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## 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.



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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: <a href="http://www.datacap.hk/sample">http://www.datacap.hk/sample</a>
- 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: <u>www.datacap.hk/product/testanytime</u>

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 glossy of keywords that will be used within the software, with their descriptions.

Software	
Keyword	What is it?
Tomplato	TestAnyTime requires users to create (define) a template for each form they would
Template	like to process in the software
Test (Project)	Test means file that corresponds to your scanning project e.g. English Exam
Define Image Zone	Define Image Zone is the location where the template for the test will be created
(DataCap 3.0)	and the zone layout for where the data will be capture will be set ('defined')
	Test Design feature allows the user to use a add, edit and change question's text,
Test Design	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 Zopo	Optical Mark Zones are areas where single or multiple choice answers will be
	captured. This can be row of MC answers or respondent information.
Crown Zono	Group zone combines several rows of Optical Mark Zone together to form a string
Group zone	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	Cons Model Annuary second the presidents connect, master ensures how
Answer	scan woder 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.

lcon	Name	What is it for?
	Now Test	This is where the user can create a new test project, for exams, tests, surveys,
	new lest	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.
ķ	Scan Model	This is where the user can scan the model answer (or answer key). You will be
	Answer	able to import and export the model answer.
	Scan Test	I his is where the user can scan the forms by the respondents. Live scanning
Forms		Information will appear and an option to scan via batches.
	Image	This is where the user can view the data you have just scanned before
$\mathbb{P}$	Finder	exporting; Users here can do checking and manual data entry.
U I O J K L	Manual Key Enter	This is where the user can do manual data entry or create blank records.
	Devent	This is where the user can generate reports from a range of samples for their
16	Generator	scanned data. There are filter and custom options to generate the right report.
Í.	Fundant Data	This is where the user will export the data to external formats, such as MS
	Export Data	Excel, ASCII etc. Users can export via filters and different options.
	Question	This is where the user can use the existing question bank to create their
4	Bank	questions.
	User	This is where the user can create and set different user level access rights and
9	Information	passwords.
	Configure	This is where the user can setup and configure their scanner. Such as the scan
	Scanner	settings, print settings, barcode settings, form testing and diagnostic.
	Remote	This is where the user can, one click to activate a quick support tool to access
	Support	technical support from our staff remotely.
	About	This is where the user view the current software information, privacy
	TestAnyTime	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'.

			_		X
Welcome to the TestAny	Гіте 8.1.6 Se	tup Wizar	d		TA
The installer will guide you through your computer.	the steps required	to install Test/	λnyTi	me 8.1.6	on
WARNING: This computer program treaties. Unauthorized duplication or result in severe civil or criminal pena possible under the law.	is protected by cop r distribution of this alties, and will be p	byright law and program, or a rosecuted to t	inter ny po ne ma	rnational ortion of i aximum (	t, may extent
	Cancel	< <u>B</u> ack		Nex	t >
Next to install locatio	n folder pre	ess <b>'Next</b>	<b>'</b> .		
😽 TestAnyTime 8.1.6					×
Select Installation Folder			Da	ataC	Cap
		www	data	acap.co	m.hk
The installer will install TestAnyTime	e 8.1.6 to the follow	www.	data	acap.co	m.hk
The installer will install TestAnyTime To install in this folder, click "Next". "Browse".	e 8.1.6 to the follow To install to a differ	www. ing folder. ent folder, ent	. <b>dat</b> a eritb	acap.co below or	click
The installer will install TestAnyTime To install in this folder, click "Next". "Browse". Eolder:	e 8.1.6 to the follow To install to a differ	www. ring folder. ent folder, ent	.data eritb	below or	m.hk
The installer will install TestAnyTime To install in this folder, click "Next". "Browse". Eolder: C:\DataCap\TestAnyTime\	e 8.1.6 to the follow To install to a differ	www.	data eritb	below or B <u>r</u> owse.	m.hk
The installer will install TestAnyTime To install in this folder, click "Next". "Browse". <u>Folder:</u> C:\DataCap\TestAnyTime\	e 8.1.6 to the follow	www.	data eritb	below or Browse. 2isk Cost	m.hk click 
The installer will install TestAnyTime To install in this folder, click "Next". "Browse". Eolder: C:\DataCap\TestAnyTime\ Install TestAnyTime 8.1.6 for yours	e 8.1.6 to the follow To install to a differ self, or for anyone v	www. ing folder. ent folder, ent	data er it b <u></u> comp	below or Browse. Disk Cost	m.hk click 
The installer will install TestAnyTim To install in this folder, click "Next". "Browse". Eolder: C:\DataCap\TestAnyTime\ Install TestAnyTime 8.1.6 for your: © Everyone	e 8.1.6 to the follow To install to a differ self, or for anyone v	www.	data er it b <u>c</u> omp	below or Browse. Disk Cost	
The installer will install TestAnyTim To install in this folder, click "Next". "Browse". Eolder: C:\DataCap\TestAnyTime\ Install TestAnyTime 8.1.6 for yours © Everyone O Just me	e 8.1.6 to the follow To install to a differ self, or for anyone w	www. ring folder. ent folder, ent	data er it b comp	below or B <u>r</u> owse. Disk Cost	

## Installation

### Windows 8.1 & 10

#### 4. 'Next' to install TestAnyTime

🕼 TestAnyTime 8.1.6	_		×
Confirm Installation	www.da	ataC	ap <sup>®</sup>
The installer is ready to install TestAnyTime 8.1.6 on your c	omputer.		
Cancel	< <u>B</u> ack	Nex	t >

#### 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		此欄供註冊處人員填寫
對象:註冊普通工人		
	王作人仕(如工地文職/保安/	管理人員)
<u>se sw</u> 土木及樓宇工程	ss sw 機械設備操作	工ss_sw 機電工程
<ul> <li>〇 〇 清拆石棉工</li> </ul>	59 〇 〇 建築工地升降林	機 86 ○ ○ ○ 建築物防盗系統技工
	60 〇 〇 賀孔榕	
○ ○ 227月上(197小) ○ ○ 源吉丁(防水)(熱貼型源吉蘇)	61 ○ 但工機 62 ○ ○ 履備式固定品類	時記重機 89 〇 〇 〇 応則板装配工
○ ○ 握有工(防水)(焼膠型瀝青氈) ○ ○ 瀝青工(防水)(焼膠型瀝青氈)	63 〇 〇 (拆卸)-挖掘機	90 〇 〇 電氣裝配工
- 瀝青工 (防水) (塗膜)	64 〇 〇 挖掘機	91 〇 〇 〇 電氣佈線工
○ ○ ○ 竹棚工	65 〇 〇 龍門式起重機	92 〇 〇 自動梯技工
	66 〇 〇 搬土機	93 ○ ○ 沙防電氣裝配工
	O ○ ○ 小型装載機連門     G8 ○ ○ 小型装載機	WTT 94 ○ ○ 201711200000000000000000000000000000000
□ ○ ○ 小工((ac-1-)) □ ○ ○ ∧模板工(樓宇工程)	69 ○ ○ 撞擊式樁	96 〇 〇 手提消防設備裝配工
2 〇 〇 〇 木模板工(土木工程)	70 〇 〇 打椿	97 〇 〇 氣體裝置技工
3 O O 混凝土修補工 (混凝土剝落)	71 〇 〇 吊船	98 〇 〇 升降機技工
	72 〇 〇 塔式起重機	99 ○ ○ ○ 機械打磨裝配工
- ○ ○ ○ 建垣隠愧坟上 5 ○ ○ ○ 墓牆工	··· ○ 頁里而儀 74 ○ ○ 隧道_錯孔雌	100 〇 栄空電線技工 101 〇 〇 空調製冷設備技工
7 〇 〇 拆卸工(建築物)	75 〇 〇 隧道-機車操作	102 ○ ○ ○ 空調製冷設備技工 (送風系統)
B ○ ○ 拆卸工(達例建築工程)	76 〇 〇 隧道-拱塊安裝	103 〇 〇 〇 空調製冷設備技工 (電力控制)
	77 〇 〇 隧道-鑽挖機械	104 〇 〇 〇 空調製冷設備技工 (保温)
	/ĕ ○ ○ 輪胎式液壓伸約	縮市営起主機 105 ○ ○ ご調製冷設備技工 (獨立系統) 106 ○ ○ ○ 空調製冷設備技工 (減立系統)
- ○ ○ ○ ஊ也或工 2 ○ ○ ○ 鋪地板工(塑料地板)		₩₩ 0 0 0 至調器/7 政策技工 (小系統)
3 ○ ○ ○ 鋪地板工 (木地板)	ss sw <u>駕駛員</u>	
4 ○ ○ ○ 普通焊接工	79 〇 〇 掛接車輛	SS SW
	80 〇 ① 重型貨車	107 〇 〇 什工
○ ○ ○ 右土勘探⊥/ 資井工/ 資孔工	81 () () 甲型貨車 82 () () 柱則田途声晒	
B ○ ○ ○ /= 水上		收集個人資料聲明
$0 \circ \circ $ at the second		
	ss sw <u>海面建造機械</u>	<b>操作工</b> 1. 你问建造業議會〔「議會」〕所提供 的答約」,包括「個」答約」(利喝)於個()
□ ○ ○ 三石上 2 ○ ○ 三石丁(前井)	●3 () () 吊臂-夾吊 84 () () 呆壁	所指的個人資料,只會用於相關議會之
3 0 0 雲石工(窓街)	85 〇 〇 吊桿	活動。
4 0 0 0 砌石工		<ol> <li>為讓你得知最新的議會活動和行業内 發展排決,議會幣使用你的佣人资料。</li> </ol>
5 ○ ○ ○ 金屬棚架工		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、
	現時主要後	後事的工作 活動項目、議會工作和建造業其他方面 的基本交到現代40月
<ul> <li>○ 打樁工</li> </ul>	(可剔選多項)	的取新頁訊提供給你。 3. 你可選擇是不同音梯的上述答訊。若
▶ ○ ○ 打椿工 (鑚孔椿)	(	不同意的話,請於下列有關拒收資訊一
L ○ ○ 打樁工 (撞撃式樁)	% 猫 雨 丁 和	■ 之 井 台 欄 之 空 格 内 加 上 「 ● 」 號 。
	(可則避久下)	エイコス PD 4. 你有權要求查閱皮修止你的個人資料。 有關由諸須以畫而向違語業議會提出 W
	(円刻進多項)	北為香港灣仔告士打道138號聯合鹿島大
5 〇 〇 預應力 (拉力) 工		度15樓。
5 ○ ○ ○ 索具工 (叻㗎)/ 金屬模板裝嵌工	備註	大   太同音口泫嫔诉古碑进尝送命祭
	SM/. 動/由1士一	出有關議會活動和與建造業相關的資訊。
	SW: 渋練技上	
	SS: 半熟練技工	
I 〇 〇 結構鋼材焊接工		
2 〇 〇 〇 鋪瓦工		姓名:
3 O G 鋪瓦工 (紙皮石)		
+ ∪ ∪ 囲瓦上(武瓦) 5 ○ ○ 舗動工		誹⊞编號·
- · · · · · · · · · · · · · · · · · · ·		Haller         1979/100 - 2070
7 0 0 0 窗框工		
B ○ ○ 「噴塗油漆工		聯絡電話:

