

TestAnyTime

User Manual (OMR)

English Version

User Manual (OMR)

Notes & Notices

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



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



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



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

Information in this document is subject to change without notice.

©2016 Datacap Computer Solutions Limited. All rights reserved.

Reproduction in any manner whatsoever without the written permission of Datacap Computer Solutions Limited is strictly forbidden.

Trademarks used in this text: Datacap, the Datacap logo, and TestAnyTime are trademarks of Datacap Computer Solutions Limited. Microsoft and Windows are registered trademarks of Microsoft Corporation. Other trademarks and trade names may be used in this document to refer to either the entities claiming the marks and names or their products.

Datacap Computer Solutions Limited disclaims any proprietary interest in trademarks and trade names other than its own.

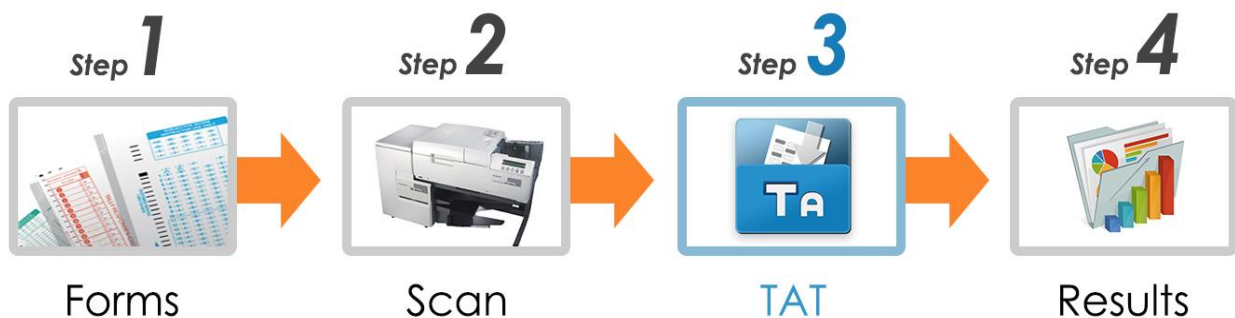
Table of Contents

1. System Overview	P.4
1.1. TestAnyTime Software	P.4
1.2. Getting to Know Your Software	P.5
2. User Manual Keywords	P.6
3. Software Main Icons.....	P.7
4. System Requirements.....	P.8
5. Installation (Windows 8.1 & 10).....	P.9
6. Pre-Template Setup	P.11
6.1 OMR Sample Form (Pre-Template Setup).....	P.11
6.2 OMR Scanner Setup (Configure Scanner)	P.12
7. Test Template.....	P.14
7.1. Create New Test Template.....	P.14
7.2. Understand Template Layout	P.19
7.3. Define Test Template	P.20
8. Test Design (Question Setup)	P.41
9. Scan Model Answer	P.50
9.1. Scan Model Answer	P.50
9.2. Import Model Answer	P.52
9.3. Export Model Answer	P.54
10. Scan Test Form	P.55
11. Report Generator	P.57
12. Export Data.....	P.60
13. Save Test As	P.64
14. Remove Test	P.65
15. Report Samples	P.66
16. Remove Records.....	P.85
17. Link up Database	P.87
18. Test Design	P.92
18.1 Test Design (Options).....	P.92
18.2. Test Design (Grading)	P.93
19. Utility.....	P.94
19.1. Backup Database	P.94
19.2. Restore Database	P.95
20. Remote Support	P.96
21. Contact Us	P.97

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 an OMR 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. OMR Form

- To ensure that users are using OMR forms that are compatible with our software and scanner, DataCap provides OMR Form Design services. For more details, please contact us via our website: www.datacap.hk

