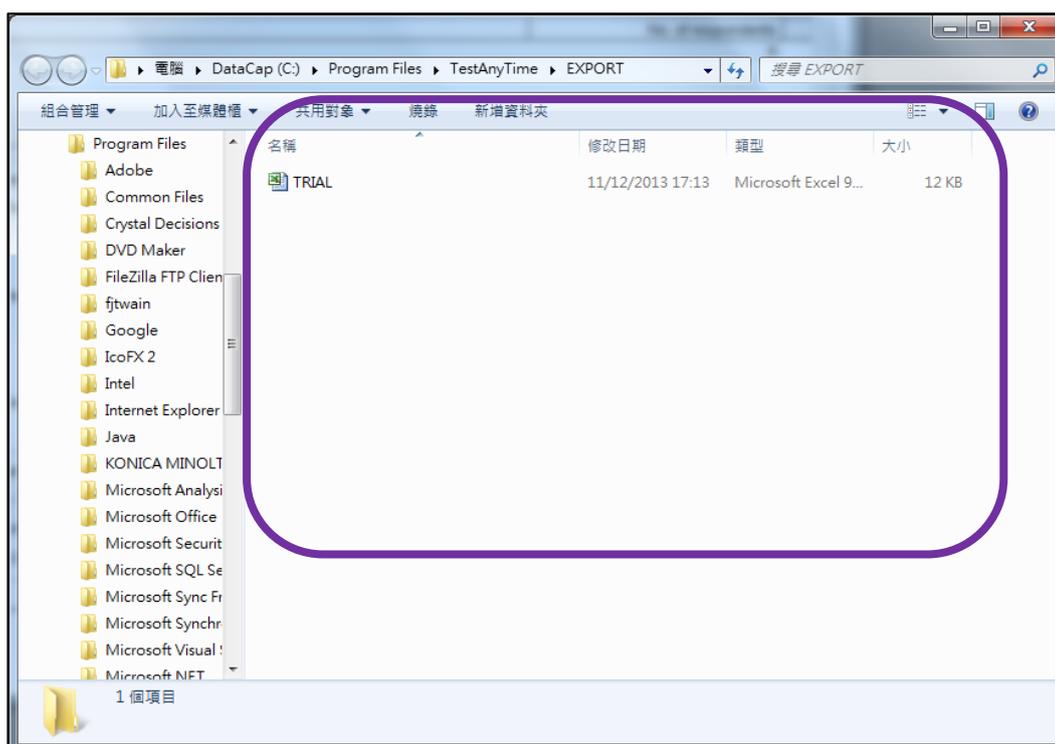
13. Export Data

Export Data

7. Click **Export** > Locate exported file double click on “Export File Name” path



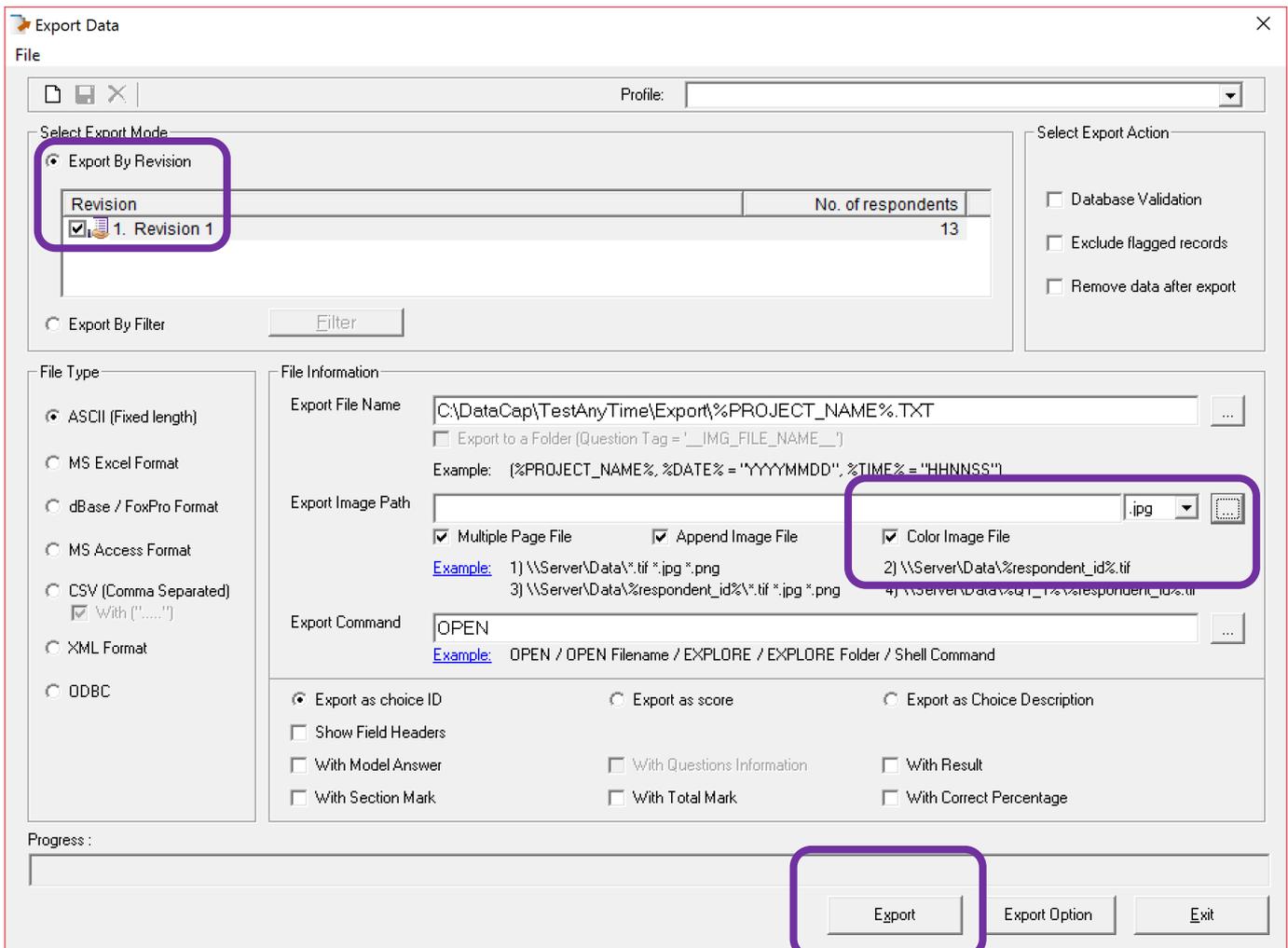
8. The export file located in: **c:\temp\OMR**



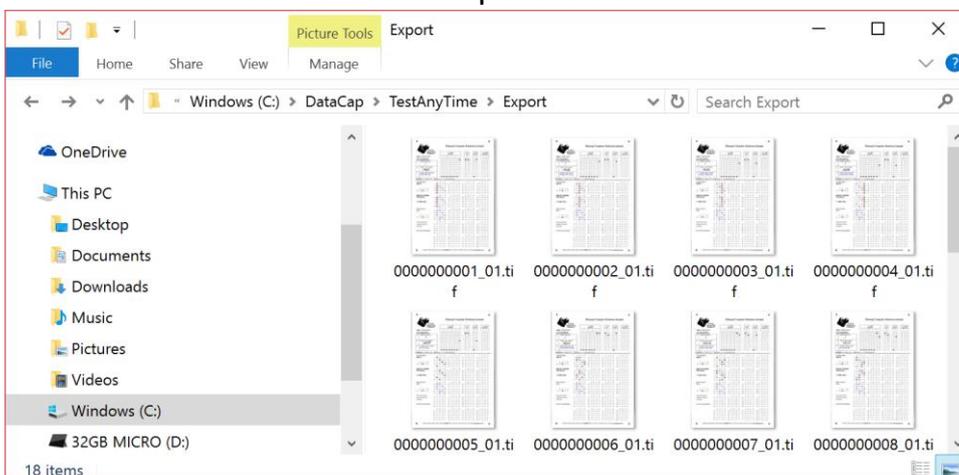
14. Export Image (Annotations)

Export Image

1. Select 'Revision 1', select 'Color Image File' and file type you want to export in.
2. Click 'Export'



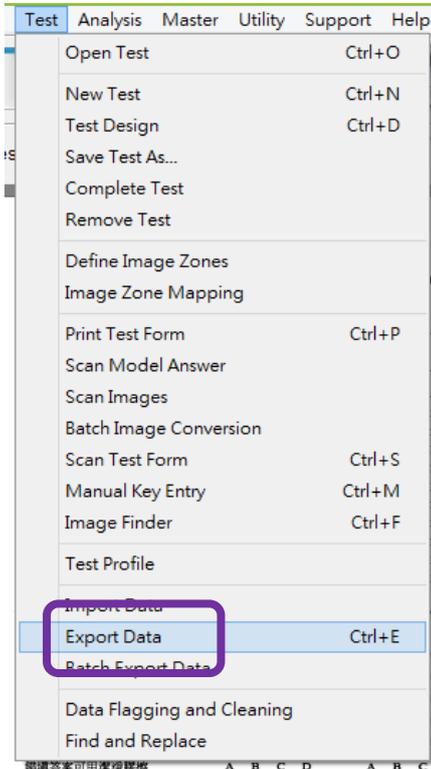
3. The files will be located in Export folder.



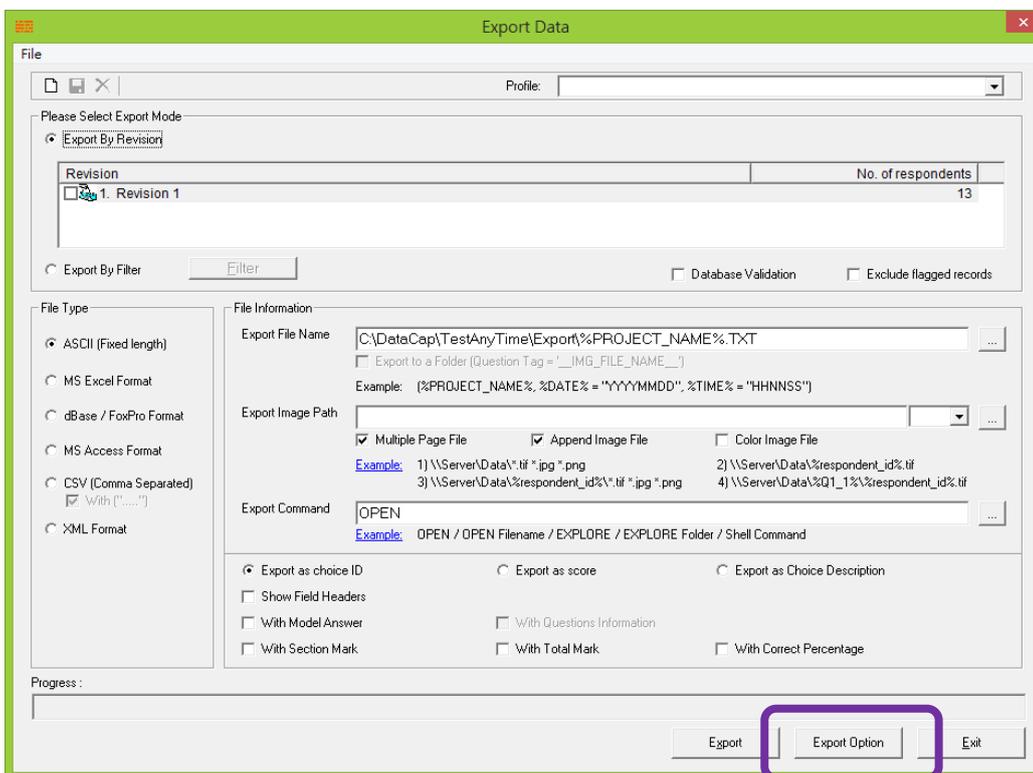
15. Export Image (with Excel)

Export data include image

1. Click Test > Select Export Data



2. Click Export Option



15. Export Image (with Excel)

Export data include image

1. Choice include question image > click comment > Apply

You can change the export field name listed below :