#### 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.

### 7.1. Create New Form

#### 3. Select from a Quick Start

	New Test	
<b>New Test</b> You can cre	ate a test project using Quick Start or Start from Empty Project.	~
	Quick Start Start from Existing Project Start from Empty Project (for advance users)	

#### 4. Create the form name and Click Create

New Test	
<b>Quick Start</b> You can create a test project rapidly by defining zones just after scanning images.	
Test Name Test Location [C:\datacap\TestAnyTime\DATA	
Create	X Cancel

#### 7.1. Create New Form

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

	DataCap 3.0 - WRO RGW Questionnaire2 – 🗖 🗙
File Edit Zone Help	
) 🚅 🔲 l 🕅 🗕 🔕 🎓 🎓 l 🖉 🛍 🛍	#   O Q Q [ ] # #   N    C R I 🗹 🖩 D
WR0 RGW Ques onnaire2	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - 15 - 16 - 17 -
G Dew Page	-
Remove Page	-
	From Scanner
B Import Data	From File
Move Down	-
	4
	- υ
	ω
	0
	-
	Ø
	- 0
	-
	=
	<u><u></u></u>
eady	Read and Write

6. Choice of New Form Image > Open

12 C		Import Imag	e - WRO RGW	/ Questionnaire2					×
ⓒ ⋺ ▽ ↑ 🌗 ▶ 本機 ▶ T	下載 ▶ 建造業 ▶				~ ¢	搜尋 建造業			,o
組合管理 ▼ 新増資料夾							-		0
<ul> <li>★ 我的最愛</li> <li>▲ 下載</li> <li>▲ 桌面</li> <li>④ 最近的位置</li> </ul>		MC		Ti Bandili Silani					
🜏 家用群組	MC_Form	мс	Question	Questionnaire					
🖳 本機									
🚺 下載									
👔 文件									
🔰 音樂									
📜 桌面									
🍺 園片									
📴 影片									
📥 DataCap (C:)									
👝 DataCap (D:)									
▲ 構案名稱( <u>N</u> ):					~	Image file 開啟( <u>O</u> )		取消	~
								_	

### 7.2. Registration Marks

#### 7. Use Tools 1 Registration Zone Select the Triangle



### 7.3. Optical Mark Zones

#### 8. Use the Optical Mark Zone > Select the Bubbles



### 7.3. Optical Mark Zones

9. Right click selected > Bubbles Slice



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

Slice Zone	X
Direction • Horizontal • Vertical	OMR String           1, 2, 3, 4, 5,           OMR String           1
Data Zones Zones: DMR Zone Starting Index: 1 (1.A,a) Boxes within Zones: OMB Group As	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
✓ Always show this dialog before start sliving     □K   Cancel	The OMR Strings display here is an example only. The final results are depended on row and column of sliced zones.

### 7.4. Data Zone

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



### 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)

New Test		
<b>New Test</b> You can	create a test project using Quick Start or Start from Empty Project.	٢
	Quick Start     Start from Existing Project     C:\Program Files\TestAnyTime\Data\Samples\TestAnyTime Ar     Sheet 75 (A4).dat	nswer
	C Start from Empty Project (for advance users)	X Cancel

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

Open Test				? 🛛
查詢①:	🗁 Samples	•	🗢 🖻 💣 📰	•
我最近的文件 原面 我的交 # 我的電腦	☐ DataCap 03DCSL01 (Imaging).dat ☐ DataCap 03DCSL01 (OMR).dat ☐ SurveyAnyTime 20 (B5).dat ☐ SurveyAnyTime 40 (B5).dat ☐ SurveyAnyTime 60 (B5).dat ☐ TestAnyTime Answer Sheet 25 (A4).dat ☐ TestAnyTime Answer Sheet 50 (A4).dat ☐ TestAnyTime Answer Sheet 75 (A4).dat ☐ TestAnyTime Answer Sheet 100 (A4).dat			
網路上的芳鄰				
	檔名(N): 檔案類型(I): TestAnyTime Test (*.dat)	1		開啓(O) 取消

### 8. Create New Test

### **Create New Test**

4. Select save location > Click Save

Save Test As					? 🛛
儲存於①:	Data 🔁		•	+ 🗈 💣 📰 -	
3000000000000000000000000000000000000	Apps LSG QBank				
	☐ Samples ☐ 碧堤半島(20)	13-11-23)			
桌面					
<b>夏</b> 夏 我的電腦					
網路上的芳鄰					
	檔名(N): 存檔類型(I):	     TestAnyTime Test (*.dat)			儲存③

### **Scan Model Answer**

5. Click Test > Select Scan Model Answer

.og	Test	Analysis Master	Utility	Help
8		Open Test		Ctrl+O
~		New Test		Ctrl+N
		Test Design		Ctrl+D
		Save Test As		
		Complete Test		
		Remove Test		
		Define Image Zone	s	
		Image Zone Mapp	ing	
		Print Test Form	_	Ctrl+P
		Scan Model Answe	r	
		Scan Images		
		Batch Image Conve	ersion	
		Scan Test Form		Ctrl+S
		Manual Key Entry		Ctrl+M
		Image Finder		Ctrl+F
		Test Profile		
		Import Data		
		Export Data		Ctrl+E
		Batch Export Data		
		Data Flagging and	Cleaning	
		Find and Replace		

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

🗱 Scan Model Answer	
Scan Model Answer You can scan answer forms to update the model answers.	■5 C A N ↓
<ul> <li>From Scanner</li> <li>Place the forms with model answers filled on the input tray of the scanner.</li> <li>Click 'Scan' to start.</li> <li>From Image File</li> </ul>	
Manual Key Entry Acquire	<b>X</b> <u>E</u> xit

### 9.1. Scan Model Answer

7. Check Model Answer > Click Save

A VICTOR VICTOR
KANNER KANNE
magazing warman in particular all management in the R of R R R R R R R R W and R R R R R R R R R R R R R R R R R R R

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



#### Exit to Main Menu > Click Yes



### 9.2. Import model answer

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

	Scan Model Ans	wer	<u>^</u>
Scan Model Answer You can scan answer forms to update the model answers.			2
From Scanner Place the forms with model answers filled on the input tra Click 'Acquire' to start.	w of the scanner.		
C From Image File			
Delete Model Answer	Import Model Answer	Ø I Ø       Ø I Ø       Ø I Ø       Manual Key Entry   Acquire	top <b>X</b>

2. Choice model answer export ile click open



### 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:       Image: Display scanned image         Question Tag       Score       Response         Batch Information       Question Tag       Score [Factor=1, Wrong=0, Multiple=0]         1. Batch Information       BATCH_INF0       0	×
Model Answers Scanned:       Image: Display scanned image         Question       Question Tag       Score       Response         Batch Information       BatCH_INFO       0         1. Batch Information       BATCH_INFO       0         2. System Batch Number       SYS_BATCH_NO       0         3. Update Time       UPDATE_TIME       0         Candidate_INo       CANDIDATE_NO       0         1. Candidate_No       CANDIDATE_NO       0         2. Class       CLASS       0         3. Class_No       CLASS_NO       0         4. Subject_Code       SUBJECT_CODE       0	
Model Answers Scanned:       Image: Display scanned image         Question       Question Tag       Score       Response         Batch Information       Batch Information       Score [Factor=1, Wrong=0, Missing=0, Multiple=0]         1. Batch Information       BATCH_INF0       0         2. System Batch Number       SYS_BATCH_N0       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	
Question     Question Tag     Score     Response       Batch Information     BATCH_INFD     0       2. System Batch Number     SYS_BATCH_NO     0       3. Update Time     UPDATE_TIME     0       Candidate Information     Score [Factor=1, Wrong=0, Mitsing=0, Multiple=0]       1. Candidate Information     Score [Factor=1, Wrong=0, Missing=0, Multiple=0]       2. Class     CLASS     0       3. Class_No     CLASS_NO     0       4. Subject_Code     SUBJECT_CODE     0	
Batch Information     Batch Information     Score [Factor=1, Wrong=0, Multiple=0]       2. System Batch Number     SYS_BATCH_NO     0       3. Update Time     UPDATE_TIME     0       Candidate Information     Score [Factor=1, Wrong=0, Multiple=0]       1. Candidate Information     Score [Factor=1, Wrong=0, Missing=0, Multiple=0]       2. Class     CLASS     0       3. Class_No     CLASS_NO     0       4. Subject_Code     SUBJECT_CODE     0	
Batch Information     BATCH_INFO     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       2. Class     CLASS     0       3. Class_No     CLASS_NO     0       4. Subject_Code     SUBJECT_CODE     0	-
1. Satch Information     EATCH_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	
2. System Back Humber     STS_DATCH_ING     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	
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	
1. Candidate_No     CANDIDATE_NO     0       2. Class     CLASS     0       3. Class_No     CLASS_NO     0       4. Subject_Code     SUBJECT_CODE     0	
2. Class 3. Class_No 4. Subject_Code ULASS 0 0 4. Subject_Code 0 0 0 0 0 0 0 0 0 0 0 0 0	
3. Class_No CLASS_NO 0 4. Subject_Code SUBJECT_CODE 0	
4. Subject_Code SUBJECT_CODE 0	
Vatabase Lookub Score Ir actor=1, wrond=0, Missind=0, Multiple=01	
1. Candidate Name CNAME 0	
Image Information Score [Factor=1, Wrong=0, Multiple=0]	
1. Image Clip IMAGE_CLIP 0	
Score [Factor=1, Wrong=0, Multiple=0]	
1. Score Adjustment SCORE ADJUSTME 0	
2. Total Score TOTAL_SCORE 0	
Paper 1 (Single Answer) Score [Factor=1, Wrong=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 1 4-D	
5.Q_5 Q_5 1 1-A	
6.Q_6 Q_6 1 2-B	
7.0_7 0_7 1 3·C	
Note: Only multiple-choices questions will be saved. Score Question(s): 12 Full Mark 40 Passing Mark % 0 Back Back	<b>X</b> Exit