2. OMR Scanner

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

3. Export Formats

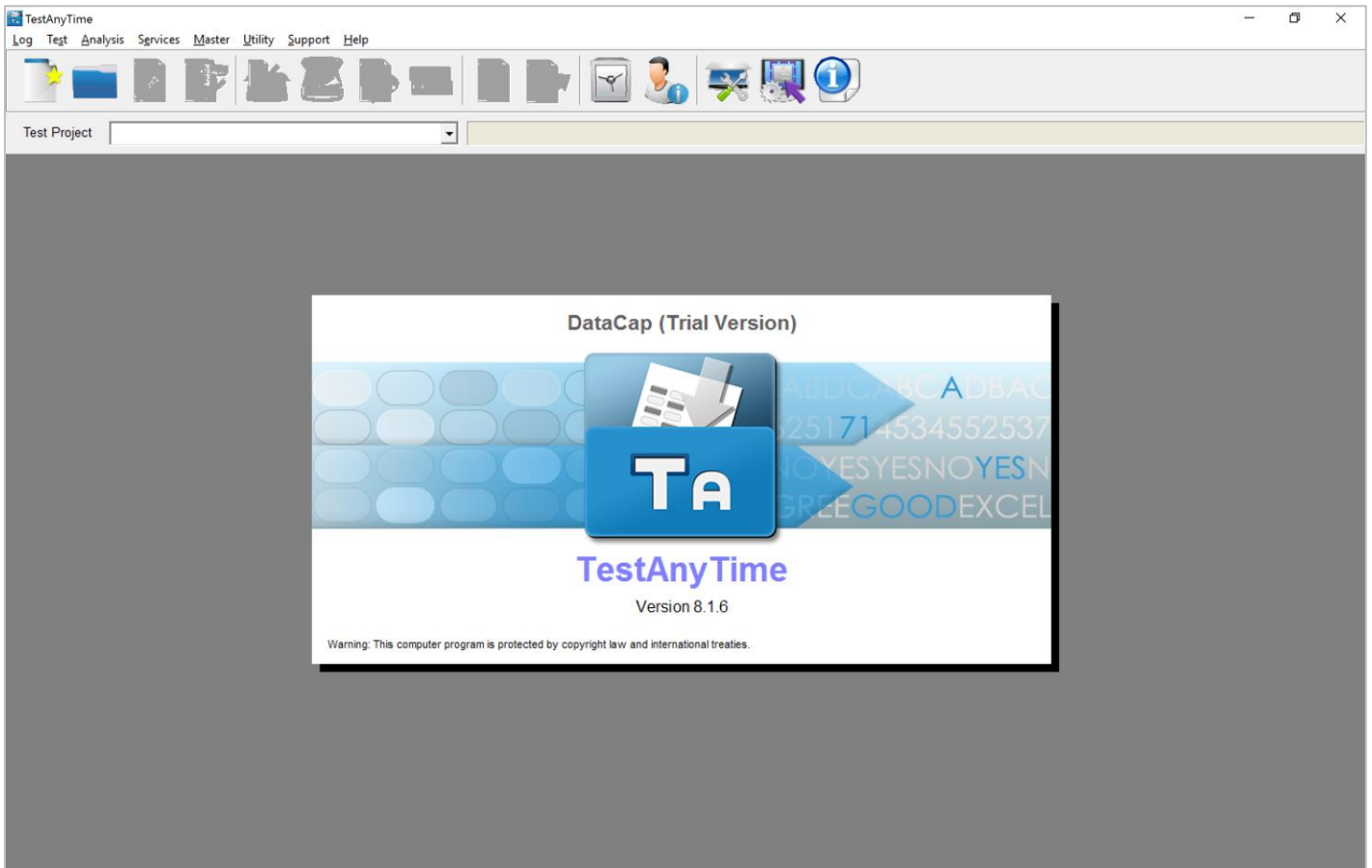
- TestAnyTime features export data to numerous different formats. Please check that you have Microsoft Office 2000 and above installed and relevant addition applications that can open the export formats mentioned in the specification list here: www.datacap.hk/product/testanytime

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 & OMR Terms

To help you understand the features of the TestAnyTime User Manual (OMR), 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.