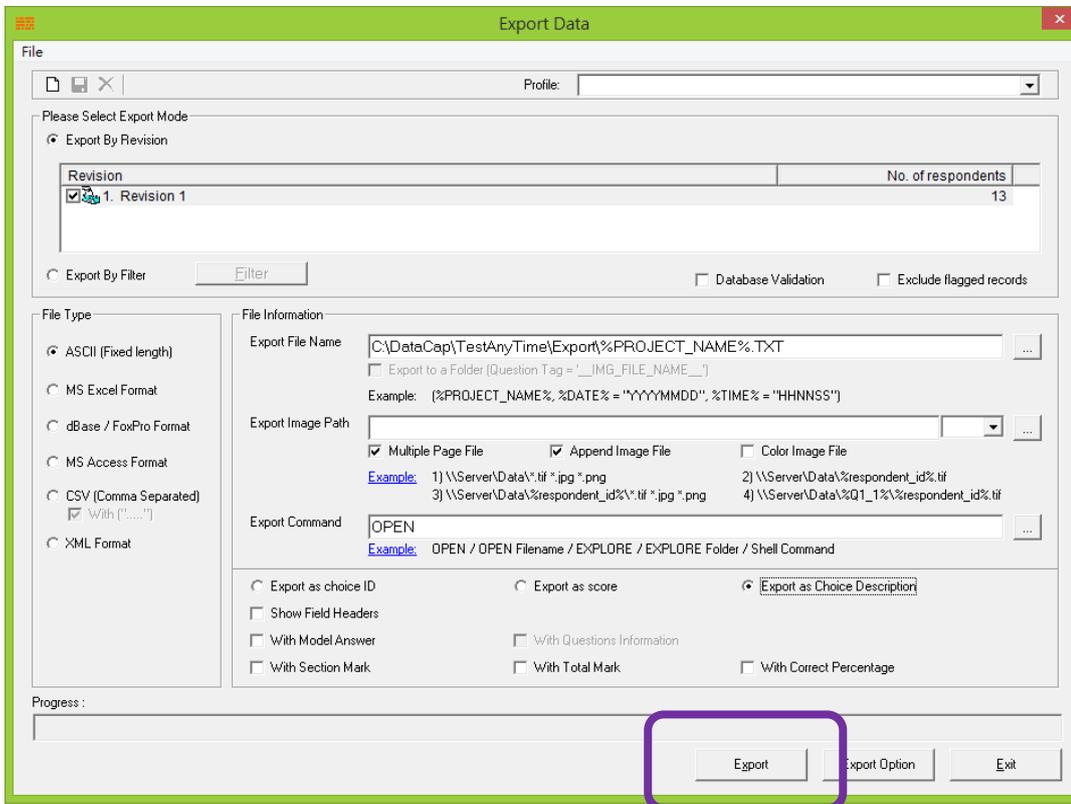
Select Field by Group Use Question Tag

Export	Distinct	Image	Comment	Section	Question	Question Text	Export Field Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>					Respondent ID	respondent_id
<input checked="" type="checkbox"/>	<input type="checkbox"/>			3	1	Batch Information	BATCH_INFO
<input checked="" type="checkbox"/>	<input type="checkbox"/>			3	2	System Batch Number	SYS_BATCH_NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>			3	3	Update Time	UPDATE_TIME
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	1	Candidate_No	CANDIDATE_NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	2	Class	CLASS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	3	Class_No	CLASS_NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4	Subject_Code	SUBJECT_CODE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	1	Candidate Name	CNAME
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	1	Image Clip	IMAGE_CLIP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	1	Score Adjustment	SCORE_ADJUSTMENT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	2	Total Score	TOTAL_SCORE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	1	Q_1	Q_1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	2	Q_2	Q_2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	3	Q_3	Q_3
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	4	Q_4	Q_4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	5	Q_5	Q_5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	6	Q_6	Q_6
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	7	Q_7	Q_7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	8	Q_8	Q_8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	9	Q_9	Q_9
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	10	Q_10	Q_10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	1	Q_11	Q_11
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	2	Q_12	Q_12
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	3	Q_13	Q_13

15. Export Image (with Excel)

Export data include image

2. Click Export



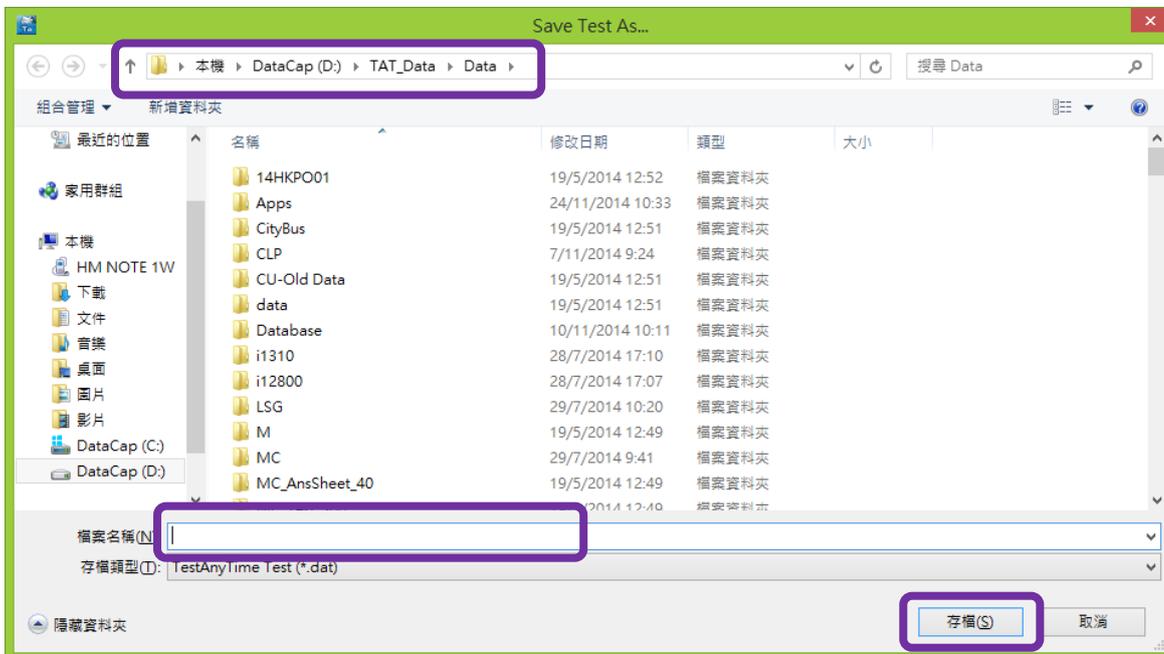
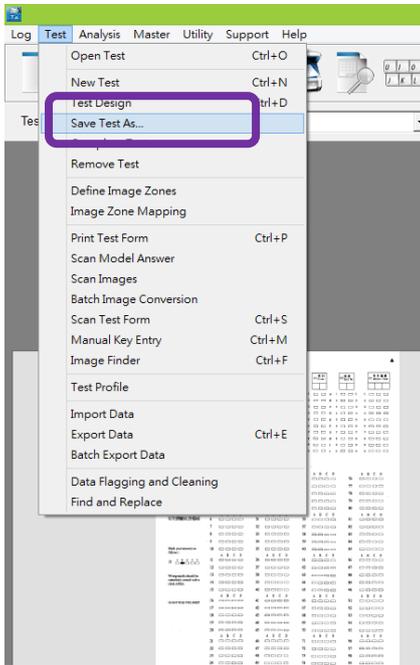
3. When hold the image will show the full size.

G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U		
CLASS_N	SUBJECT	CNAME	IMAGE_C	SCORE	A	TOTAL	SQ_1	Zone	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
01		Chan Tak F		4		A							A	A		
02		Cheng Yuk		5		B							B	B		
03		Fong Ching		5		C							C	C		
04		Fong Kam		6		D							D	D		
05		Ho Yin Lin		15		A							B	D		
01		Chan Man		9		B							B	A		
02		Chau Yuen		10		A							A	C		
03		Ho Kwok I		9		A							C	B		
04		Ho Pui Sha		14		D							D	D		
05		Ko Chung		15		A							B	A		
01		Au Shu Yu		15		*							*	D		
02		Chan Kam		13		A							B	B		
*				4		*							A	D		

16. Save Test As

Save Test as

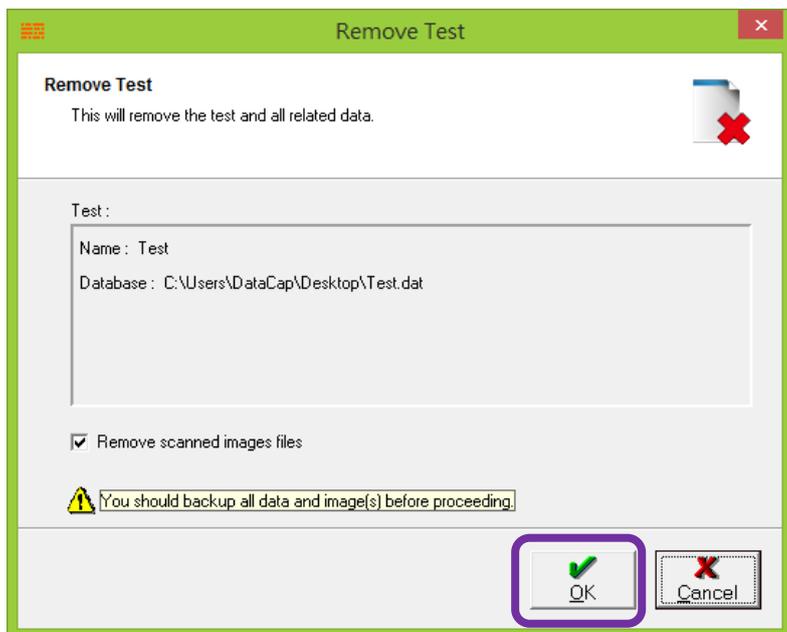
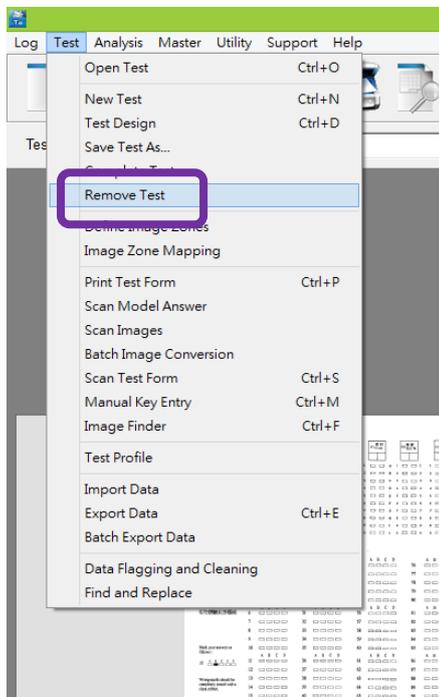
1. Click Test **Save Test As** > select save location > rename the test > save



17. Remove Test

Remove Test

1. Test > Remove Test > OK



18. Report Samples

Report Sample

Summary Distribution Report



Test (Revision 1)

Summary Distribution - For Each Question

Count	Questions	Freq Mean	Choice						1	2	3	4	5	6
			1	2	3	4	5	6						
2	1) MC 1-4	1.00							100.00 %	0.00 %	0.00 %	0.00 %		
2	2) MC 1-4	2.00							0.00 %	100.00 %	0.00 %	0.00 %		
2	3) MC 1-4	3.00							0.00 %	0.00 %	100.00 %	0.00 %		
2	4) MC 1-4	4.00							0.00 %	0.00 %	0.00 %	100.00 %		
2	5) MC 1-4	3.00							0.00 %	0.00 %	100.00 %	0.00 %		
2	6) MC 1-4	1.50							50.00 %	50.00 %	0.00 %	0.00 %		
2	7) MC 1-4	1.50							50.00 %	50.00 %	0.00 %	0.00 %		
2	8) MC 1-4	2.50							0.00 %	50.00 %	50.00 %	0.00 %		
2	9) MC 1-4	3.50							0.00 %	0.00 %	50.00 %	50.00 %		
2	10) MC 1-4	3.50							0.00 %	0.00 %	50.00 %	50.00 %		
2	11) MC 1-4	2.00							50.00 %	0.00 %	50.00 %	0.00 %		
2	12) MC 1-4	2.00							0.00 %	100.00 %	0.00 %	0.00 %		
2	13) MC 1-4	2.00							50.00 %	0.00 %	50.00 %	0.00 %		
2	14) MC 1-4	3.00							0.00 %	50.00 %	0.00 %	50.00 %		

Report Date : 2014-11-28

Page : 1 of 6

18. Report Samples

Report Sample

Ranking Report



Test (Revision 1)
Ranking - Top Ten Respondents

Rank	Respondent ID	Subject Code	Score	Percent	0	20	40	60	80	100
1	0000000001	567	7,220.00	##### %						
2	0000000002	234	267.00	##### %						
No. of Respondents : 2			Average:	3,743.50	.993.00 %					