### 9.3. Export model answer

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

		Scan Model Answer	
Scan Model Answer You can scan answer form	is to update the model answers.		
From Scanner Place the forms with Click 'Acquire' to studie	n model answers filled on the input tray art.	of the scanner.	
C From Image File			
Delete Model Answer	Export Model Answer	Import Model Answer         Manual Key Entry         Acquire         Stop	X Exit

#### 2. Choice save location then save



## 10. Scan Test Form

### **Scan Test Form**

1. Click Test > Select Scan Test Form

Log	Test	) Analysis Ma	ster	Utility	Help
2		Open Test			Ctrl+O
6		New Test			Ctrl+N
		Test Design			Ctrl+D
		Save Test As			
		Complete Test			
		Remove Test			
		Define Image Z	ones		
		Image Zone Ma	appin	9	
		Print Test Form			Ctrl+P
		Scan Model An	swer		
		Scan Images			
		Batch Image Co	nvers	sion	
		Scan Test Form			Ctrl+S
		Manual Key Ent	ry		Ctrl+M
		Image Finder			Ctrl+F
		Test Profile			
		Import Data			
		Export Data			Ctrl+E
		Batch Export Da	ata		
		Data Flagging a	and C	leaning	
		Find and Replac	ce		

#### 2. Click Start to scan form

🗱 Scan Test Form	
Action	
Revision 🔀 1 💌	Revision 1
Start Date 2009/05/30	To Text File
End Date 2009/05/30	
Scan Time 2013/11/25 15:37:49	Image: Display scanned data         Image: Display message         Image: Display scanned image
- Scanning Information	Question Tag Scanned Data
Respondent ID 000000004	LANDIDATE_NO     DOUBLOUT       CLASS     2       GROUP     B
Batch No. 00002	SEAT_NO         22           SUBJECT_CODE         234           OI         (1) A
Perfect 0	Q1         UDB           Q2         (2) B           Q3 <multiple response=""></multiple>
Questionable 2	Q4         (4) D         0.0000         0.0000         0.0000         0.0000         0.0000           Q5         (3) C         0.0000         0.0000         0.0000         0.0000         0.0000
Duplicate 0	Q5         (1) A           Q7         (2) B
Unreadable 0	Message
	Date/Time         Message           2013/11/25 15:37:49         \$003Q070. MC 1-4 Questionable (Empty)           2013/11/25 15:37:49         \$003Q071. MC 1-4 Questionable (Empty)           2013/11/25 15:37:49         \$003Q072. MC 1-4 Questionable (Empty)           2013/11/25 15:37:49         \$003Q073. MC 1-4 Questionable (Empty)           2013/11/25 15:37:49         \$003Q073. MC 1-4 Questionable (Empty)
Total Scanned 2	2013/11/25 15:37:49 S003Q074. MC 1-4 Questionable (Emply) 2013/11/25 15:37:49 S003Q075. MC 1-4 Questionable (Emply)
Scanning	Continue Batch

## 10. Scan Test Form

### **Scan Test Form**

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

DataCap - Virtual Scanner (Select Files)	×
Select images to scan	
Select image file for scanning C:\Users\DataCap\Downloads\建造業 Display File Only MC_Form MC.tif Questionnaire - Draft 12 Nov 2014 WR0 RGW Questionnaire.tif VR0 RGW Questionnaire.tif	Integra File
5 files in noider O files select	cted
	remarke when seephing
View Selected Image	<u>S</u> can <u>C</u> lose

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

🚟 Scan Test Form		X
Action		
Revision 强 1 🗾	Revision 1	
Start Date 2009/05/30	To Text File	
End Date 2009/05/30		
Scan Time 2013/11/25 15:37:49	Image         Image           Image         Image	
- Scapping Information	Question Tag Scanned Data 🔺	·
Coolining monnation		100 H
Respondent ID 000000004		
000000004	SEAT ND 22	10
Batch No. 00002	SUBJECT CODE 234	18
		1
Distant in the second sec	Q2 (2) B	
Perrect 0	Q3      MULTIPLE RESPONSE>     mmmm + 10000 + 10000 + 10000 + 10000 + 10000 + 1000	4
Questionable 2	Q4 (4) D + 0.000 9 0.0	
		1 I I
Duplicate 0		
		÷
Unreadable 0	Message # 0000 1 0000 1 0000 1 0000	1
	Date/Time Message	
	2013/11/25 15:37:49 S003Q070. MC 1-4 Questionable (Empty)	
	2013/11/25 15:37:49 S003Q071. MC 1-4 Questionable (Empty)	
	2013/11/25 15:37:49 S003Q072. MC 1-4 Questionable (Empty)	
	2013/11/25 15:37:49 S003Q073. MC 1-4 Questionable [Empty]	
Total Scanned 2	2013/11/2010.37.45 S0030074. MC 1-4 Questionable (Empty)	
Scanning		
	Continue Batch Stop Exit	
,		

## 11. Image Finder

#### **Image Finder**

4. Click Test > Select Image Finder



#### 5. Check if information needs to be edited

	🗱 Image Finder		
	<u>Action</u> <u>E</u> dit <u>V</u> iew TextConvert		
Image: Normal base in the internal of t	🔚 🚈 🏧 🔍 🝸 🌔 📶 🔄 💌 Validation Warning	Error	Y
	Respondent         Candidate No.         Class         Group         Seat.         Subject.         MC         MC	AC         MC         MC<	IMC         MC         MC
			<u>ل</u>
biografia visione (biosed (serve biosed)) in the biosed (serve biosed) in the BLANDAR for land one of the serve biosed)			

## 12. Report Generator

#### **Report Generator**

1. Click Analysis > Select Report Generator



2. Select Report > Double Click

📰 Report Generator 🔀
File
Report Profile         Report Type         In Table Analysis         Comments Listing         Pie Chart         Bar Chart         Diac Comparison         Revision Comparison         Revision Comparison         Resting Report with Pass;         Test Results of Candidates;         Resting Report with Pass;         Test Ranking Analysis;         Test Score Listing         Revision comparison report

### 12. Report Generator

### **Report Generator**

\_\_\_\_\_

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

Report Generator - Test Summary     File     Report Profile     Report Type     Sep 4     Report     Main Tile     TestAnyTime Answer Sheet 25 (A4) (Revision 1)     Sub Tile     Test Summary   Header Text   Image: Text </th <th>Report Type</th> <th>Selection F</th> <th>ilter</th> <th>Contents</th> <th>Options</th>	Report Type	Selection F	ilter	Contents	Options
File     File     Preport Profile     Report Type     Step 4     Report     Main Title     Test Summary     Header Text     Show selected filte(s)     Protect     Back     Cancel     Preview					
File     Peport Profile     Report     Main Title     TestAnyTime Answer Sheet 25 (A4) (Revision 1)     Sub Title     Test Summary     Header Text     Footer Text     Test Summary     Back     Cancel        Back     Cancel	Report Generator -	Test Summary			<b>—</b> X
Report Type     Report Type     Step 4     Report     Main Title     TestArryTime Answer Sheet 25 (A4) (Revision 1)     Sub Title     Test Summay   Header Text     Footer Text     Show selected filter(s)     Include Flagged Respondent     Back   Cancel	File				
Report Profile         Report Type       Selection       Filter       Contents       Options         Step 4         Report       Main Title       TestAnyTime Answer Sheet 25 (A4) (Revision 1)       Sub Title       TestAnyTime Answer Sheet 25 (A4) (Revision 1)         Sub Title       TestAnyTime Answer Sheet 25 (A4) (Revision 1)       Sub Title       TestAnyTime Answer Sheet 25 (A4) (Revision 1)         Sub Title       Test Summary       Image: Content State Stat					
Report Type       Selection       Filter       Contents       Options         Step 4       Report       Main Title       TestAnyTime Answer Sheet 25 (A4) (Revision 1)       Sub Title       Test Summary         Sub Title       Test Summary       Image: Content State       Image: Content State       Image: Content State         W Show selected filter(\$)       Image: Content State       Image: Content State       Image: Content State         Back       Cancel       Preview	DataCap	Report Profile			Ţ
Step 4         Report         Main Title       TestAnyTime Answer Sheet 25 (A4) (Revision 1)         Sub Title       Test Summary         Header Text          Footer Text          Show selected filter(s)       Include Flagged Respondent         Back       Cancel	Report Type	Selection	Filter	Contents	Options
	Main Title Sub Title Header Text I Show select	TestAnyTime Answer Sheet 25 (A4) (Re Test Summary ed filter(s) I Include Flagged Respon	vision 1)	<u>B</u> ack <u>C</u> ance	el <u>P</u> review
	Pre	view			