OMR (Optical Mark Reader)	
Keyword	What is it?
Timing Marks	Small, black marks that signify the vertical position of each row of data on the sheet.
Columns	The number of columns that are contained on the form. Each bubble on the form lines up a particular column. OMR Scanners tend to recognize 12 to 48 columns; however there are other variations on the market.
Sheets	The number of physical pieces of paper a form contains, e.g. double sided form, on one piece of paper will be classed as one sheet with two sides.
Form ID Marks	Pre-printed sequence of marks on a OMR Form, that are recognized as a Unique ID

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

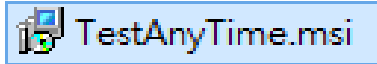
Mouse : Windows supported

Network Card : Windows supported

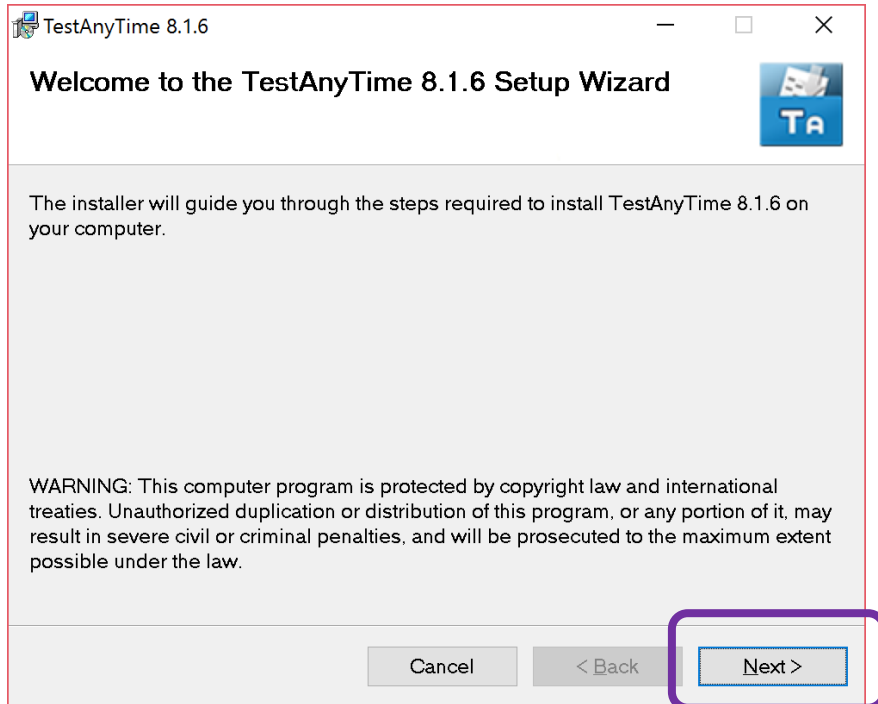
5. Installation

Windows 8.1 & 10

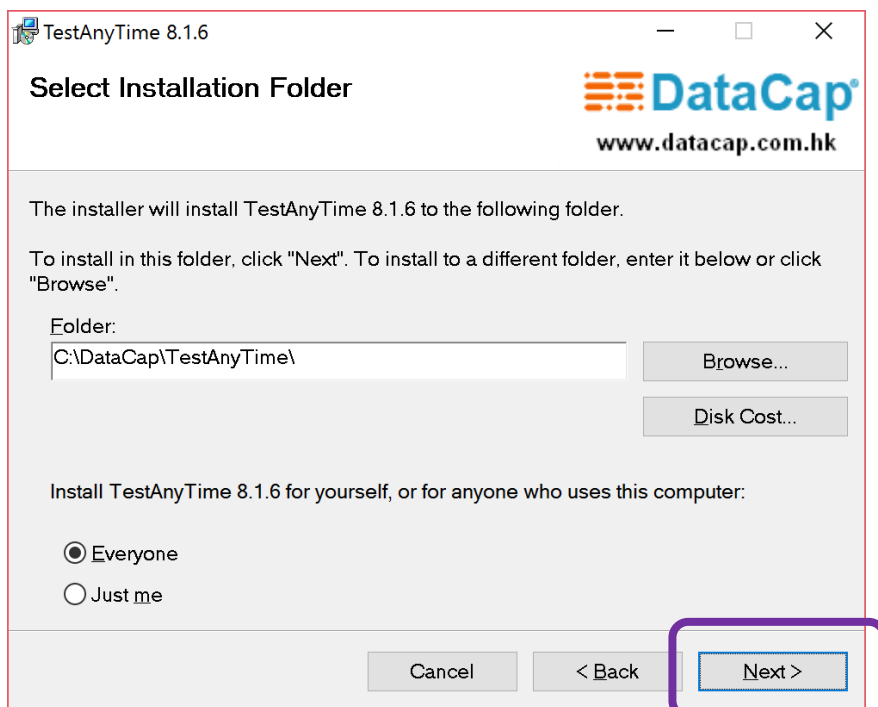
1. Double click 'TestAnyTime.msi'



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



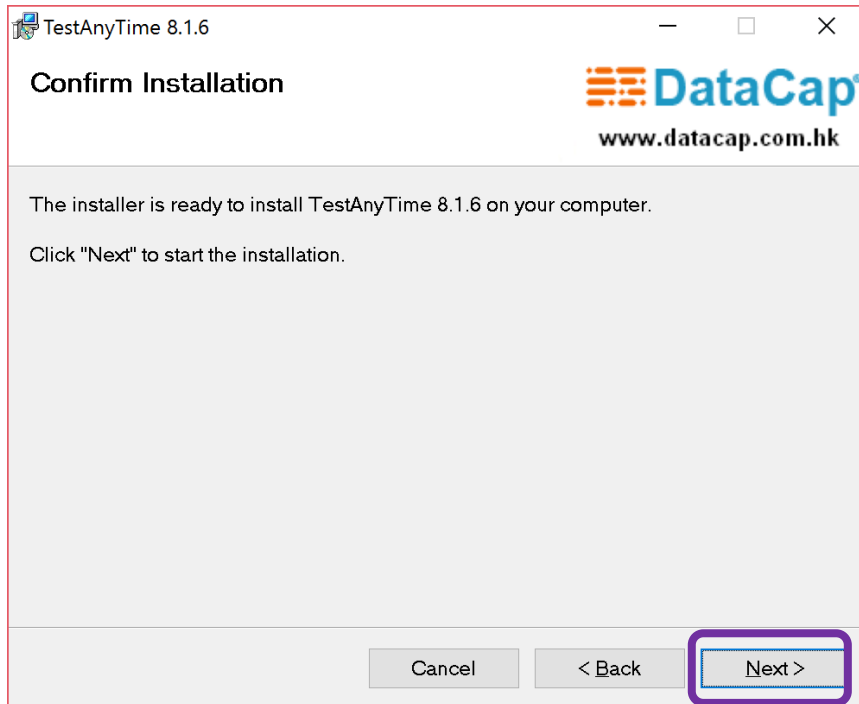
3. Next to install location folder press 'Next'.