18. Report Samples

Report Sample

Table Analysis Report



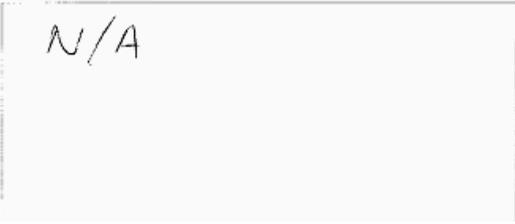
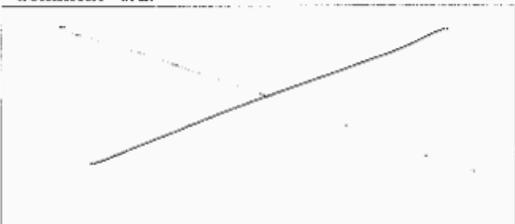
Test (Revision 1)
Table Analysis - For Each Question

1 MC 1-4															
Mean	Median	Mode	Range	Std. Dev.	Variance	Minimum	Maximum	Skewness	Kurtosis	95% Conf. Int.					
1.00	1.00	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00 to 1.00					
Choices Desc	ID	Value	Frequency	Percent %	0 20 40 60 80 100					Cumulative %	0 20 40 60 80 100				
A	1	1	2	100.00 %						100.00 %					
B	2	0	0	0.00 %						100.00 %					
C	3	0	0	0.00 %						100.00 %					
D	4	0	0	0.00 %						100.00 %					
No. of Respondents = 2			No Respond = 0												

18. Report Samples

Report Sample

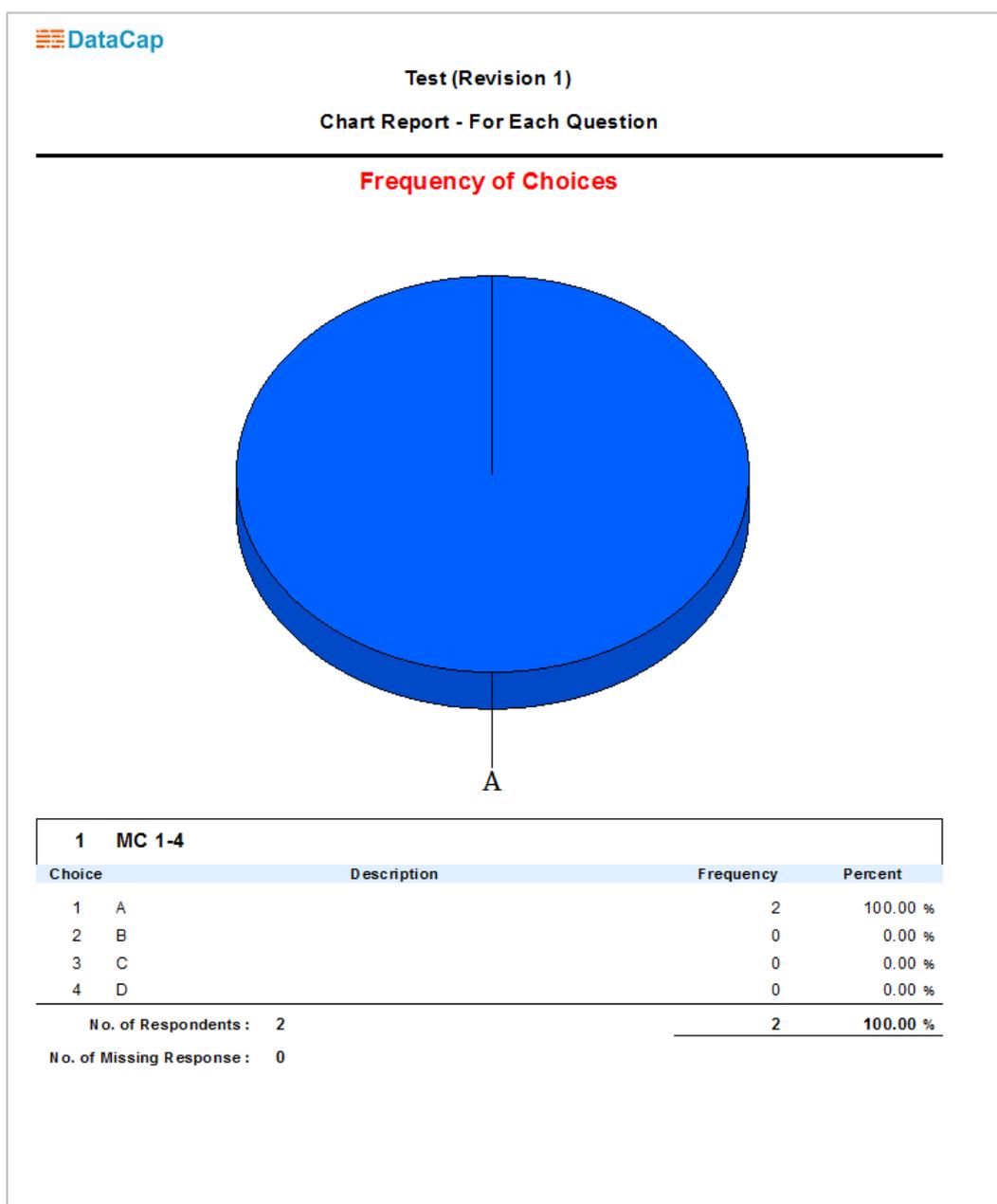
Comments Listing Report

	
SurveyAnyTime 60 (B5) (Revision 1)	
Comments Listing - For Each Question	
1	Comment
0000000001	<p>Comment 評論</p> 
0000000002	<p>Comment 評論</p> 
0000000003	<p>Comment 評論</p> 
Total No. of Comment(s): 3	
No. of Respondent(s): 3	

18. Report Samples

Report Sample

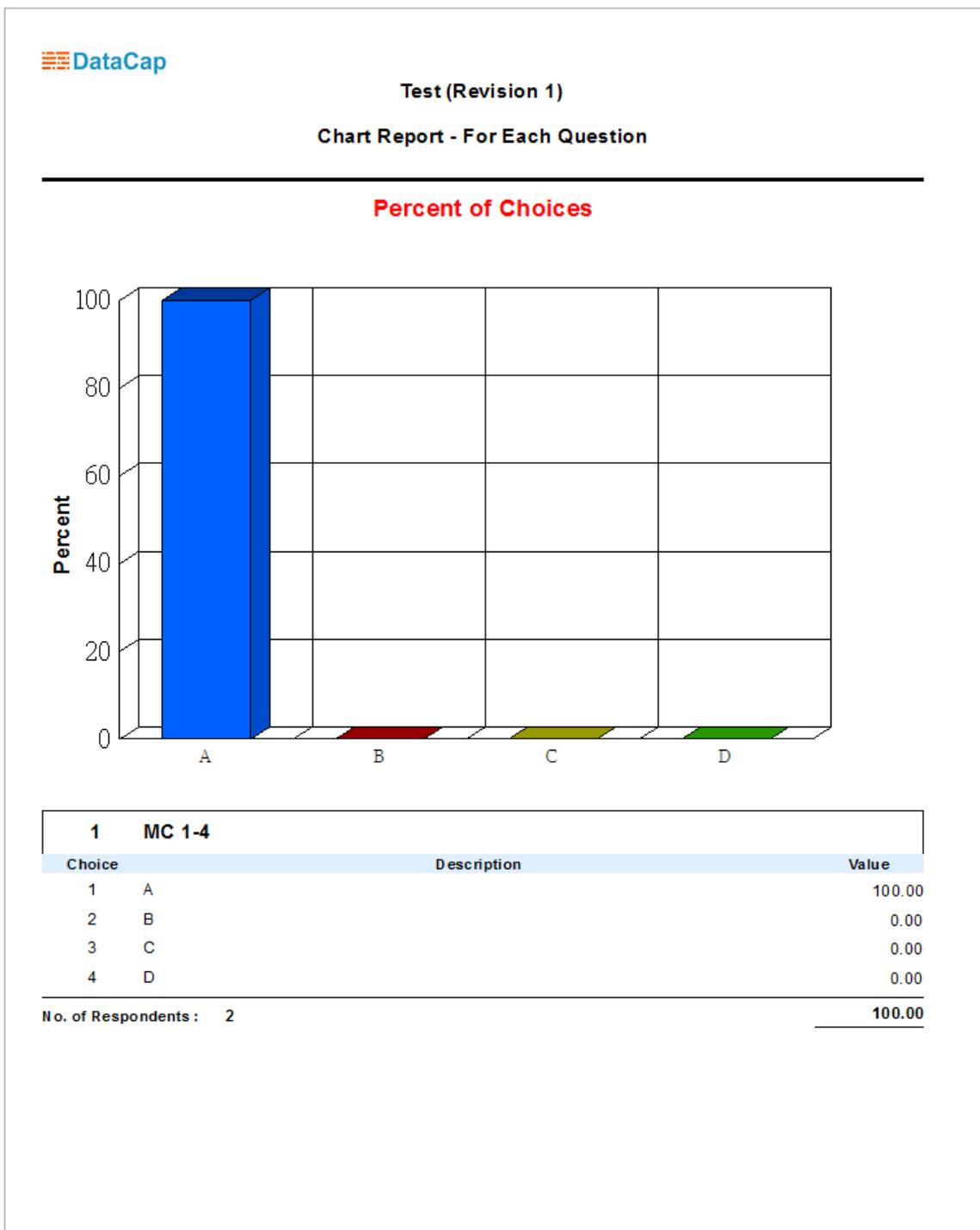
Pie Chart Report



18. Report Samples

Report Sample

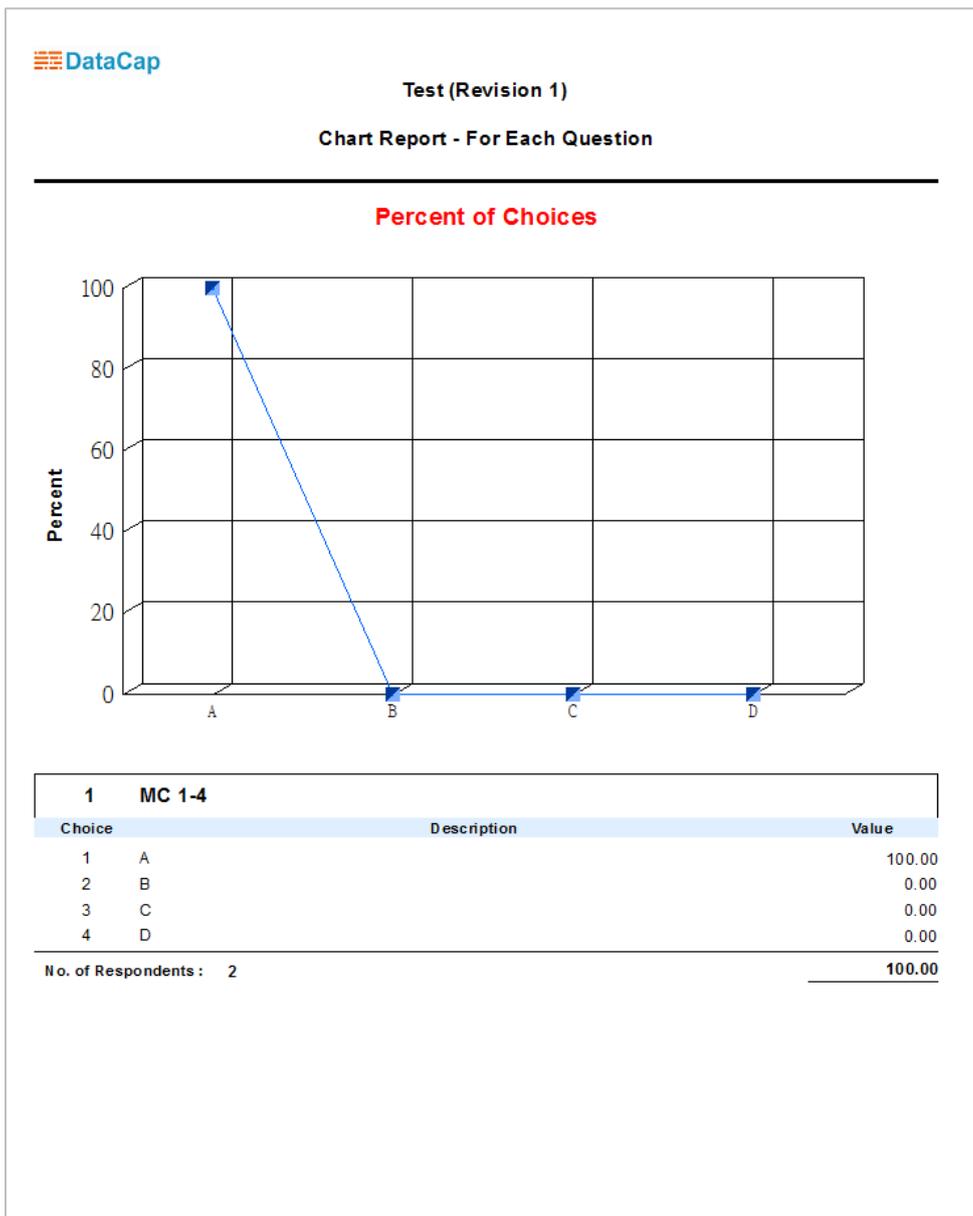
Bar Chart Report



18. Report Samples

Report Sample

Line Chart Report



18. Report Samples

Report Sample

Question Summary By Free Test Report

DataCap		Test (Revision 1)								
		Question Summary By Free Text - Class								
		MEAN								
		Missing Respondent								
Q. No	Question Description	Mean								Grand Mean
2	MC 1-4	2.00	2.00							2.00
		0	0							
	Grand Mean :	2.00	2.00							2.00
	No of Respondent :	1	1							