## 12. Report Generator

### **Report Generator**

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



### **Export Data**

1. Click Test > Select Export Data

Log	Test	Analysis Master Util	lity Help	
2		Open Test	Ctrl+O	
		New Test	Ctrl+N	
		Test Design	Ctrl+D	
		Save Test As		
		Complete Test		
		Remove Test		
		Define Image Zones		
		Image Zone Mapping		
		Print Test Form	Ctrl+P	
		Scan Model Answer		
		Scan Images		
		Batch Image Conversion		
		Scan Test Form	Ctrl+S	
		Manual Key Entry	Ctrl+M	
		Image Finder	Ctrl+F	
		Test Profile		
		Import Data		
		Export Data	Ctrl+E	
		Batch Export Data		
		Data Flagging and Clear	ing	
		Find and Replace		

### **Export Data**



NOTE: Users can select either By Revision or By Filter

#### 2. Select Export Mode

	File Please Select Export Mode © Export By Revision Revision Revision C Export By Filter C ASCII (Fixed length) C MS Excel Format C dBase / FoxPro Format	Profile:       Image: Second Sec
Please Select Export Mode Export By Revision Revision 1. Revision 1	C MS Access Format C CSV (Comma Separated) F Wath (Com/) C XML Format	Find Multiple Page File     Example: 1)\\Servet\Data\\tif *,jig *,png 2)\\Servet\Data\\Zerspondent_id\tif a)\\Servet\Data\\Zerspondent_id\tif a)\\Servet\Da\\Servet\Da)\\Servet\Da\\Servet\Data\\Zerspondent\
C Export By Filter	elect <b>Filter &gt;</b>	Export Diplion Exit

	E Select Respondent
	Please enter your search criteria :
	Please select the target revision [1] Revision 1
	Filter Builder       Relation       Question Text       Comparison       Value
	Add Filter E <u>d</u> it Filter <u>R</u> emove Filter
_	Filter Applied

### **Export Data**

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

	Profile:	<b>_</b>		
Please Select Export Mode	,			
Export By Revision				
Revision		No. of respondents		
Mage 1. Revision 1		4		
C Export Bu Filter Eilte	F	Detabase Velidation Englande Repeatureords		
File Type	formation			
C ASCII (Fixed length)	ort File Name C:\Program Files\TestAnyTime\EXPORT\%PR0JE	CT_NAME%.XLS		
MS Excel Format	Export to a Folder (Question Tag = 'MG_FILE_NAME') Example: (%PB0.IECT_NAME% %DATE% = ''\'\'\'MMDD'' %	(TIME% = "HHNNSS")		
C dBase / FoxPro Format E:	ort Image Path			
C MS Access Format	I I Multiple Page File			
C CSV (Comma Separated)	Example: 1) \\Server\Data\*.tif *.jpg *.png 3) \\Server\Data\%respondent_id%\*.tif *.ing *.png	2) \\Server\Data\%respondent_id%.tif 4) \\Server\Data\%01_1%\%respondent_id%.tif		
With ("")	ort Command			
C XML Format	j Evampla: OPEN / OPEN Filaname / EXPLORE / EXPLORE Fi	older / Shell Command		
	Export as choice ID C Export as score	Export as Choice Description		
Г	Show Field Headers			
	With Model Answer		File Information	
	With Section Mark 🛛 🗸 With Total Mark	With Correct Percentage	Export File Name	CIPre
Progress :				0.0-10
J		Funda   Funda Defini   Fuña		L Expo
	_			Example
			Export Image Path	
				V Multi
Туре				Evenete
ACCU (Event low eth)				cxample
ASUII (Fixed length)			5	
MS Excel Format			Export Command	
				Example
dBase / FoxPro Format			File Informat	tion
M5 Access Format				
CSV (Comma Separated)	Export as choice ID	C Export as score	C Export as Choice	e Descript
Vith ("")	Show Field Headers			
XML Format				
AREFUINA	With Model Answer			

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

### **Export Data**

#### 5. Click Export Options

Export Data	X	
File		
	Profile:	
Please Select Export Mode		
Revision	No. of respondents	
C Export By Filter	Eilter 🔽 Database Validation 🦵 Exclude flagged records	Export Option
File Type	File Information	
C ASCII (Fixed length)	Export File Name C:/Program Files/TestAnyTime/EXPORT/%PROJECT_NAME%XLS	
MS Excel Format	I = Export to a Folder (duestion ) ag =IM4_FLE_INAM) Example: (%PR0JECT_NAME%, %DATE% = "YYYYMMDD", %TIME% = "HHNNSS")	
C dBase / FoxPro Format	Export Image Path	
C MS Access Format	Example:         1) \\Server\Data\*.tif *.jpg *.png         2) \\Server\Data\*.respondent_id%.tif           3) \\Server\Data\*.respondent_id%\*.tif *.jpg *.png         4) \\Server\Data\*.respondent_id%.tif	
C XML Format	Export Command Example: OPEN / OPEN Filename / EXPLORE / EXPLORE Folder / Shell Command	
	C Export as choice ID C Export as score C Export as Choice Description	
	With Model Answer     With Section Mark     Vith Section Mark     With Total Mark     Vith Correct Percentage	
Progress :		
	Espot Export Option	

6. Click Apply to accept changes.

	Field by d	aroup		Use Questic	on Tag	•	
Export	Distinct	Section	Question	Question Text	Export Field Name		
				Respondent ID	respondent_id		
2		2	1	Level_1	Level_1		
2		3	1	Class_1	Class_1	1	
		4	1	Student No.	STUDENT NO		
2		5	1	MC_1	MC_1	1	
2		5	2	MC_2	MC_2	1	
2		5	3	MC_3	MC_3		
		5	4	MC_4	MC_4	1	~
2		5	5	MC_5	MC_5		X
2		5	6	MC_6	MC_6	1	
		5	7	MC 7	MC 7	1	
2		5	8	MC_8	MC_8		$\mathbf{v}$
2		5	9	MC_9	MC_9	1	V
		5	10	MC_10	MC_10		
2		5	11	MC_11	MC_11	1	
2		5	12	MC_12	MC_12		
2		5	13	MC_13	MC_13		
2		5	14	MC_14	MC_14		
2		5	15	MC_15	MC_15		
				Image File (P.1)	img_p1		
				Image File (P.1) - Huperlink	ima of bl		
# 13. Export Data

### **Export Data**

7. Click Export > Locate exported file double click on "Export File Name" path

Export Data		
File		
	Profile:	
Please Select Export Mode		
Revision	No. of respondents	
I. Revision 1	4	Export
C Export By Filter	Eliter 🔽 Database Validation 🔽 Exclude flagged records	
File Type	File Information Export File Name C\Program Files\TestAnyTime\EXPORT\%PROJECT_NAME%XLS	
• MS Excel Format	Example: (%PR0JECT_NAME%, %DATE% = "YYYYMMDD", %TIME% = "HHNNSS")	
C dBase / FoxPro Format	Export Image Path           Image Path         Image Path	
C CSV (Comma Separated)	3) \\Server\Data\%respondent_id%\*tif *.jpg *.png 4) \\Server\Data\%Q1_1%\%respondent_id%.tif	
	Example: UPEN / UP	
	With Model Answer  With Section Mark  With Total Mark  With Correct Percentage	
Progress :		
	Export Export Option Exit	

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

								<b>X</b>
	電腦 ▶ DataC	ap (C:) 🕨 Program	Files 🕨	TestAnyTime 🕨	EXPORT -	搜尋 EXPORT		Q
組合管理 ▼ 力	□入至媒體櫃 ▼	兵用對象 ▼	燒錄	新増資料夾				
📗 Program F	Files 🔷	名稱	*		修改日期	類型	大小	
Adobe	n Files	🖳 TRIAL			11/12/2013 17:13	Microsoft Excel 9	12 KB	
📗 Crystal 🛛	Decisions							
DVD Ma FileZilla	aker FTP Clien							
📕 fjtwain								
Google	=							
ICOFX 2								
linternet	Explorer							
Java	MINOLT							
Microso	oft Analysi							J
Microso	ft Office							
Microso	ft SQL Se							
Microso	ft Sync Fr							
Microso	ft Synchr ft Visual !							
Microso								
	B							

# 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

🍞 Export Data						×
File						
			Profile:			•
Select Export Mode • Export By Revision						Select Export Action
Revision					No. of respondents 13	<ul> <li>Database Validation</li> <li>Exclude flagged records</li> </ul>
C Export By Filter	<u> </u>					Remove data after export
File Type	File Information					
<ul> <li>ASCII (Fixed length)</li> </ul>	Export File Name	C:\DataCap\Te	estAnyTime\Expo der (Question Tag = '	M%PROJECT	NAME%.TXT	
O MS Excel Format						
C dBase / FoxPro Format	Export Image Path					ipg 💌 🛄
C MS Access Format		Multiple Page F Example: 1) \\Se	✓ Multiple Page File			espondent_id%.tif
C CSV (Comma Separated)	Euport Command	3) \\Se	erver\Data\%responde	nt_id%\*.tif *.jpg *.j	png 4j NoerverNoata1%6	gr_r%varespondencjid%.ur
C XML Format	Export Command	OPEN Example: OPEN	/ OPEN Filename / E>	(PLORE / EXPLO	RE Folder / Shell Command	
O ODBC	<ul> <li>Export as choice</li> </ul>	ID	⊂ Export as	score	C Export as Choice	Description
	Show Field Head	lers				
	🔲 With Model Ansv	ver	🔲 With Ques	tions Information	🔲 With Result	
	🔲 With Section Ma	rk	🔲 With Tota	Mark	🔲 With Correct Perc	centage
Progress :						
					E <u>x</u> port Ex	xport Option <u>E</u> xit