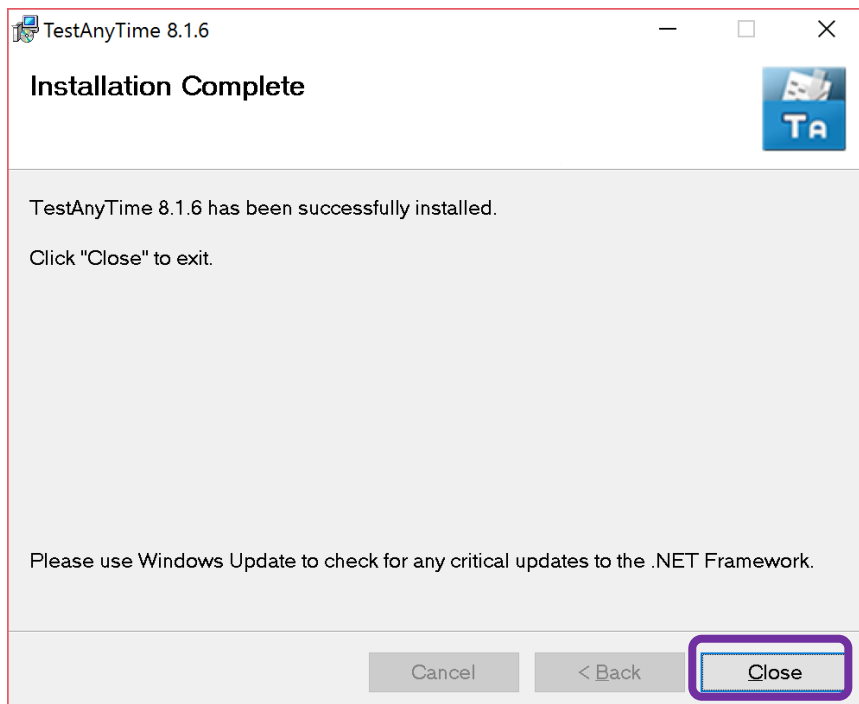
5. Installation

Windows 8.1 & 10

4. 'Next' to install TestAnyTime



5. Complete Installation press 'Close'



6. Pre-Template Setup

6.1. OMR Sample Form (Pre-Template Setup)

The first step is to prepare your OMR form ready to be defined and scanned. To help guide you through the 'define image zone' template process:

1. Fill in key areas of the form that you would like to define, like below

- E.g. corners of a box, start and end of choices, etc).
- For this manual, we will use the below as the sample form

Secondary School Mathematics and Science Competition 2015 高中數學學科比賽
PART A ANSWER SHEET 甲部答題紙

Name in English 英文姓名 : _____ (Please write in capital letters)

Name of School 學校名稱 : _____

Form 年級 : S1 ☐ S2 ☐ S3 ☐ S4 ☐ S5 ☐

Language 卷別語言 : English ☐ 中文 ☐

Subject 科目 : Biology 生物 ☐ Chemistry 化學 ☐ Mathematics 數學 ☐ Physics 物理 ☐

Candidate Number 考生編號 : _____

Centre No. 考場編號 : _____

Seat No. 座位編號 : _____

Important Notes 注意事項

1. Use an H.B. pencil only to fill in the ovals completely as follows :
考生須用 H.B. 鉛筆按照下圖所示填寫答案：
e.g. : ☐ A ☐ B ☐ C ☐ D
Otherwise you may receive zero mark for the question.
否則該題可能獲得零分。
2. Multiple answers to a single question will receive zero mark.
任何一題選填多於一個答案會獲得零分。
3. Wrong marks should be completely erased with a clean eraser.
如需修改答案，請使用膠擦將筆痕徹底擦去。
4. Do not mark anywhere other than in the designated areas on the answer sheet.
請勿在非指定位置書寫。
5. Do not fold or tear this sheet.
請勿摺皺或撕毀此答題紙。