18. Report Samples

Report Sample

Revision Comparison Report

Tss (313 / Revision 1)
Revision Comparison - For Each Question

Respondent ID	Section	Discrepancy between the data captured in the two scanning		
		Question	First Scanning	Second Scanning
0000000001	Batch Information	1 Batch Information	66	33
0000000002	Batch Information	1 Batch Information	66	33
0000000003	Batch Information	1 Batch Information	66	33
0000000004	Batch Information	1 Batch Information	66	33
0000000005	Batch Information	1 Batch Information	66	33
0000000006	Batch Information	1 Batch Information	66	33
0000000007	Batch Information	1 Batch Information	66	33
0000000008	Batch Information	1 Batch Information	66	33
0000000009	Batch Information	1 Batch Information	66	33
0000000010	Batch Information	1 Batch Information	66	33
0000000011	Batch Information	1 Batch Information	66	33
No. of Respondent :			11	11

18. Report Samples

Report Sample

Multiple Answer Summary Report

Tss (313)							
Multiple Answer Summary - For Each Question							
1 Q_11							
1	A	2	B	3	C	4	D
	Frequency = 2		Frequency = 1		Frequency = 1		Frequency = 0
2 Q_12							
1	A	2	B	3	C	4	D
	Frequency = 1		Frequency = 1		Frequency = 2		Frequency = 0
3 Q_13							
1	A	2	B	3	C	4	D
	Frequency = 1		Frequency = 0		Frequency = 1		Frequency = 2
4 Q_14							
1	A	2	B	3	C	4	D
	Frequency = 0		Frequency = 2		Frequency = 2		Frequency = 1
5 Q_15							
1	A	2	B	3	C	4	D
	Frequency = 1		Frequency = 2		Frequency = 1		Frequency = 2
No. of Respondent : 11							
Report Date : 2014-11-28							
Page : 1 of 1							

18. Report Samples

Report Sample

Test Result Report

Tss (313)

Test Result - Rank Candidates at a Whole

Item	Rank			Respondent ID	Accuracy (Total Q = 15)			Score		Weighted Total		Grand Total
					Correct	Incorrect	Missing	Achieved	Adjustment	Achieved (100%)	Adjustment (0%)	
1	1	<Empty>	<Empty>	0000000005	10 58.8%	5 29.4%	0 0.0%	15.0 50.0%	0.0 0.0%	15.0 50.0%	0.0 0.0%	15.00 50.0%
2	1	<Empty>	<Empty>	0000000010	5 29.4%	10 58.8%	0 0.0%	15.0 50.0%	0.0 0.0%	15.0 50.0%	0.0 0.0%	15.00 50.0%
3	2	<Empty>	<Empty>	0000000001	8 47.1%	7 41.2%	0 0.0%	14.0 46.7%	0.0 0.0%	14.0 46.7%	0.0 0.0%	14.00 46.7%
4	2	<Empty>	<Empty>	0000000009	5 29.4%	10 58.8%	0 0.0%	14.0 46.7%	0.0 0.0%	14.0 46.7%	0.0 0.0%	14.00 46.7%
5	3	<Empty>	<Empty>	0000000011	5 29.4%	10 58.8%	0 0.0%	13.0 43.3%	0.0 0.0%	13.0 43.3%	0.0 0.0%	13.00 43.3%
6	4	<Empty>	<Empty>	0000000007	3 17.6%	12 70.6%	0 0.0%	10.0 33.3%	0.0 0.0%	10.0 33.3%	0.0 0.0%	10.00 33.3%
7	5	<Empty>	<Empty>	0000000006	3 17.6%	12 70.6%	0 0.0%	9.0 30.0%	0.0 0.0%	9.0 30.0%	0.0 0.0%	9.00 30.0%
8	5	<Empty>	<Empty>	0000000008	1 5.9%	14 82.4%	0 0.0%	9.0 30.0%	0.0 0.0%	9.0 30.0%	0.0 0.0%	9.00 30.0%
9	6	<Empty>	<Empty>	0000000002	3 17.6%	12 70.6%	0 0.0%	8.0 26.7%	0.0 0.0%	8.0 26.7%	0.0 0.0%	8.00 26.7%
10	7	<Empty>	<Empty>	0000000004	2 11.8%	13 76.5%	0 0.0%	6.0 20.0%	0.0 0.0%	6.0 20.0%	0.0 0.0%	6.00 20.0%
11	8	<Empty>	<Empty>	0000000003	2 11.8%	13 76.5%	0 0.0%	5.0 16.7%	0.0 0.0%	5.0 16.7%	0.0 0.0%	5.00 16.7%

18. Report Samples

Report Sample

Test Questions Analysis Report

Tss (313)

Test Questions Analysis - Sort the Questions By Record Order

No. of Question = 15

No. of Candidate = 11

Section	Question	Accuracy (%) of Answer			Choice Distribution						Model Answer
		Correct	Incorrect	Missing	1	2	3	4	5	6	
9	1	6 (54.5%)	5 (45.5%)	0 (0.0%)	6 (54.5%)	2 (18.2%)	1 (9.1%)	2 (18.2%)			Choice : 1
9	2	5 (45.5%)	6 (54.5%)	0 (0.0%)	3 (27.3%)	5 (45.5%)	1 (9.1%)	2 (18.2%)			Choice : 2
9	3	6 (54.5%)	5 (45.5%)	0 (0.0%)	1 (9.1%)	1 (9.1%)	6 (54.5%)	3 (27.3%)			Choice : 3
9	4	5 (45.5%)	6 (54.5%)	0 (0.0%)	2 (18.2%)	1 (9.1%)	3 (27.3%)	5 (45.5%)			Choice : 4
9	5	3 (27.3%)	8 (72.7%)	0 (0.0%)	3 (27.3%)	2 (18.2%)	5 (45.5%)	1 (9.1%)			Choice : 1
9	6	5 (45.5%)	6 (54.5%)	0 (0.0%)	2 (18.2%)	5 (45.5%)	2 (18.2%)	2 (18.2%)			Choice : 2
9	7	3 (27.3%)	8 (72.7%)	0 (0.0%)	4 (36.4%)	2 (18.2%)	3 (27.3%)	2 (18.2%)			Choice : 3
9	8	3 (27.3%)	8 (72.7%)	0 (0.0%)	3 (27.3%)	3 (27.3%)	2 (18.2%)	3 (27.3%)			Choice : 4
9	9	3 (27.3%)	8 (72.7%)	0 (0.0%)	3 (27.3%)	2 (18.2%)	4 (36.4%)	2 (18.2%)			Choice : 1
9	10	3 (27.3%)	8 (72.7%)	0 (0.0%)	3 (27.3%)	3 (27.3%)	2 (18.2%)	3 (27.3%)			Choice : 2
10	1	1 (9.1%)	10 (90.9%)	0 (0.0%)	2 (18.2%)	1 (9.1%)	1 (9.1%)	0 (0.0%)			Choice : 1, 2
10	2	1 (9.1%)	10 (90.9%)	0 (0.0%)	1 (9.1%)	1 (9.1%)	2 (18.2%)	0 (0.0%)			Choice : 1, 3
10	3	1 (9.1%)	10 (90.9%)	0 (0.0%)	1 (9.1%)	0 (0.0%)	1 (9.1%)	2 (18.2%)			Choice : 1, 4
10	4	1 (9.1%)	10 (90.9%)	0 (0.0%)	0 (0.0%)	2 (18.2%)	2 (18.2%)	1 (9.1%)			Choice : 2, 3
10	5	1 (9.1%)	10 (90.9%)	0 (0.0%)	1 (9.1%)	2 (18.2%)	1 (9.1%)	2 (18.2%)			Choice : 2, 4
Average :		3.1 (28.5%)	7.9 (71.5%)	0.0 (0.0%)							

Report Date : 2014-11-28

Page : 1 of 1

18. Report Samples

Report Sample

Test Results of Candidates Report

Item 1	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q2	Q3	Q4	Q5
Item 1	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q2	Q3	Q4	Q5
Group3	0000000001	Rank	2	1x1	1x2	1x3	1x4	1x5	1x2	1x3	1x4	1x5	1x2	1x1	1x3	1x4	2x1	2x4
Correct																		
Incorrect																		
Missing																		
Score	14	/	30															
AG	0	/	0															
Item 2	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5
Group3	0000000002	Rank	6	2x1	2x2	2x3	2x4	2x1	2x2	2x3	2x4	2x1	2x2	13x1,2	23x1,3	34x1,4	234x2,3	1234x2,4
Correct																		
Incorrect																		
Missing																		
Score	8	/	30															
AG	0	/	0															
Item 3	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5
Group3	0000000003	Rank	8	3x1	3x2	3x3	3x4	3x1	3x2	3x3	3x4	3x1	3x2	8x1,2	8x1,3	8x1,4	8x2,3	8x2,4
Correct																		
Incorrect																		
Missing																		
Score	5	/	30															
AG	0	/	0															
Item 4	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5
Group3	0000000004	Rank	7	4x1	4x2	4x3	4x4	4x1	4x2	4x3	4x4	4x1	4x2	8x1,2	8x1,3	8x1,4	8x2,3	8x2,4
Correct																		
Incorrect																		
Missing																		
Score	6	/	30															
AG	0	/	0															
Item 5	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5
Group3	0000000005	Rank	1	1x1	1x2	1x3	1x4	1x5	1x2	1x3	1x4	1x5	1x2	8x1,2	8x1,3	8x1,4	8x2,3	8x2,4
Correct																		
Incorrect																		
Missing																		
Score	15	/	30															
AG	0	/	0															
Item 6	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5
Group3	0000000006	Rank	5	2x1	2x2	4x3	4x4	3x1	2x2	2x3	1x4	3x1	2x1	8x1,2	8x1,3	8x1,4	8x2,3	8x2,4
Correct																		
Incorrect																		
Missing																		
Score	9	/	30															
AG	0	/	0															
Item 7	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5
Group3	0000000007	Rank	4	1x1	4x2	3x1	3x4	1x5	1x2	1x3	3x4	4x1	3x2	8x1,2	8x1,3	8x1,4	8x2,3	8x2,4
Correct																		
Incorrect																		
Missing																		
Score	10	/	30															
AG	0	/	0															
Item 8	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5
Group3	0000000008	Rank	5	1x1	1x2	8x3	3x4	3x1	3x2	4x3	2x4	2x1	1x2	8x1,2	8x1,3	8x1,4	8x2,3	8x2,4
Correct																		
Incorrect																		
Missing																		
Score	9	/	30															
AG	0	/	0															
Item 9	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5
Group3	0000000009	Rank	2	4x1	2x2	3x1	1x4	3x1	4x2	2x3	4x1	1x1	1x2	8x1,2	8x1,3	8x1,4	8x2,3	8x2,4
Correct																		
Incorrect																		
Missing																		
Score	14	/	30															
AG	0	/	0															
Item 10	Group1	Group2	Rank	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5
Group3				4x1	2x2	3x1	1x4	3x1	4x2	2x3	4x1	1x1	1x2	8x1,2	8x1,3	8x1,4	8x2,3	8x2,4
Correct																		
Incorrect																		
Missing																		
Score	14	/	30															
AG	0	/	0															

18. Report Samples

Report Sample

Ranking Report with Passing Mark Report

Tss (313)