#### 3. The files will be located in Export folder.



					<b></b>
	*	Da	atacap Comp	uter Solutions	Limited
許 卷 TestAnyT www.datacap.c	⊞ Гime ∞m.hk		(4) 考生編號 Candidate No.	(5) 班別 Class Cla	班號 (7) 科目編號 ss No Subject Code
答題紙 ANSWER SHEET					
須用HB鉛筆填寫	1				
(1) 科目名稱 Subject Name	2				
4	3			3 3 🗆 🗆 C 3 📼	
(2) 考生姓名 Name of Candidate	4				
AO	6			6 6 🗆 🗆 F 6 🗔	
(3) 考生簽署 Signature of Candid	date 8			7 7 🗆 G 7 🗖 8 8 🗆 H 8 🗖	
Chan Tak Fai	9			9 9 🖂 🖂 1 9 🖂	9 9
 作答前須嬪妥以上(1)至第(7)項。	Complete boxes	(1) - (7) above	before answering		
	complete boxes		beloit answering.		
考生須照下圖所不 <b>塡劃答案</b> :					
	2 🂓 🖨		27	52	77
ABCD	3 🏹 🗆	- <mark>-</mark>	28	53	78
23 🗖 🖿 🗖 🗖	4 🂓 🗆	u 🗖 🔂	29	54 🖂 🖂 🖂	79 🗆 🗆 📼 📼
	5 📼 🗆		30	55	80
錯填答案可用潔淨膠擦	A B	C D	A B C D	A B C D	A B C D
將筆狼徹底擦去	6 膟 🖨		31	56	81
	7 🎠 ⊏				
列勿指敵に合起紙	° 🎮 🗆		34	59	
	10 💓 🗖				
Mark your answer as	A B	СД	АВСД	ABCD	ABCD
follows :	11 🔂 🖯		36	61	86
	12 🔁 🗆	- <mark>-</mark> -	37 🗆 🗆 🗆 🗆	62	87 🗖 🗖 🗖
ABCD	13 🔁 🗆	- <b>-</b>	38	63	88
23 🗆 🖿 🗆 🗔	14 🗔 🧲	P 🖵	39	64 🗆 🗆 🗆 🗆	89
	15 🗆 🧧	p 📼 🖨	40	65	90
Wrong marks should be		C D	A B C D	A B C D	
completely erased with a					
					93
DO NOT FOLD THIS SHEET	19 🗆 🗆		44	69	94
	20 🗆 🗆		45	70	95
	A B	C D	ABCD	ABCD	ABCD
	21 🗆 🗆		46 🗆 🗆 🗆 🗆	71 🗆 🗆 🗖	96
	22 🗀 🗆		47	72	97
	23		48	73	98
	24		49		99
	23 LJ L		30 LL LL LL LL		

Designed by Datacap Computer Solutions Limited 迪恒電腦顧問有限公司 Tel: (852) 2121-0868 Fax: (852) 2121-0735 Email: <u>enquiry@datacap.com.hk</u>

▲

# 15. Export Image (with Excel)

### **Export data include image**

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

Te	st	Analysis	Master	Utility	Support	Help
		Open Test			Ctrl+	0
		New Test			Ctrl+	N
		Test Desigr	n		Ctrl-	D FD
s		Save Test A	As			
		Complete <sup>·</sup>	Test			- 1
		Remove Te	est			
		Define Ima	ge Zones			
		Image Zon	e Mappir	ng		ľ
		Print Test F	orm		Ctrl	+P
		Scan Mode	el Answer			ł
		Scan Imag	es			ł
		Batch Imag	ge Conver	sion		2
		Scan Test F	orm		Ctrl	+S
		Manual Ke	y Entry		Ctrl+	M
		Image Find	ler		Ctrl	+F
		Test Profile	;			0
	C	Import Dat				-
		Export Dat	а		Ctrl	+E
	4	Ratch Expo	ut Data			
		Data Flagg	jing and (	Cleaning		
		Find and R	eplace			

#### 2. Click Export Option

				Export D	ata					×
File										
	) 🖬 🗙 🔤			Profile:						•
- PI	ease Select Export Mode									
6	Export By Revision									
	Revision							No of res	spondents	-
	1. Revision 1								13	-
										-
0	Export By Filter	Eilter				🔲 Database V	alidation	Exclude	flagged record	s
Fi	е Туре	File Information								
	ASCII (Fived length)	Export File Name	C:\Data	Cap\TestAnyTime\E:		NAME%.TX	Г			
	Abeli (i Med lengel)		Export	to a Folder (Question Tag	= 'IMG_FILE_NAME_	_]				-
0	MS Excel Format		Example:	(%PROJECT_NAME%, %	DATE% = "\\\\\MMDE	0'', %TIME% = '	'HHNNSS'')			
0	dBase / FoxPro Format	Export Image Path							•	
6	MS Access Format		Multipl	e Page File 🛛 🔽	Append Image File	Co	lor Image File		_	
	CSI/(Comma Separated)		Example:	1) \\Server\Data\*.tif *.jp 3) \\Server\Data\%resp	og *.png opdent_id%\* tif * ing × pr	2)\\S	erver\Data\%re: erver\Data\%r	spondent_id%.ti	f Hent id%tif	
)	With ("")	Export Command			inden_idaartei .jpg .pr	ng 4) (15		1_178 VerCaporio	Jerne_id>s:til	_
0	XML Format		Example:	OPEN / OPEN Filename	/ EXPLORE / EXPLORI	E Folder / Shell	Command			<u> </u>
		0.5.1.1.1	10			0.5		<i>.</i>		
		Export as choice     Show Field Hass		() Expo	t as score	U EX	port as Unoice L	Jescription		
		With Model Answ	ieis ier	E With	Juestions Information					
		With Section Ma	rk	E With	Total Mark	E Wi	th Correct Perce	entarie		
		,		1 1181		,				
Proj	press :								_	
								1		
						Export	Exp	oort Option	<u>E</u> xit	
Pro	jress :					E <u>x</u> port	Exp	port Option	Exit	

# 15. Export Image (with Excel)

### **Export data include image**

#### 1. Choice include question image > click comment > Apply

Export Option -												×	
	You can change the export field name listed below :												
	Select	Field by Gr	roup					Use Questi	on Tag	•			
	Export	Distinct	Image	Comment	Section	Question	Question Text		Export Field Name				
	2						Respondent ID		respondent_id				
					3	1	Batch Information		BATCH_INFO				
					3	2	System Batch Number		SYS_BATCH_NO				
					3	3	Update Time		UPDATE_TIME				
					4	1	Candidate_No		CANDIDATE_NO				
					4	2	Class		CLASS				
					4	3	Class_No		CLASS_NO				
					4	4	Subject_Code		SUBJECT_CODE		~		
					5	1	Candidate Name		CNAME		~		
					7	1	Image Clip		IMAGE_CLIP			_	
					В	1	Score Adjustment		SCORE ADJUSTMENT				
					В	2	Total Score		TOTAL_SCORE		$\sim$		
					Э	1	Q_1		Q_1		Ý		
					Э	2	Q_2		Q_2			_	
					Э	3	Q_3		Q_3				
					Э	4	Q_4		Q_4				
					Э	5	Q_5		Q_5				
					9	6	Q_6		Q_6				
					Э	7	Q_7		Q_7				
					Э	8	Q_8		Q_8				
	2				9	9	Q_9		Q_9				
					9	10	Q_10		Q_10				
					10	1	Q_11		Q_11				
					10	2	Q_12		Q_12				
					10	3	Q_13		Q_13	-			
								Apply	Reset Default		<u>E</u> xit		

# 15. Export Image (with Excel)

### **Export data include image**

#### 2. Click Export

File       Profile:       Please Select Export Mode       © Export By Revision
Profile:   Please Select Export Mode  C Export By Revision
Please Select Export Mode      C Export By Revision
C Export By Revision
Revision No. of respondents
Image: Revision 1         13
C Export By Filter Database Validation Exclude flagged records
File Type
C 4SCII (Fived length) Export File Name C:\DataCap\TestAnyTime\Export\%PR0JECT_NAME%.TXT
Export to a Folder (Question Tag = '_IMG_FILE_NAME_')
C MS Excel Format Example: (%PR0JECT_NAME%; %DATE% = "YYYYMMDD"; %TIME% = "HHNNSS")
C dBase / FoxPro Format Export Image Path
C MS Access Format
Example:         1)\\Server\Data\%tif *,jpg *,png         2)\\Server\Data\%respondent_id%ttif           C CSV (Comma Separated)         3)\\Server\Data\%respondent_id%\*tif *,jpg *,png         4)\\Server\Data\%21_1%\%respondent_id%ttif
With ("")     Export Command     OPEN
C XML Format Example: OPEN / OPEN Filename / EXPLORE / EXPLORE Folder / Shell Command
C Export as choice ID C Export as score C Export as Choice Description
C Show Field Headers
With Model Answer With Questions Information
Vith Section Mark With Total Mark With Correct Percentage
Progress :
Export Exit

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

		0					
Call 1	31月/12	Call 1	TA ILL	Cal 1	725. PV	IR IT IH	1968 <del>7 G</del>

G	Н	Ι	J	K	L	М	N	0	Р	Q	R	S	Т	U
CLASS_N	SUBJECT	CNAME	IMAGE_(	SCORE A	TOT L_	SQ_1_Zone	Q1'	0.0	0.1	0.1	0.1		Q_7	Q_8
01		Chan Tak F			4		A				ור		Α	A
02		Cheng Yuk			5		в	-					В	В
03		Fong Ching			5		Ċ.	Ū.	Ũ	C .	C .	0	С	С
04		Fong Kam			6		D	D	D	D	D	D	D	D
05		Ho Yin Lir			15		А	В	С	D	A	В	С	D
01		Chan Man			9		В	A	D	D	С	В	В	A
02		Chau Yuen			10		A	D	С	С	A	A	A	С
03		Ho Kwok l			9		А	А	D	С	С	С	D	В
04		Ho Pui Sha			14		D	В	С	A	С	D	С	D
05		Ko Chung			15		A	В	C	D	В	В	A	A
01		Au Shu Yu			15		*	В	C	D	С	В	*	D
02		Chan Kam			13		А	В	С	D	С	В	A	В
*					4		*	В	C		A	*	D	