1. ☐ A ☐ B ☐ C ☐ D

2. ☐ A ☐ B ☐ C ☐ D

3. ☐ A ☐ B ☐ C ☐ D

4. ☐ A ☐ B ☐ C ☐ D

5. ☐ A ☐ B ☐ C ☐ D

6. ☐ A ☐ B ☐ C ☐ D

7. ☐ A ☐ B ☐ C ☐ D

8. ☐ A ☐ B ☐ C ☐ D

9. ☐ A ☐ B ☐ C ☐ D

10. ☐ A ☐ B ☐ C ☐ D

11. ☐ A ☐ B ☐ C ☐ D

12. ☐ A ☐ B ☐ C ☐ D

13. ☐ A ☐ B ☐ C ☐ D

14. ☐ A ☐ B ☐ C ☐ D

15. ☐ A ☐ B ☐ C ☐ D

16. ☐ A ☐ B ☐ C ☐ D

17. ☐ A ☐ B ☐ C ☐ D

18. ☐ A ☐ B ☐ C ☐ D

19. ☐ A ☐ B ☐ C ☐ D

20. ☐ A ☐ B ☐ C ☐ D

21. ☐ A ☐ B ☐ C ☐ D

22. ☐ A ☐ B ☐ C ☐ D

23. ☐ A ☐ B ☐ C ☐ D

24. ☐ A ☐ B ☐ C ☐ D

25. ☐ A ☐ B ☐ C ☐ D

26. ☐ A ☐ B ☐ C ☐ D

27. ☐ A ☐ B ☐ C ☐ D

28. ☐ A ☐ B ☐ C ☐ D

29. ☐ A ☐ B ☐ C ☐ D

30. ☐ A ☐ B ☐ C ☐ D

31. ☐ A ☐ B ☐ C ☐ D

32. ☐ A ☐ B ☐ C ☐ D

33. ☐ A ☐ B ☐ C ☐ D

34. ☐ A ☐ B ☐ C ☐ D

35. ☐ A ☐ B ☐ C ☐ D

36. ☐ A ☐ B ☐ C ☐ D

37. ☐ A ☐ B ☐ C ☐ D

38. ☐ A ☐ B ☐ C ☐ D

39. ☐ A ☐ B ☐ C ☐ D

40. ☐ A ☐ B ☐ C ☐ D

41. ☐ A ☐ B ☐ C ☐ D

42. ☐ A ☐ B ☐ C ☐ D

43. ☐ A ☐ B ☐ C ☐ D

44. ☐ A ☐ B ☐ C ☐ D

45. ☐ A ☐ B ☐ C ☐ D

46. ☐ A ☐ B ☐ C ☐ D

47. ☐ A ☐ B ☐ C ☐ D

48. ☐ A ☐ B ☐ C ☐ D

49. ☐ A ☐ B ☐ C ☐ D

50. ☐ A ☐ B ☐ C ☐ D

51. ☐ A ☐ B ☐ C ☐ D

52. ☐ A ☐ B ☐ C ☐ D

53. ☐ A ☐ B ☐ C ☐ D

54. ☐ A ☐ B ☐ C ☐ D

55. ☐ A ☐ B ☐ C ☐ D

56. ☐ A ☐ B ☐ C ☐ D

57. ☐ A ☐ B ☐ C ☐ D

58. ☐ A ☐ B ☐ C ☐ D

59. ☐ A ☐ B ☐ C ☐ D

60. ☐ A ☐ B ☐ C ☐ D

6. Pre-Template Setup

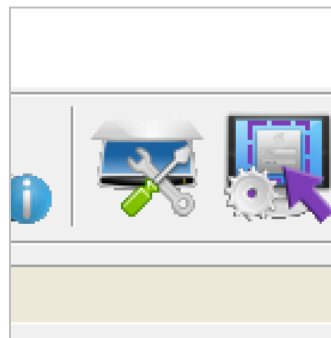
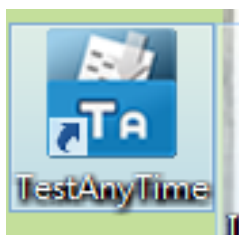
6.2. OMR Scanner Setup (Configure Scanner)



NOTE: Please ensure that you have scanner drivers are installed and the scanner is switched on before proceeding.