Ranking Report with Passing Mark - Top Ten Respondents

Rank	Respondent ID	Candidate Name	Grade	Percent	0	20	40	60	80	100
1	000000010	Ko Chung Ha	15.00	50.00 %						
1	000000005	Ho Yin Ling	15.00	50.00 %						
2	000000009	Ho Pui Shan	14.00	46.67 %						
2	000000001	Chan Tak Fai	14.00	46.67 %						
3	000000011	Chan Kam Shing	13.00	43.33 %						
4	000000007	Chau Yuen Yee	10.00	33.33 %						
5	000000008	Ho Kwok Fai	9.00	30.00 %						
5	000000006	Chan Man Kwong	9.00	30.00 %						
6	000000002	Cheng Yuk Tung	8.00	26.67 %						
7	000000004	Fong Kam Ching	6.00	20.00 %						
No. of Respondents : 11			Average:	11.30						
Passing Mark : 0										
Candidate who fails in the test is marked with "≠"										

Report Date : 2014-11-28

Page : 1 of 1

18. Report Samples

Report Sample

Test Ranking Analysis Report

Tss (313)							
Test Ranking Analysis - Top Ten Respondents							
Candidate Name	Mark	Result	Ranking	Correct Answer	Wrong Answer	Unanswered Question	Status
Ko Chung Ha	15.00		1	5	10	0	(Highest)
Ho Yin Ling	15.00		1	10	5	0	(Highest)
Ho Pui Shan	14.00		2	5	10	0	
Chan Tak Fai	14.00		2	8	7	0	
Chan Kam Shing	13.00		3	5	10	0	
Chau Yuen Yee	10.00		4	3	12	0	
Ho Kwok Fai	9.00		5	1	14	0	
Chan Man Kwong	9.00		5	3	12	0	
Cheng Yuk Tung	8.00		6	3	12	0	
Fong Kam Ching	6.00		7	2	13	0	(Lowest)
No. of candidate attended	:		11				
Passing mark	:		N/A				
Highest mark	:		15.0				
Lowest mark	:		6.0				
Average mark	:		11.3				

18. Report Samples

Report Sample

Test Question Statistic Report

Tss (313)

Test Questions Statistic - For Each Question

Count	Item	Choice Mean	Score Mean	Median	Mode	Range	Std Dev	Variance	Min	Max	Skewness	Kurtosis	95% C.I.
11	1 Q_1	1.91	0.55	1.00	1.00	1.00	0.52	0.27	0.00	1.00	-0.21	0.00	0.24 to 0.85
11	2 Q_2	2.18	0.45	0.00	0.00	1.00	0.52	0.27	0.00	1.00	0.21	0.00	0.15 to 0.78
11	3 Q_3	3.00	0.55	1.00	1.00	1.00	0.52	0.27	0.00	1.00	-0.21	0.00	0.24 to 0.85
11	4 Q_4	3.00	0.45	0.00	0.00	1.00	0.52	0.27	0.00	1.00	0.21	0.00	0.15 to 0.78
11	5 Q_5	2.36	0.27	0.00	0.00	1.00	0.47	0.22	0.00	1.00	1.19	0.00	0.00 to 0.55
11	6 Q_6	2.36	0.45	0.00	0.00	1.00	0.52	0.27	0.00	1.00	0.21	0.00	0.15 to 0.78
11	7 Q_7	2.27	0.27	0.00	0.00	1.00	0.47	0.22	0.00	1.00	1.19	0.00	0.00 to 0.55
11	8 Q_8	2.45	0.27	0.00	0.00	1.00	0.47	0.22	0.00	1.00	1.19	0.00	0.00 to 0.55
11	9 Q_9	2.45	0.27	0.00	0.00	1.00	0.47	0.22	0.00	1.00	1.19	0.00	0.00 to 0.55
11	10 Q_10	2.45	0.27	0.00	0.00	1.00	0.47	0.22	0.00	1.00	1.19	0.00	0.00 to 0.55

18. Report Samples

Report Sample

Test Summary Report

Tss (313)

Test Summary

Grade	Score Range	Freq
C	13 - 15	4
D	11 - 13	1
E	9 - 11	1
F	0 - 9	5

Statistics	Value
No. of Candidates	11
No. of Questions in Test	15
Maximum Score	15.00
Minimum Score	5.00
Score Range	10.00
Score Median	10.00
Score Mean	10.73
Score Variance	13.22
Score Standard Deviation	3.64

18. Report Samples

Report Sample

Test Score Listing Report

Tss (313)		
Test Score Listing - For each respondent		
Chan Kam Shing		
Question	Score	Total
Section 9 Paper 1 (Single Answer)		
Q 1 Q_1	1.00	
Q 2 Q_2	1.00	
Q 3 Q_3	1.00	
Q 4 Q_4	1.00	
Q 5 Q_5	0.00	
Q 6 Q_6	1.00	
Q 7 Q_7	0.00	
Q 8 Q_8	0.00	
Q 9 Q_9	0.00	
Q 10 Q_10	0.00	
Section 10 Paper 1 (Multiple Answer)		
Q 1 Q_11	0.00	
Q 2 Q_12	0.00	
Q 3 Q_13	0.00	
Q 4 Q_14	0.00	
Q 5 Q_15	0.00	
Section 11 Paper 2 (Score Input)		
Q 1 P2_Q1	8.00	
Q 2 P2_Q2	0.00	
		<u>13.00</u>

18. Report Samples

Report Sample

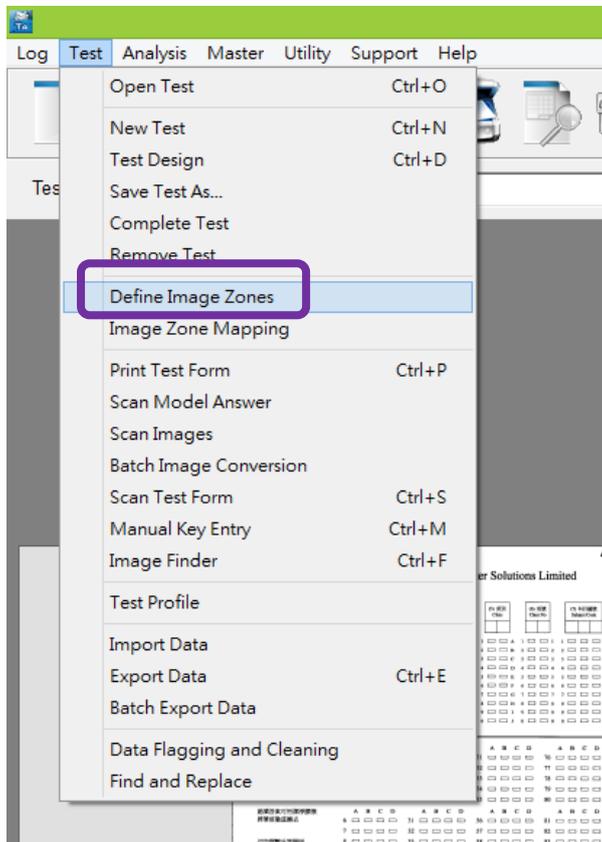
Revision Comparison Report

Tss (313 / Revision 1)			
000000001			
000000001		000000001	
Database Lookup			
Q No.	Answer for Revision 1	Answer for Revision 2	Q No.
1	Chan Tak Fai	Chan Tak Fai	1
	2014/11/28 15:56	2014/11/28 15:55	
000000002			
000000002		000000002	
Database Lookup			
Q No.	Answer for Revision 1	Answer for Revision 2	Q No.
1	Cheng Yuk Tung	Cheng Yuk Tung	1
	2014/11/28 15:56	2014/11/28 15:55	
000000003			
000000003		000000003	
Database Lookup			
Q No.	Answer for Revision 1	Answer for Revision 2	Q No.
1	Fong Ching Yee	Fong Ching Yee	1
	2014/11/28 15:56	2014/11/28 15:55	
000000004			
000000004		000000004	
Database Lookup			
Q No.	Answer for Revision 1	Answer for Revision 2	Q No.
1	Fong Kam Ching	Fong Kam Ching	1
	2014/11/28 15:56	2014/11/28 15:55	
000000005			
000000005		000000005	
Database Lookup			
Q No.	Answer for Revision 1	Answer for Revision 2	Q No.
1	Ho Yin Ling	Ho Yin Ling	1
	2014/11/28 15:56	2014/11/28 15:55	
000000006			
000000006		000000006	
Database Lookup			
Q No.	Answer for Revision 1	Answer for Revision 2	Q No.
1	Chan Man Kwong	Chan Man Kwong	1
	2014/11/28 15:56	2014/11/28 15:55	
000000007			
000000007		000000007	
Database Lookup			
Q No.	Answer for Revision 1	Answer for Revision 2	Q No.

19. Define Parameters

Define Parameters

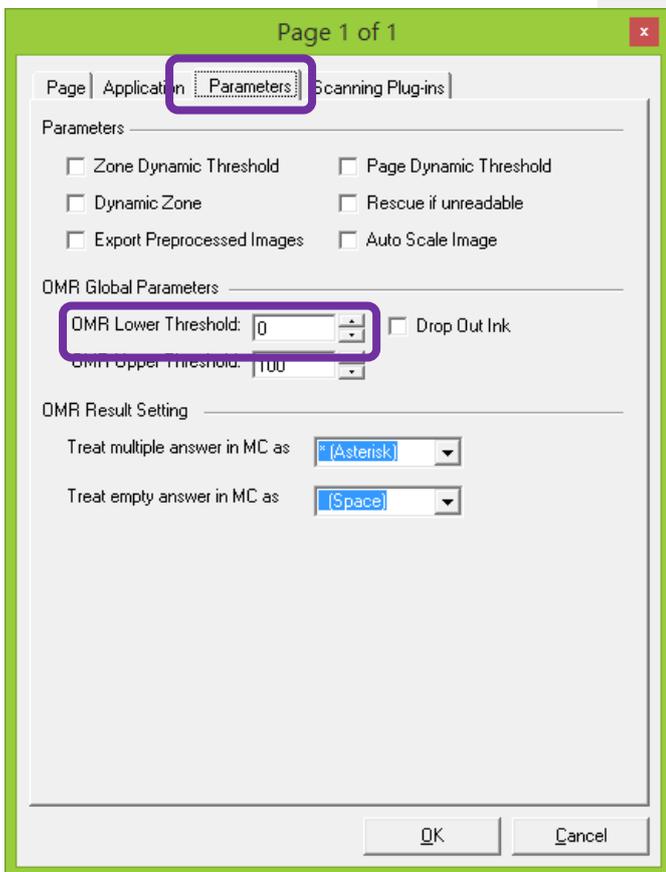
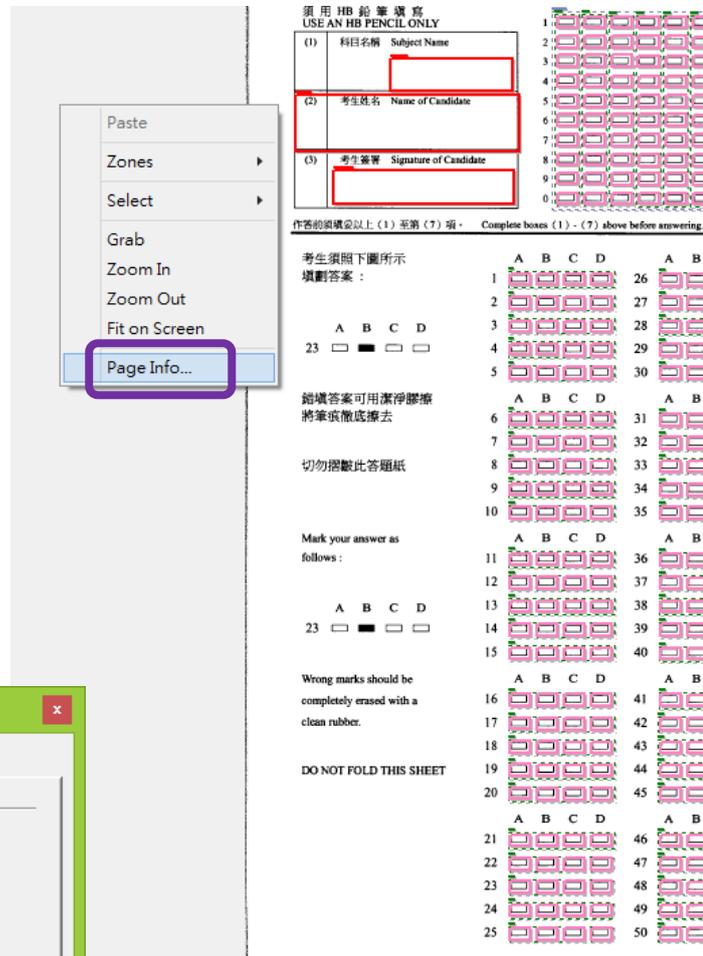
1. Test > Define Image Zones