## 16. Save Test As

#### Save Test as

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

Log	Test	Analysis	Master	Utility	Support	Help	<b>)</b>		
-		Open Test			Ctrl	+0			
		New Test			Ctrl	+N	R.	P	JKL
		Test Desig	n		trl	+D	<b>—</b>	1	
Tes		Save Test A	ls						-
		Remove Te	est						
		Define Ima	ge Zones						
		Image Zon	e Mappir	ng					
		Print Test F	orm		Ctrl	+P			
		Scan Mod	el Answer						
		Scan Imag	es						
		Batch Imag	e Conver	sion					
		Scan Test I	orm		Ctrl	+5			
		Image Find	y Liitiy ler		Ctrl	+F			
		Test Deefile						-2725	<u></u>
		rest Profile							
		Import Dat Export Dat Batch Expo	a a ort Data		Ctrl	+E			
		Data Flagg Find and R	ing and ( eplace	Cleaning					
			10 10 10 10 10 10 10 10 10 10 10 10 10 1	Part 2 ( Sec. 2 ( Scc. 2				1         1         0           1         1         1           10         1         1           10         1         1           11         1         1           12         1         1           14         1         1           15         1         1           16         1         1           17         1         1           18         1         1           19         1         1           10         1         1           11         1         1           12         1         1           13         1         1           14         1         1           15         1         1           16         1         1           16         1         1           17         1         1           18         1         1           19         1         1           10         1         1           11         1         1           12         1         1           13         1 </th <th></th>	

<ul> <li>組合管理 ● 新増資料夾</li> <li>         選 最近的位置 ● 名稿 ● 修改日期 顕型 大小     </li> <li>         ③ 尿用群組 ● 14HKPO01 19/5/2014 12:52 檔案資料夾     </li> <li>         ▲ 本機 ● CityBus 19/5/2014 12:51 檔案資料夾     </li> <li>         ○ CityBus 19/5/2014 12:51 檔案資料夾     </li> </ul>	>
2     会額     修改日期     類型     大小            ・         ・         ・	0
マクト       14HKPO01       19/5/2014 12:52       福窯資料夾         Apps       24/11/2014 10:33       福窯資料夾         ごtyBus       19/5/2014 12:51       福窯資料夾         CLP       7/11/2014 9:24       福窯資料夾         CU-Old Data       19/5/2014 12:51       福窯資料夾         文件       data       19/5/2014 12:51       福窯資料夾	^
・            ・	
● CityBus     19/5/2014 12:51     福素資料夾       ● CLP     7/11/2014 9:24     福素資料夾       ● CLP     7/11/2014 12:51     福素資料夾       ● CU-Old Data     19/5/2014 12:51     福素資料夾       ● data     19/5/2014 12:51     福素資料夾	
● 本候     ● CLP     7/11/2014 9:24     檔案資料夾       ● HM NOTE 1W     ● CU-Old Data     19/5/2014 12:51     檔案資料夾       ● 下載     ● data     19/5/2014 12:51     檔案資料夾	
Image: CU-Old Data     19/5/2014 12:51     檔案資料夾       Image: CU-Old Data     19/5/2014 12:51     檔案資料夾       Image: CU-Old Data     19/5/2014 12:51     檔案資料夾	
■ data 19/5/2014 12:51 福窯資料夾 ■ 文件	
■ 目来 ■ i1310 28/7/2014 17:10 福案資料夾	
■ ■ ↓ i12800 28/7/2014 17:07 福窯資料夾	
□ ■ □□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
■ ▶ M 19/5/2014 12:49 福窯資料夾	
■ Date(2ap (C)) MC 29/7/2014 9:41 福案資料夾	
→ MC_AnsSheet_40 19/5/2014 12:49 福案資料夾	
201/112-//0 偏安按利市	~
檔案名稱(N)	¥
存備頻型(D): TestAnyTime Test (*.dat)	¥
▲ 陽藏資料夾       存檔(5)     取消	

## 17. Remove Test

#### **Remove Test**

#### 1.Test > Remove Test > OK

Ta Carl						
Log	Test	Analysis Ma	ster U	tility Su	ipport He	elp
-		Open Test			Ctrl+O	
		New Test			Ctrl+N	
		Test Design			Ctrl+D	
Tes		Save Test As				
		<u>е 11 т.</u>				
		Remove Test				
	L	Denne innoge z	cs			
		Image Zone Ma	apping			
		Print Test Form			Ctrl+P	
		Scan Model An	swer			
		Scan Images				
		Batch Image Co	nversio	n		
		Scan Test Form			Ctrl+S	
		Manual Key Ent	ry		Ctrl+M	
		Image Finder			Ctrl+F	
		Test Profile				
		Import Data				
		Export Data			Ctrl+E	
		Batch Export Da	ata			
		Data Flagging a	and Clea	ning		
		Find and Repla	ce			
	_		0.00001.5	1 000	0 1 0000	
				1 000		9 million 8 000
			Mak put spect		× × × × ×	0 mm
			* 6 <b>4</b> 68	3 000	- ×	4 agam # 000
			Warpench desi anglesia pench aba affin.	* × • • •		*
						w month a man



### **Report Sample**

## **Summary Distribution Report**



### **Report Sample**

## **Ranking Report**

	oup		Te	est (Revision 1)									
			Ranking -	Top Ten Respon	ndents								
Rank	RespondentID		Subject Code			Score	Percent	0	20	40	60	80	100
1	0000000001	567				7,220.00	##### %						
2	0000000002	234	 			267.00	##### %						
No.o	f Respondents :	2			Average:	3,743.50	,993.00 %						

### **Report Sample**

## **Table Analysis Report**



### **Report Sample**

## **Comments Listing Report**

<b>Y</b> Q	
1	Comment
000000001	Comment 評論 N/A
000000002	Comment ##
000000003	Comment 译述
	Total No. of Comment(s): 3 No. of Respondent(s): 3

### **Report Sample**

## **Pie Chart Report**



### **Report Sample**

## **Bar Chart Report**



### **Report Sample**

## Line Chart Report



### **Report Sample**

## **Question Summary By Free Test Report**

		Ques	tion Sum m	ary By Free T	ext - Class		ME. Missing Re	AN espondent
Q. No	Question Description	1	2		Mean			Grand Mean
2	MC 1-4	2.00	2.00					2.0
		0	0					
	Grand Mean :	2.00	2.00					2.0
	No of Respondent :	1	1					

### **Report Sample**

## **Revision Comparison Report**

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

Respondent ID	Section	Discrepancy in	y between the data the two scanning	captured
Nospondent ib	Section	Qu estio n	First Scanning	Second Scanning
000000001	Batch Information	1 Batch Information	66	33
000000002	Batch Information	1 Batch Information	66	33
000000003	Batch Information	1 Batch Information	66	33
000000004	Batch Information	1 Batch Information	66	33
000000005	Batch Information	1 Batch Information	66	33
000000006	Batch Information	1 Batch Information	66	33
000000007	Batch Information	1 Batch Information	66	33
000000008	Batch Information	1 Batch Information	66	33
000000009	Batch Information	1 Batch Information	66	33
000000010	Batch Information	1 Batch Information	66	33
000000011	Batch Information	1 Batch Information	66	33
		No. of Respondent :	11	11

### **Report Sample**

## **Multiple Answer Summary Report**

1 Q_11	2		2		4 D	
Frequency = 2	2	Frequency = 1	٠.	Frequency = 1	Frequency = 0	
2 Q 12						
A	2	. в	3.	с	4 . D	
Frequency = 1		Frequency = 1		Frequency = 2	Frequency = 0	
3 Q_13						
. A	2	. в	3.	с	4 . D	
Frequency = 1		Frequency = 0		Frequency = 1	Frequency = 2	
4 Q_14						
. A	2	. В	3.	с	4 . D	
Frequency = 0		Frequency = 2		Frequency = 2	Frequency = 1	
5 Q_15						
. A	2	. в	3.	с	4 . D	
Frequency = 1		Frequency = 2		Frequency = 1	Frequency = 2	
No. of Respondent : 11						

### **Report Sample**

### Test Result Report

					r	īss (313)						
				Test Re:	sult - Ran	k Candida	ates at a \	Vhole				
Item	Rank			Respondent	Accur	acy (Total C	) = 15)	Sc	ore	Weight	ed Total	
item.	Kulik			ID	Correct	Incorrect	Missing	Achieved	Adjustment	Achieved (100%)	Adjustment (0%)	Grand Total
1	1	<empty></empty>	<empty></empty>	000000005	10	5	0	15.0	0.0	15.0	0.00	15.00
2	1	<empty></empty>	<empty></empty>	000000010	5	10	0	15.0	0.0	15.0	0.00	15.00
3	2	<empty></empty>	<empty></empty>	0000000001	8	7	0.0%	14.0	0.0	14.0	0.00	14.00
4	2	<empty></empty>	<empty></empty>	000000009	5	10	0	14.0	0.0	14.0	0.00	14.00
5	3	<empty></empty>	<empty></empty>	000000011	5	10	0	13.0	0.0	13.0	0.00	13.00
6	4	<empty></empty>	<empty></empty>	000000007	3	12	0	10.0	0.0	10.0	0.00	10.00
7	5	<empty></empty>	<empty></empty>	000000006	3	12	0	9.0	0.0	9.0	0.00	9.00
8	5	<empty></empty>	<empty></empty>	000000008	1 5.9%	14	0.0%	9.0	0.0	9.0	0.00	9.00
9	6	<empty></empty>	<empty></empty>	0000000002	3	12	0.0%	8.0	0.0	8.0	0.00	8.00
10	7	<empty></empty>	<empty></empty>	000000004	2	13	0	6.0	0.0	6.0	0.00	6.00
11	8	<empty></empty>	<empty></empty>	000000003	2	13 78.5%	0	5.0	0.0	5.0 18.7%	0.00	5.00