19. Define Parameters

Define Parameters

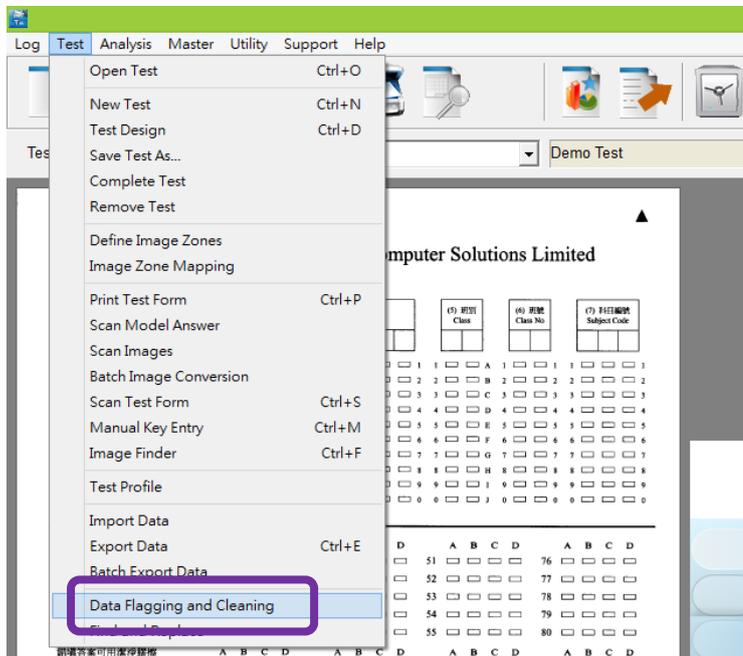
2. Right click **Page Info** > **Parameters** > **OMR Lower Threshold**



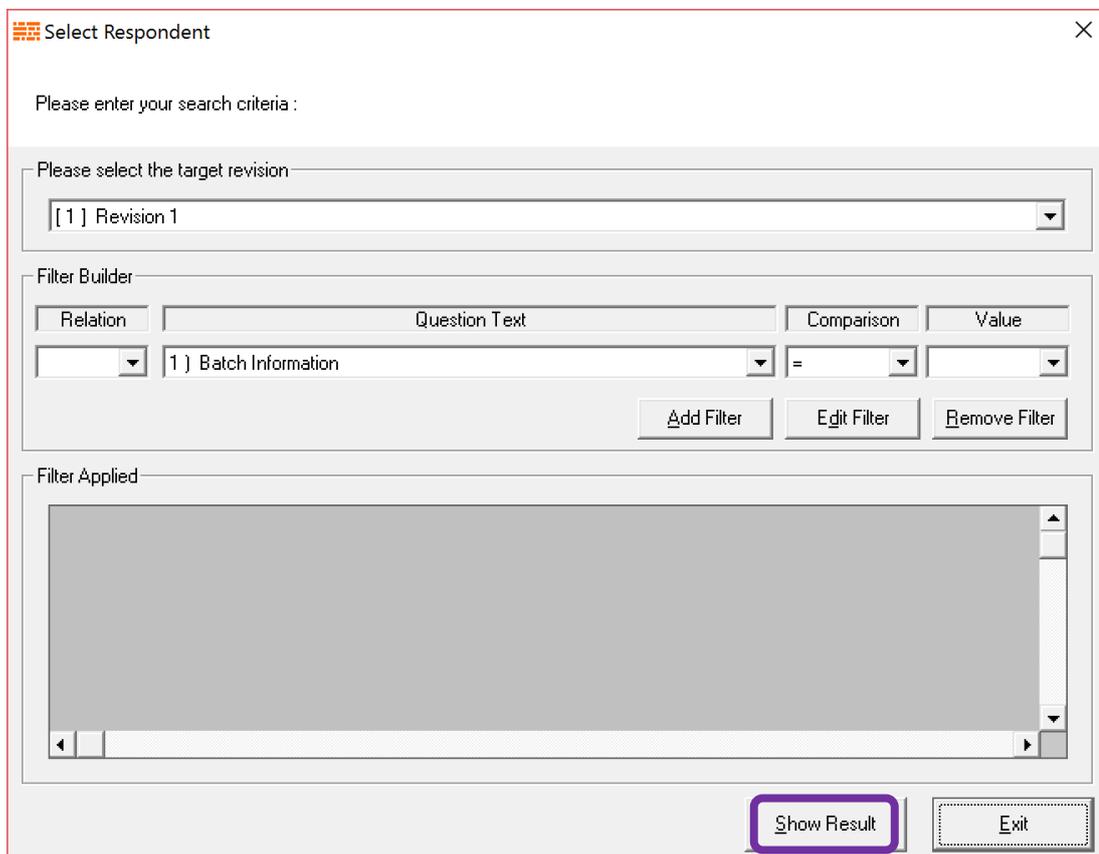
20. Remove Records

Data Flagging and Cleaning – Removes Records

1. Click 'Test', select 'Data Flagging and Cleaning'



2. Click Show Result



20. Remove Records

Data Flagging and Cleaning – Remove Records

3. Click **Clean Respondent** > Choice the **Clean Record** > **OK**

The screenshot shows the 'Data Flagging and Cleaning' application window. The 'Action' section has two radio buttons: 'Flag Respondent' and 'Clean Respondent'. The 'Clean Respondent' option is selected and highlighted with a purple box. Below this, there are two main panels: 'Search Result' and 'Search Result Details'.

The 'Search Result' panel contains a table with the following columns: No., Respondent ID, Is Questionable, Flag record, and Clean Record. The 'Clean Record' column is highlighted with a purple box. The table contains 13 rows of data.

No.	Respondent ID	Is Questionable	Flag record	Clean Record
1	0000000001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	0000000002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	0000000003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	0000000004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	0000000005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	0000000006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	0000000007	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	0000000008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	0000000009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	0000000010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	0000000011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	0000000012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	0000000013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The 'Search Result Details' panel shows a table with columns: No., Question Text, and Response. The first row is selected, showing '1. Batch Information' with a response of 'B1'.

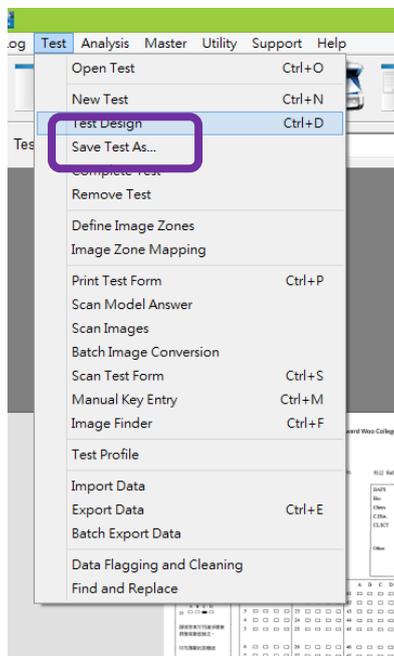
No.	Question Text	Response
1	1. Batch Information	B1
2	2. System Batch Number	00001
3	3. Update Time	20150507220008
4	1. Candidate_No	00000001
5	2. Class	1A
6	3. Class_No	01
7	4. Subject_Code	
8	1. Candidate Name	Chan Tak Fai
9	1. Image Clip	
10	1. Score Adjustment	
11	2. Total Score	4
12	1. Q_1	1 - A
13	2. Q_2	1 - A
14	3. Q_3	1 - A
15	4. Q_4	1 - A
16	5. Q_5	1 - A
17	6. Q_6	1 - A
18	7. Q_7	1 - A
19	8. Q_8	1 - A
20	9. Q_9	1 - A
21	10. Q_10	1 - A
22	1. Q_11	0000
23	2. Q_12	0000
24	3. Q_13	0000
25	4. Q_14	0000

At the bottom of the window, the status bar shows 'Total Record(s) : 13'. The 'OK' button is highlighted with a purple box, and the 'Exit' button is also visible.

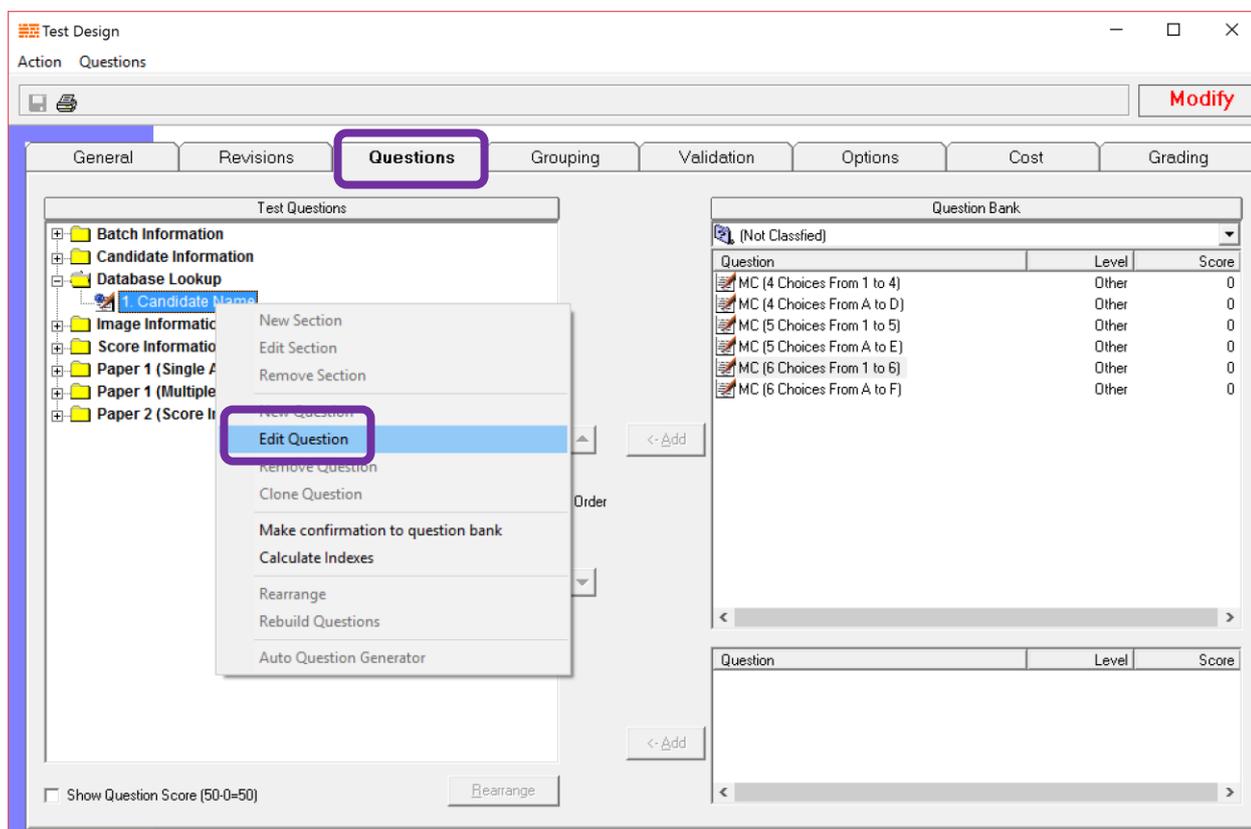
21. Link Up Database

Link up Database

1. Test > Test Design



2. Question > Right click Question > Edit Question



21. Link Up Database

Link up Database

3. Database > click Check Database > Click Database

Test Questions

Question No. Question Tag

Question Text

Description	HTML
Candidate Name	

Group

Question Type Question Style

Information Type Max. Length

Data Type Data Format

Search Key No. Score this question

Total Score of Question

Choices Validation **Database** Scoring Options Image Marking

Check Database

- Answer must match database field
- Get answer from database field

Link Question

Direct Connection ODBC

Table

Field String Numeric

Question Bank

Update Question Bank

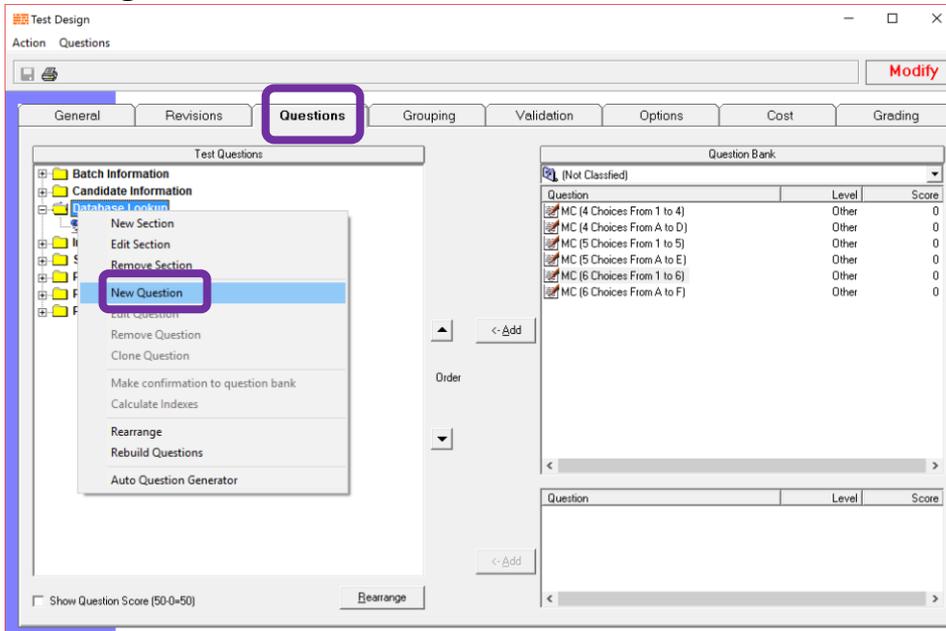
Create a new question Update existing question

Subject

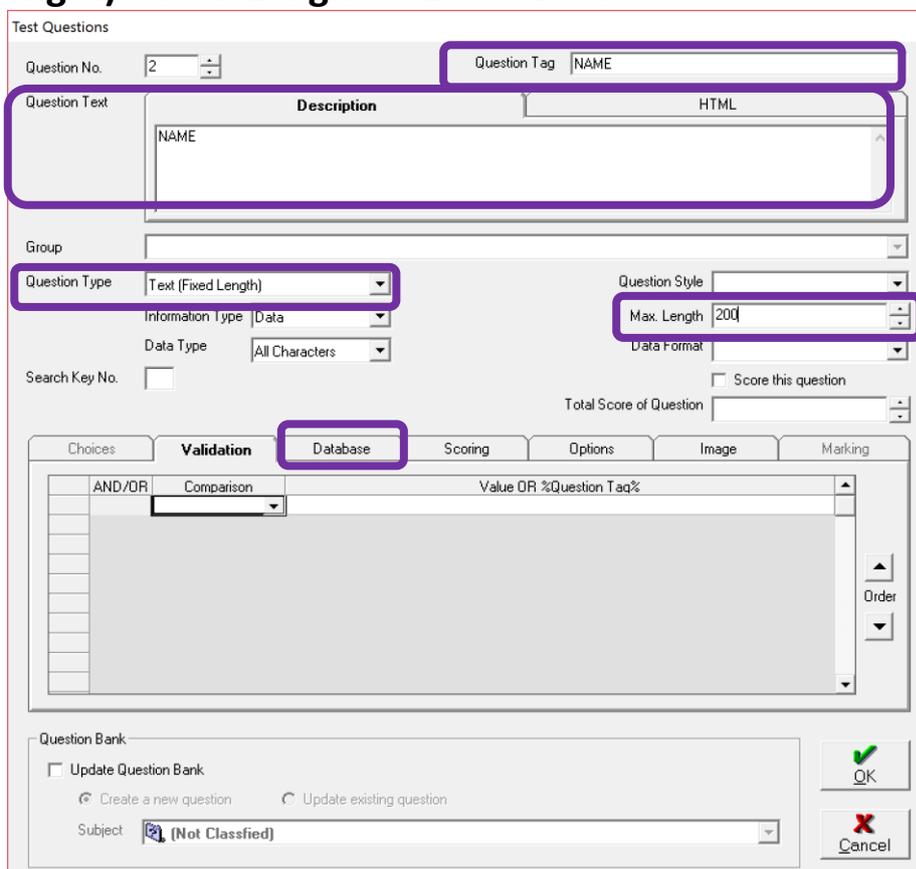
21. Link Up Database

Link up Database

6. Right click section > New Question



7. Create Question Tag name > Question Text > Question check to Text(Fixed length) > Max Length to 200 > Database



21. Link Up Database

Link up Database

8. Click **Check Database** > Select **Get answer from database field** > Select **Link Question** > Select show the **field** > **OK**

Test Questions

Question No. Question Tag

Question Text

Description	HTML
Candidate Name	

Group

Question Type Question Style

Information Type Max. Length

Data Type Data Format

Search Key No. Score this question

Total Score of Question

Choices Validation **Database** Scoring Options Image Marking

Check Database

Answer must match database field

Get answer from database field

Link Question

Direct Connection ODBC

Table

Field String Numeric

Question Bank

Update Question Bank

Create a new question Update existing question

Subject

22. Test Design

22.1. Test Design – Options

TestAnyTime provides a range of options for your scanning projects. Users can select options for scoring or not scoring questions, to allowing multiple answers or not allowing missing answers etc. Below is a table which highlights the range of options available:

Option	Function
Question Tag	Quick edit the question tag
Score	Option to count questions with score or no score (Usually disable for information questions e.g. candidate number)
Multiple	Validation check option for questions with multiple answers
Missing	Validation check option for questions with missing answers
Print	<u>Not for OMR Mode</u>
Duplicate	Validation check option for questions with duplicate data
Export	Option to choose if a particular question is exported or not

The screenshot shows the 'Test Design' application window. The 'Options' tab is selected, displaying a table of question settings. The following table represents the data visible in the screenshot:

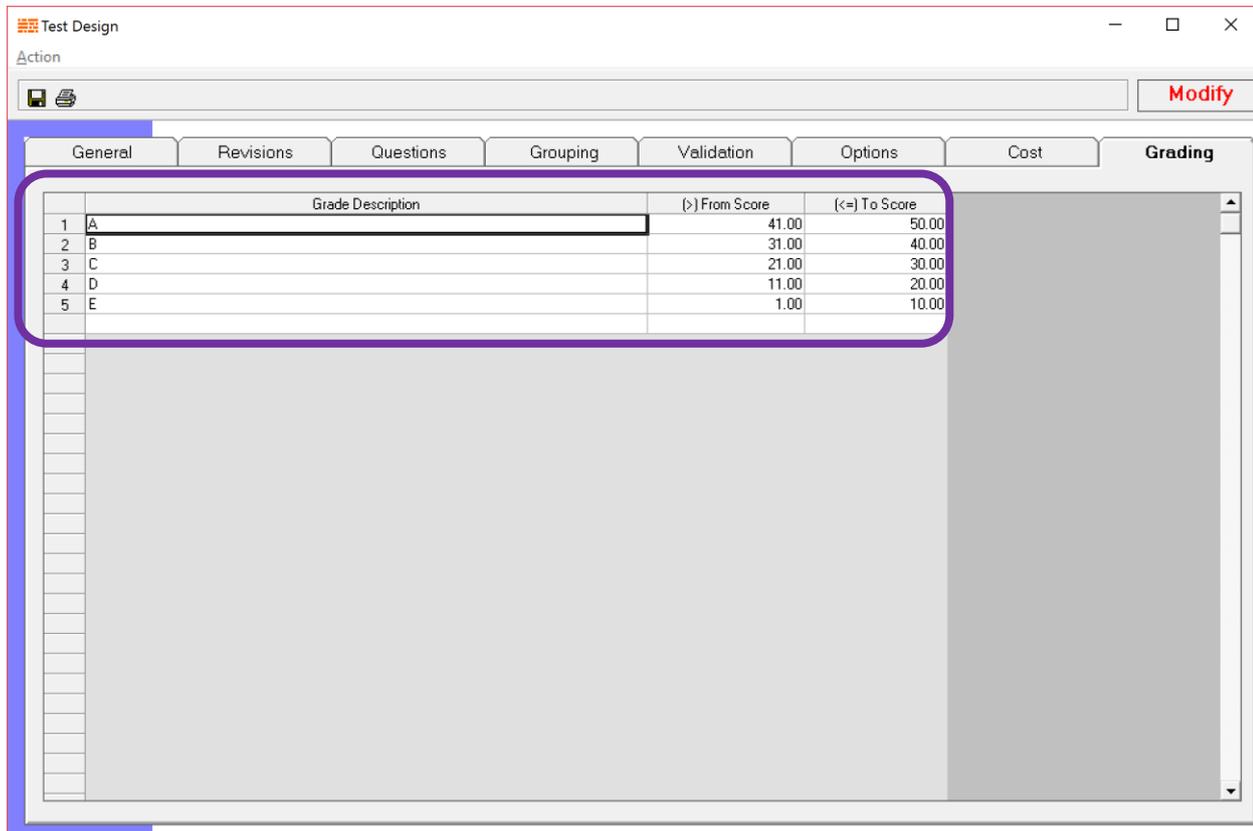
Section	Question	Question Tag	Search	Trim	Score	Multiple	Missing	Display	Print	Duplicate	Export	Question
Info	1. CandNo	CandNo		Both	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TX
Info	2. CentreNo	CentreNo		Both	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TX
Info	3. SeatNo	SeatNo		Both	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TX
Info	4. FORM	FORM			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Info	5. LANG	LANG			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Info	6. SUBJ	SUBJ			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	1. Q1	Q1			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	2. Q2	Q2			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	3. Q3	Q3			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	4. Q4	Q4			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	5. Q5	Q5			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	6. Q6	Q6			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	7. Q7	Q7			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	8. Q8	Q8			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	9. Q9	Q9			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	10. Q10	Q10			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	11. Q11	Q11			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC
Section 1	12. Q12	Q12			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MC

Below the table, there are two sections: 'OMR Options' and 'Image Scan Options'. The 'OMR Options' section includes fields for 'ScanTools Application No.', 'Transport Printer Information' (Date/Time, Respondent ID, Score), and 'OMR Form for Printing'. The 'Image Scan Options' section includes 'Pages per Image Document' set to 1. A 'Modify' button is located in the top right corner of the window.

22. Test Design

22.2. Test Design - Grading

TestAnyTime features a grading system which can be set depending on the score range. For example if the score is between 41 to 50, it represents an A Grade. Users can set their own types of grades in the 'Grade Description' box.

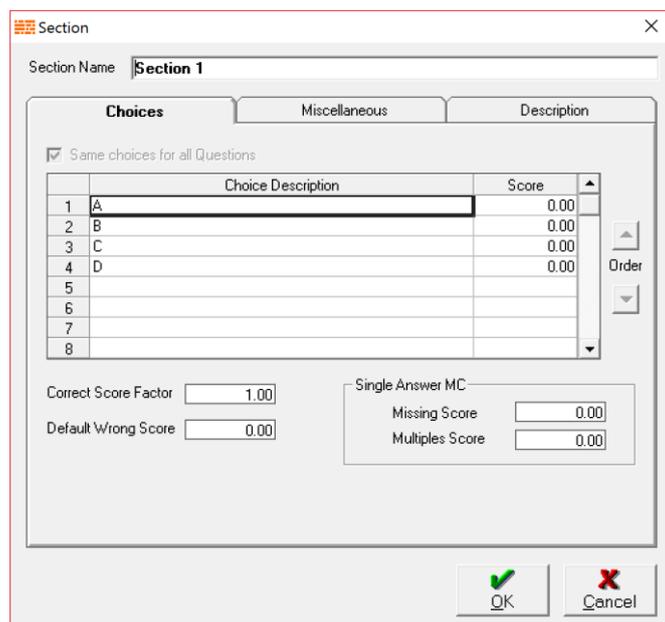


	Grade Description	>) From Score	(=) To Score
1	A	41.00	50.00
2	B	31.00	40.00
3	C	21.00	30.00
4	D	11.00	20.00
5	E	1.00	10.00



NOTE: Assigning specific scores for each question or each section can be done under the 'Question Tab' in 'Test Design Window'. Users can set scoring for:

- Correct Score Factor
- Default Wrong Score
- Single Answer MC
 - Missing Score
 - Multiple Score



	Choice Description	Score
1	A	0.00
2	B	0.00
3	C	0.00
4	D	0.00
5		
6		
7		
8		

Correct Score Factor:

Default Wrong Score:

Single Answer MC

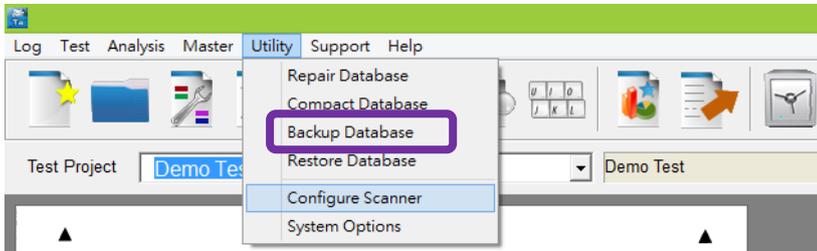
Missing Score:

Multiples Score:

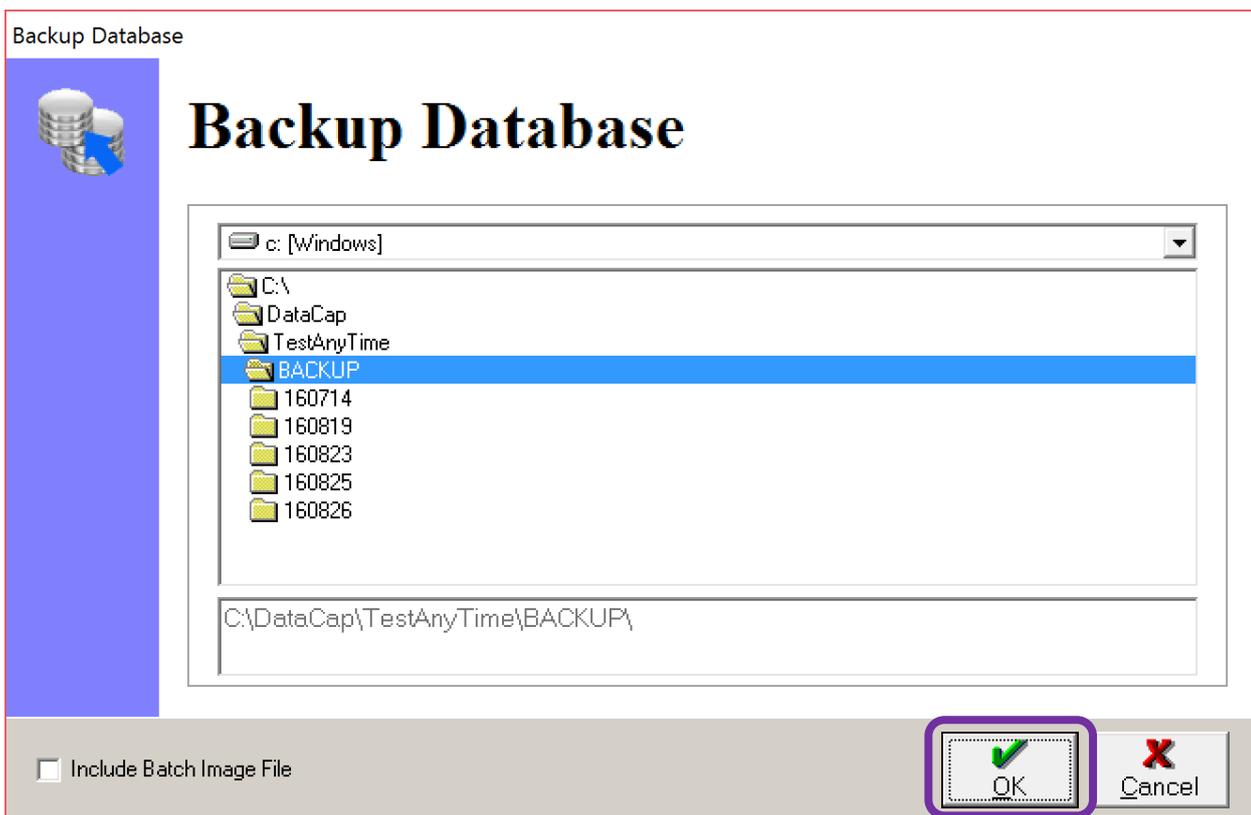
23. Utility

Backup Database

1. Go to **Utility > Backup Database**



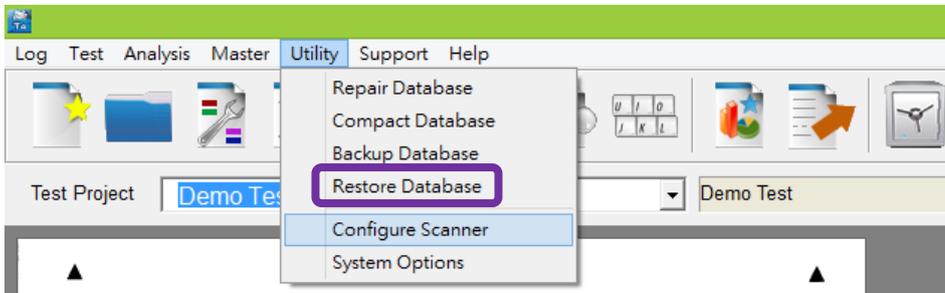
2. Click **OK** to Backup



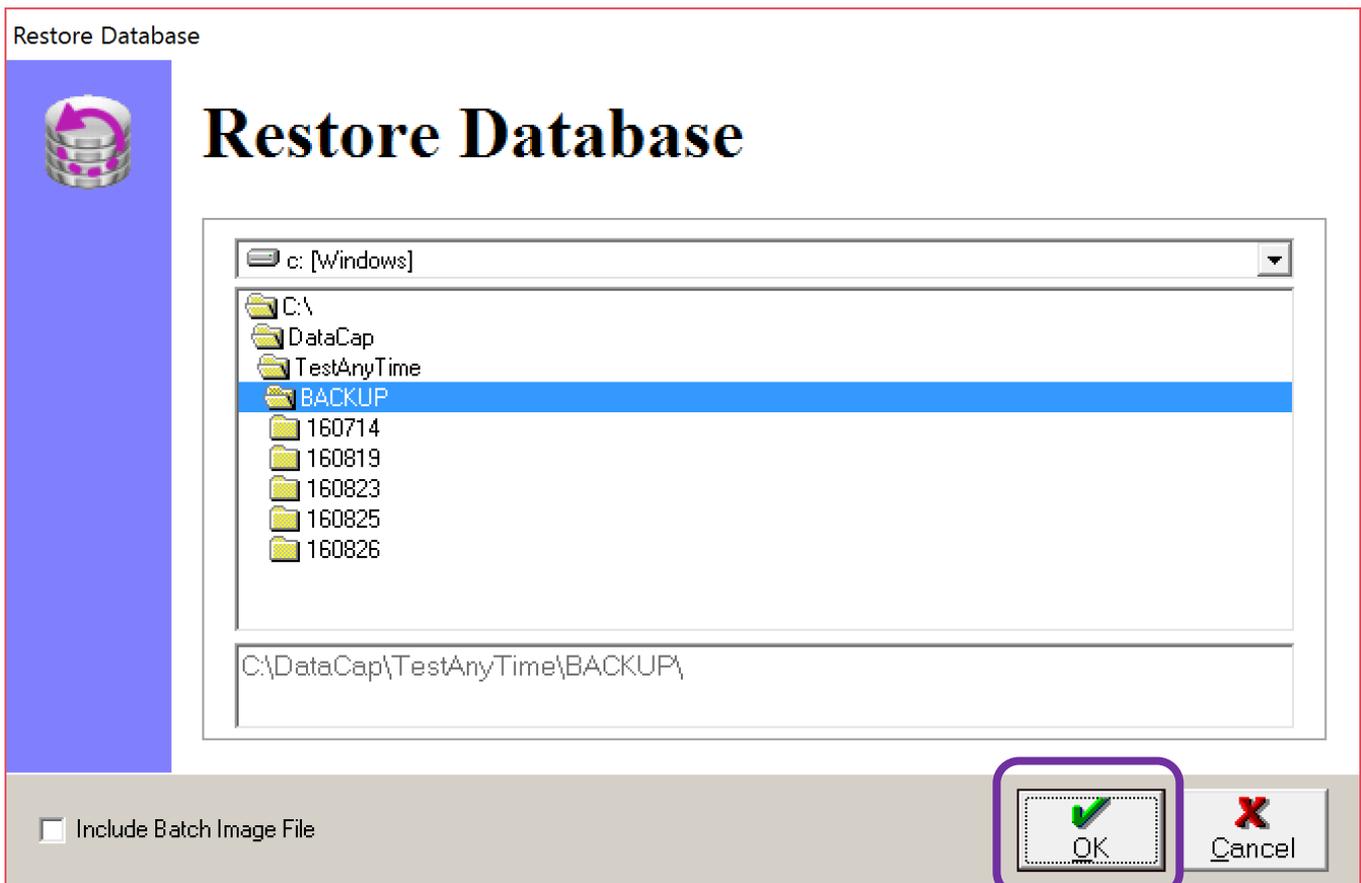
23. Utility

Restore Database

Go to **Utility > Restore Database**



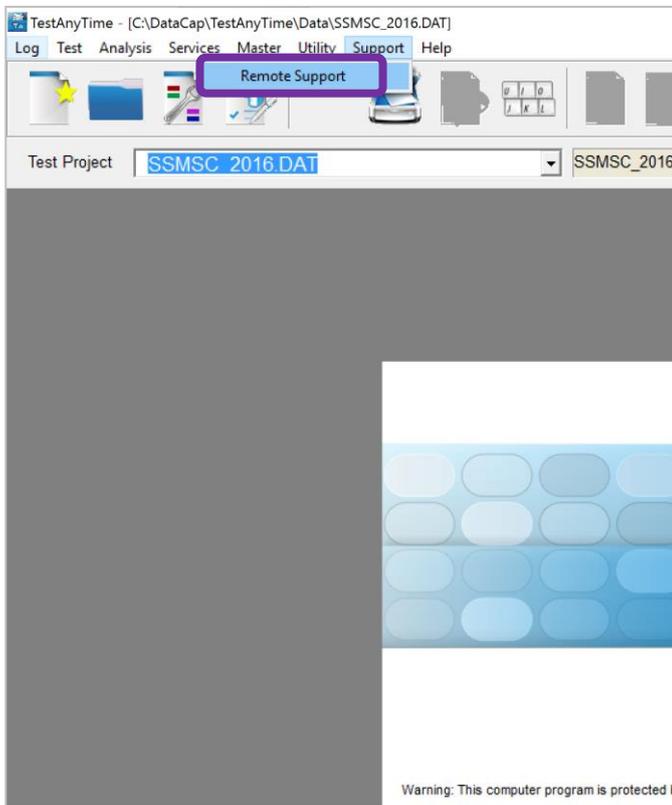
1. Select Restore the date > Click **OK** to Restore



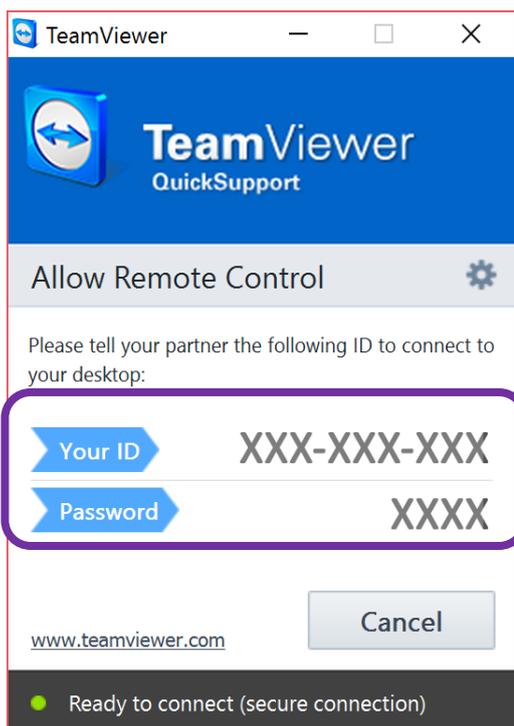
24. Remote Support

Remote Support

1. Click the support > remote support



2. Call and provide us with your TeamViewer id and password



25. Contact Us

Contact Us

For technical support and further assistance with this TestAnyTime, please contact us below:

<u>Office Hours:</u>	
Monday to Friday:	09:00 A.M. – 06:00 P.M.
Saturday:	09:00 A.M. – 01:00 P.M.

<u>Contact Details:</u>	
Tel:	(+852) 2121 0868
Fax:	(+852) 2121 0735
Email:	enquiry@datacap.com.hk

For more information please visit: www.datacap.com.hk



Datacap Computer Solutions Limited

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