Report Date : 2014-11-28

Page:1of2

### **Report Sample**

## **Test Questions Analysis Report**

						Tss (313)	)				
			Те	st Questio	ns Analysis	- Sort the G	Questions B	y Record Or	der		
No. of Q	estion = 15										
No. of Ca	indidate = 1	1									
		Accu	racy (%) of Ar	Iswer			Choice Di	stribution			
Section	Qu estio n	Correct	Incorrect	Missing	1	2	3	4	5	6	Model Answer
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

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### **Report Sample**

### Test Results of Candidates Report

(⇐)⋺	C:\Users\DataCi	ap\AppData\LocaN	\Temp\satTempl	HTML.html		ρ.	- 🖒 <i> 🤅</i> Ca	ndidate Result	×												<b>n</b> 7	k ∰
Item 1				Q1	02	Q3	Q4		25	Q6	Q7	Q8	Q9	Q10	Q1	02 03	Q4	Q5				
Group1 Group3	000000001	Group2 Rank	2	1√	1x2	1x3	1x	4	1√	1x2	1x3	1x4	11	1x2	121	13\ 14\	23√	241				
Correct			8	-																		
Missing			ó	_																		
Score	14		30																			
Item 2	·····	•••••••••		01	102	03	104	05	06 00	7 08	100	010	01	102		03	м	05		·····	·····	÷ 🗌
Group1		Group2		2x1	21	2x3	2x4	2x1	21 2	x3 2x4	2x1	21	13x1,2	23x	1,3	34x1,4	234x2,3	1234x2,4				
Correct	00000002	Rank	3																			_
Incorrect			12																			
Score	8	1	30	-																		
Adj	0		0	. <u> </u>																		
Group1		Group2		Q1 3x1	Q2 3v2	Q3 3V	Q4 3x4	Q5 3x1	Q6 3x2	Q7 31	Q8 3x4	Q9 3x1	Q10 3x2	Q1 0x1 2	Q2 0x1 3	Q3 0x1.4	Q4 0x2 3	Q5 0x2 4				
Group3	000000003	Rank	8	-										e								
Incorrect			13																			
Missing	6		0	-																		
Adj	ŏ	. ;	0																			
Item 4		0		Q1	Q2	Q3	Q4	Q5	Q6	Q7	QS	Q9	Q10	Q1	Q2	Q3	Q4	Q5			TT	η
Group3	000000004	Rank	7	4x1	4x2	4x3	41	4x1	4x2	4x3	41	4x1	4x2	0x1,2	0x1,3	0x1,4	0x2,3	0x2,4				_
Correct			2	-																		
Missing			0	-																		
Score Adi	6	<i>'</i>	30																			
Item 5				01	02	03	04	05	Q6	07	08	09 0	10	01	02	03	04	05	<u> </u>		<del></del>	Ϋ́
Group1 Group3	000000005	Group2 Rank	1	11	21	31	4√	11	21	3√	4√	1√ 2	4	0x1,2	0x1,3	0x1,4	0x2,3	0x2,4				
Correct	000000000	TOWER.	10	-																		
Incorrect Missing			5																			
Score	15	1	30	-																		
Adj litem 6			<u>.</u>					lor					lova					lor		<u></u>	<del></del>	
Group1		Group2	-	2x1	1x2	4x3	41	3x1	21	2x3	1x4	3x1	21	0x1,2	0x1,3	0x1,4	0x2,3	0x2,4				
Group3 Correct	000000006	Rank	3																			_
Incorrect			12																			
Score	9	1	30	-																		
Adj	0		0	. <u></u>				<u></u>														
Group1		Group2		Q1	Q2	Q3	Q4 3v4	Q5	Q6 1v2	Q7 1v3	Q8 3v4	Q9 4v1	Q10 3v2	Q1 0v1 2	Q2 0v1 3	Q3 0v1.4	Q4 0v2 3	Q5 0/2 4				
Group3	000000007	Rank	4		104	0.	0014	1.4	1742	140	0.11	-0.1	UNL.	001,2	0.1,0	aw1,4	0/2,0	002,4				
Incorrect			12																			
Missing	10	-	0	-																		
Adj	0	.;	0																			
Item 8				Q1	02	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q1	Q2	Q3	Q4	Q5			TT	Ϋ́
Group1 Group3	000000008	Group2 Rank	5	11	1x2	4):3	3x4	3x1	3x2	4x3	2x4	2x1	1x2	0x1,2	0x1,3	0x1,4	0x2,3	0x2,4				
Correct			1	-																		
Missing			0	_																		
Score Adi	9	/	30 0																			
litern 9				Q1	02	03	Q4	Q5	06	Q7	08	09	Q10	01	02	03	04	05	·····		<del></del>	Ϋ́
Group1 Group3	000000009	Group2 Rank	2	4x1	2√	31	1x4	3x1	4x2	3√	4√	11	1x2	0x1,2	0x1,3	0x1,4	0x2,3	0x2,4				
Correct	000000009	DOUD.	5																			
Incorrect Missing			10																			
Score	14	1	30	-																		
Adj	U		U																		<u></u>	
Grount		Crowo?		- 91	02	Q3	Q4	Q5	Q6	Q7	QS	Q9	Q10	Q1	Q2	Q3	Q4	Q5				

### **Report Sample**

## Ranking Report with Passing Mark Report

		Tss (313)								
		Ranking Report with Passing Mark - Top T	en Responde	ents						
Rank	RespondentID	C andidate Name	Grade	Percent	0	20	40	60	80	100
1	0000000010	Ko Chung Ha	15.00	50.00 %						
1	0000000005	Ho Y in Ling	15.00	50.00 %						
2	0000000009	Ho Pui Shan	14.00	46.67 %						
2	0000000001	Chan Tak Fai	14.00	46.67 %						
3	0000000011	Chan Kam Shing	13.00	43.33 %						
4	0000000007	Chau Yuen Yee	10.00	33.33 %						
5	000000008	Ho Kwok Fai	9.00	30.00 %						
5	0000000006	Chan Man Kwong	9.00	30.00 %						
6	0000000002	Cheng Yuk Tung	8.00	26.67 %						
7	0000000004	Fong Kam Ching	6.00	20.00 %						
No. of F	Respondents :	11 Average:	11.30	37.67 %						
Passing	g Mark:	0								
Candid	ate who fails in	the test is marked with " <del>*</del> "								

Report Date : 2014-11-28

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### **Report Sample**

## **Test Ranking Analysis Report**

Candidate Name	Mark	Result	Ranking	Correct Answer	Wrong Answer	Unanswered Question	Status
Ko Chung Ha	15.00		1	5	10	0	(Highest)
Ho Y in 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				
High est mark		:	15.0				
Lowest mark			6.0				
Average mark			11.3				

#### Tss (313) Test Ranking Analysis - Top Ten Respondents

### **Report Sample**

## **Test Question Statistic Report**

	т	Ts: est Questions Stati	s (313 stic -	8) For Ea	ach Q	uesti	on						
Count	Item	Choice Mean	Score Mean	Median	Mode	Range	Std Dev	Variance	Min	Max	Skew- ness	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 0.76
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 0.76
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 0.76
11	7 0_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

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### **Report Sample**

### **Test Summary Report**

		Tes	st Summary
Grade	Score Range	Freq	
C	13 - 15	4	No. of Ca
D	11 - 13	1	
E	9 - 11	1	Maximur
F	0 - 9	5	

Tss (313)

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

### **Report Sample**

## **Test Score Listing Report**

	Tss (313)							
	Test Score Listing - For each respondent							
Chan Kam Shi	na							
Question		Score	To tal					
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						
			13.00					

### **Report Sample**

## **Revision Comparison Report**

	Tss (313 /	Revision 1)	
000000001			
000000001		000000001	
Database Lookun			
2 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			
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	
00000003		ı	
000000003	_	000000003	
Database Lookun			
No Answer for Revision 1		Answer for Revision 2	O No
1 Fong Ching Yee		Fong Ching Yee	1
	2014/11/28 15:56	2014/11/28 15:55	
000000004			
000000004		000000004	
Database Lookup			
2 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	
00000005		ı	
000000005		000000005	
Database Lookun			
No. Answer for Revision 1		Answer for Revision 2	O No
1 Ho Yin Ling		Ho Yin Ling	1
	2014/11/28 15:56	2014/11/28 15:55	
000000006		•	
00000006		000000006	
Database Lookup			
2 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			
		Assume the Devision 2	0 N-

## 19. Define Parameters

### **Define Parameters**

#### 1. Test > Define Image Zones

Та							
Log	Test	Analysis	Master	Utility	Support	Help	2
		Open Test			Ctrl+	+ <b>O</b>	R 🚬 🛛
		New Test			Ctrl+	۱N	
		Test Desigr	ı		Ctrl-	+D	
Tes		Save Test A	\s				
		Complete 1	Test				
		Remove Te	est				
		Define Ima	ge Zones				
		Image Zon	e Mappir	ng			
		Print Test Fo	orm		Ctrl	+P	
		Scan Mode	el Answer				
		Scan Image	es				
		Batch Imag	e Conver	sion			
		Scan Test F	orm		Ctrl	+S	
		Manual Key	y Entry		Ctrl+	M	
		Image Find	er		Ctrl	+F	er Solutions Limited
		Test Profile					Pi KH di KH Hanou
		Import Dat	a				
		Export Data	а		Ctrl	+ E	
		Batch Expo	rt Data				
		Data Flagg	ing and C	leaning			
		Find and Re	eplace				
	_		KARA Mara Kita	1111111111111111 111111111111111111111			

## 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

📅 Select Respondent			×
Please enter your search criteria :			
Please select the target revision		<b>_</b>	
Filter Builder			
Relation	Question Text	Comparison Value	
I) Batch Information		<b>• • •</b>	
		Add Filter Edit Filter Bemove Filter	
Filter Applied			
•		▲  ▼	
		Show Result	

## 20. Remove Records

### **Data Flagging and Cleaning – Remove Records**

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

🔜 Data F	agging and Clea	ning								×
-Action-	Flag Respondent		Clean Res	pondent						
Search F	Result					Search	Res	ult Details		
No.	Respondent ID	Is Questionable	Flag record	Clean Rec	▲ bro	No.		Question Text	Response	<b></b>
1	0000000001				_	1	<u> </u>	1. Batch Information	B1	
2	000000002		<u>U</u>	느님	_	2		2. System Batch Number	00001	
3	000000003				_	3		3. Update I me	20150507220008	
4	000000004				_	4		1. Candidate_No	0000001	
5	0000000005				_	5		2. Class	1A	
6	0000000006					6	-	3. Class_No	01	
7	0000000007					7		4. Subject_Code		
8	0000000008					8		1. Candidate Name	Chan Tak Fai	
9	000000009				_	9		1. Image Clip		
10	0000000010				_	10		1. Score Adjustment		
11	0000000011					11	-	2. Total Score	4	
12	0000000012					12		1. Q_1	1-A	
13	0000000013					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	1	6. Q_6	1-A	
						18		7. Q_7	1-A	
						19	1	8. Q_8	1-A	
						20	1	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	<u> </u>
					F					•
1										
Total Re	ecord(s): 13								<u>o</u> k	<u>E</u> xit

### Link up Database

#### 1. Test > Test Design

og	Test	Analysis	Master	r Utilit	y	Support	Help	
		Open Test				Ctrl	+0	2
		New Test				Ctrl	+N	6
_	ſ	Test Desig	n			Ctrl	+D	
Tes		Save Test A	As					
		complete	rest.					
		Remove Te	est					
		Define Ima	ge Zone	es				
		Image Zon	e Mapp	ing				
		Print Test F	orm			Ctr	+P	
		Scan Mod						
		Scan Imag						
		Batch Imag	ge Conv	ersion				
		Scan Test F	orm			Ctr	+S	
_		Manual Ke		Ctrl-				
		Image Find	ler			Ctr	1+F	ward Woo College
		Test Profile	,					
		Import Dat	a					DAPS
		Export Dat	а			Ctr	+E	Chen C29x.
		Batch Expo	ort Data					Citer
		Data Flagg	jing and	Cleani	ng			
		Find and R	eplace					
			2					0000
			20 10	BERGNZ-		00008		*****
					112	000027	0000	

#### 2. **Question** > Right click Question > **Edit Question**

Test Design						_	D X
							Modify
General Revisions Questions	Grouping	Vali	dation	Options	Cost		Grading
Test Questions				Que	estion Bank		
Batch Information			💐 (Not Class	sfied)			-
Candidate Information			Question			Level	Score
Database Lookup			🛃 MC (4 Cho	pices From 1 to 4)		Other	0
1. Candidate Name			MC (4 Cho	pices From A to D)		Other	0
Score Informatio			I MC (5 Cha	pices From 1 to 5j		Uther Other	0
Paper 1 (Single A			MC (6 Cho	pices From 1 to 6)		Other	0
Paper 1 (Multiple			MC (6 Cho	pices From A to F)		Other	0
Paper 2 (Score In Rein Goestion     Edit Question		<- Add					
NEMOVE COLEMIDA							
Clone Ouestion							
	Urder						
Make confirmation to question bank	k						
Calculate Indexes							
Rearrange	<b>_</b>						
Rebuild Questions			<				>
Auto Question Generator			Question			Level	Score
			Quotion		I	20101	00000
		c. bdd					
		. 000					
Show Question Score (50-0=50)	rrange		<				>
			,				

### Link up Database

#### 3. Database > click Check Database > Click Database

Test Questions					
Question No.	1	Question T	ag CNAME		
Question Text	Description	ľ		HTML	
	Candidate Name				^
					~
Group					~
Question Type	Text (Fixed Length)		Questi	ion Style	•
	Information Type Data		Max	. Length 50	
	Data Type All Characters		Data	a Format	•
Search Key No.	1		Tabal Cassa at (	Score this	s question
Choices	Validation Database	Scoring	Options	Image	Marking
🔽 Check Dal	tabase				
<ul> <li>Answe</li> </ul>	er must match database field				
C Getar	nswer from database field				
	Direct Connection	C DBC			
Datab	ase Data\Lookup\Training.xls				<u>i</u>
Table	Class\$				•
Field	Name 💌	💿 String 🛛 O Nur	neric		
– Question Bank –					
Update Qu	estion Bank				
© Create	e a new question 🛛 C Update existing	question			
Subject	Not Classfied)			<b>T</b>	X Cancel

### Link up Database

4. Choice of **Database** Location > change database type to **Excel** > Click **open** Database

😿 Select Database File				×
← → → ↑ 🔂 « DataCap > TestAnyTime > Data > Lookup	~ č	) Search Lookup		Q
Organise 🔻 New folder				•
A Name	Date modified	Туре	Size	
🐉 Dropbox	16/02/2014 23:22	Microsoft Excel 97		23 KB
🗥 OneDrive				
💻 This PC				
📃 Desktop				
Documents				
🖶 Downloads				
h Music				
Pictures				
Videos				
Line Windows (C:)				
S2GB MICRO (D:				
🔿 Network 🗸 🗸		(		
File <u>n</u> ame:		Microsoft Exco	el (*.xls)	~
		<u>O</u> pen	C	ancel

5. Select the Excel **Table** > Select the link up **field** > **OK** 

est Questions					
Question No.	1	Question Ta	g CNAME		
Question Text	Description			HTML	
	Candidate Name				< >
Group					<b>~</b>
Question Type	Text (Fixed Length)		Questi	on Style	-
	Information Type Data		Мах	Length 50	*
	Data Type All Characters		Data	a Format	-
Search Key No.	1		Total Score of G	Uuestion 0	s question
Choices	Validation Database	Scoring	Options	Image	Marking
Check Da	tabase er must match database field nswer from database field Question 12 1. Candidate_No © Direct Connection	C. ODBC			
Datab	ase Data\Lookup\Training.xls				
Field	Name 💌	• String C Num	eric		
Question Bank	vestion Bank				
Subject	(Not Classfied)	i question		Ŧ	<b>X</b> <u>C</u> ancel

### Link up Database

#### 6. Right click section > New Question

Bank Level Sc Uther Other Other Other Other Other Other Other Other Other
Bank Level Sc Other Other Other Other Other Other
Level S Other Other Other Other Other Other
Level Si Other Other Other Other Other Other Other
Other Other Other Other Other Other
Other Other Other Other
Other Other Other
Other Other
Other
Level S
Level S

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

st Questions						
Question No.	2 .		Question Tag	NAME		
Question Text	NAME	Description	<u>ĭ</u>		HTML	Â
Group						
Question Type	Text (Fixed Length)	-		Question	Style	
	Information Type Data	<u> </u>		Max. Le	ngth 200	
	Data Type All Ch	naracters 💌		Data Fo	ormat	
search Key No.				Total Score of Que	stion	; question
Choices	Validation	Database	Scoring	Options	Image	Marking
	· · · · ·					Orde
-Question Bank - Update Qu Create Subject	estion Bank e a new question (	O Update existing qu	estion		<b>.</b>	

### 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.	1 +		Question T	ag CNAME		
Question Text		Description	Ľ		HTML	
	Candidate Name					<b>~</b>
Group						V
Question Type	Text (Fixed Length)	-		Ques	tion Style	•
	Information Type Data	•		Max	k Length 50	
	Data Type 🛛 🗐 All Cl	naracters 💌		Dat	a Format	•
Search Key No.	1				C Score th	nis question
				Lotal Score of	Question 0	×
Choices	Validation	Database 🎽	Scoring	Options	Image	Marking
Check Dat C Answe C Get ar Link G	tabase er must match database field Swer from database field Question 💓 1. Candidat	<b>ild</b> e_No				<u>_</u>
	O Direct Conne	ction	C ODBC			
Databa	ase Data\Lookup\T	raining.xls				2
Table Field	Class⊅  Name	•	String O Nur	neric		
Ourselien Daule						
Update Qu	estion Bank					<u>_</u> к
Create	e a new question	O Update existing qu	lestion			
Subject	💐 (Not Classfied)				<b>*</b>	Cancel
## 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	Not for OMR Mode	
Duplicate	Validation check option for questions with duplicate data	
Export	Option to choose if a particular question is exported or not	



# 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.

Test Design							- 🗆 X
							Modify
General	Revisions	Questions	Grouping	Validation	Options	Cost	Grading
1 A 2 B 3 C 4 D 5 E 	Gra	ide Description		(>) From Score 41.00 31.00 21.00 11.00	(<=) To Score 50.00 40.00 30.00 20.00 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

Choices Miscellaneous Description				
🔽 Sa	ame choices for all Questions			
	Choice De	scription	Score 🔺	
1	A		0.00	
2	В		0.00	
3	C		0.00	
4	D		0.00 Ord	
5				
6				
7				
8			<b>•</b>	
Correct Score Factor 1.00 Single Answer MC Default Wrong Score 0.00 Multiples Score 0.00				

## 23. Utility

### **Backup Database**

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



#### 2. Click OK to Backup

Backup Databas	Se la	
	Backup Database	
	C:\ DataCap TestAnyTime BACKUP 160819 160823 160825 160826	
	C:\DataCap\TestAnyTime\BACKUP\	
🦳 Include Ba	itch Image File	cel

## 23. Utility

### **Restore Database**

#### Go to Utility > Restore Database



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

Restore Databas	se
	Restore Database
	C: {Windows}         DataCap         TestAnyTime         BACKUP         160714         160819         160823         160825         160826
🔲 Include Ba	tch Image File

## 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:

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

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

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



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