To check if the scanner recognized by the software:

1. Open 'TestAnyTime', Select 'Configure Scanner' (or select 'Utility' > Configure Scanner')



2. The name of the scanner will be displayed and shown in blue (see below)

Sekonic OMR Scanner Configuration

Model No.: SR-6500 HYBRID (Connected)

Scan Setting | Print Setting | Barcode Setting | Image Setting | Form Testing | Diagnostic

Interface: ☒ USB Delay Time: 0 Milliseconds

☐ Serial Port: [Dropdown] Parity: [None] Baud Rate: 38400 Data bit: 7 Timeout: 5 Stop bit: 1

Serial Number: CNDR000001

Machine Model: *Automatic Detection

Machine Type: Double side machine Back Sensor Unit: Disable

Reading Method: *Direct Method

Columns To Read: *1/6 inch (1-48)

Threshold Level: 0 (0 = Automatic, 1 to 16 Grey Scale) Min Threshold: 2

☐ Use Application Threshold Setting Range: 5

Sheet Feed Mode: *Auto Paper Feed Mode Rows To Read: 155

☐ Preload Sheet

Sheet Thickness: 105/m2 (90 kg Sheet) Sheet Length: *Standard (14 inches)

Sleep Time: 0 (1 - 60 mins) This option may not be available on some models.

Standby Time: 0 (1 - 60 mins) This option may not be available on some models.

Scan Log: *Yes C:\DataCap\Sekonic

Optional Device: ☐ Select Stacker (Connected) ☐ Transport Printer

Error Handling When Scanning: ☐ Continue Scan When Form ID & Timing Mark Error Detect ☐ Continue Scan When Any Error Detect

Factory Default | Default Setting | Apply | OK | Cancel

6. Pre-Template Setup

6.2. OMR Scanner Setup (Configure Scanner)

3. The 2 key areas to pay attention to:

- **'Machine Type'**
 - The type of OMR scanner you are using, whether it is a single or double sided machine
- **'Back Sensor Unit'**
 - If the form you are scanning has a back side to scan then please select 'Enable'

Sekonic OMR Scanner Configuration

Model No.: SR-6500 HYBRID (Connected)

Scan Setting | Print Setting | Barcode Setting | Image Setting | Form Testing | Diagnostic

Interface: ☒ USB Delay Time: 0 Milliseconds

☐ Serial Port [] Parity: None

Baud Rate: 38400 Data bit: 7

Timeout: 5 Stop bit: 1

Serial Number: CNDR000001

Machine Model: * Automatic Detection

Machine Type: Double side machine **Back Sensor Unit: Disable**

Reading Method: * Direct Method

Columns To Read: * 1/6 inch (1-48)

Threshold Level: 0 (0 = Automatic, 1 to 16 Gray Scale) Min Threshold: 2

☐ Use Application Threshold Setting Range: 5

Sheet Feed Mode: * Auto Paper Feed Mode Rows To Read: 155

☐ Preload Sheet

Sheet Thickness: 105/m2 (90 kg Sheet) Sheet Length: * Standard (14 inches)

Sleep Time: 0 (1 - 60 mins) This option may not be available on some models.

Standby Time: 0 (1 - 60 mins) This option may not be available on some models.

Scan Log: * Yes C:\DataCap\Sekonic

Optional Device

☐ Select Stacker (Connected)

☐ Transport Printer

Error Handling When Scanning

☐ Continue Scan When Form ID & Timing Mark Error Detect

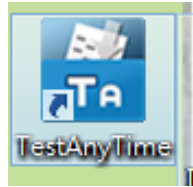
☐ Continue Scan When Any Error Detect

Factory Default | Default Setting | Apply | OK | Cancel

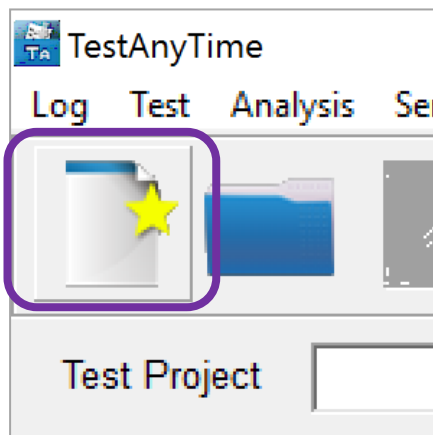
7. Test Template

7.1. Create New Test Template

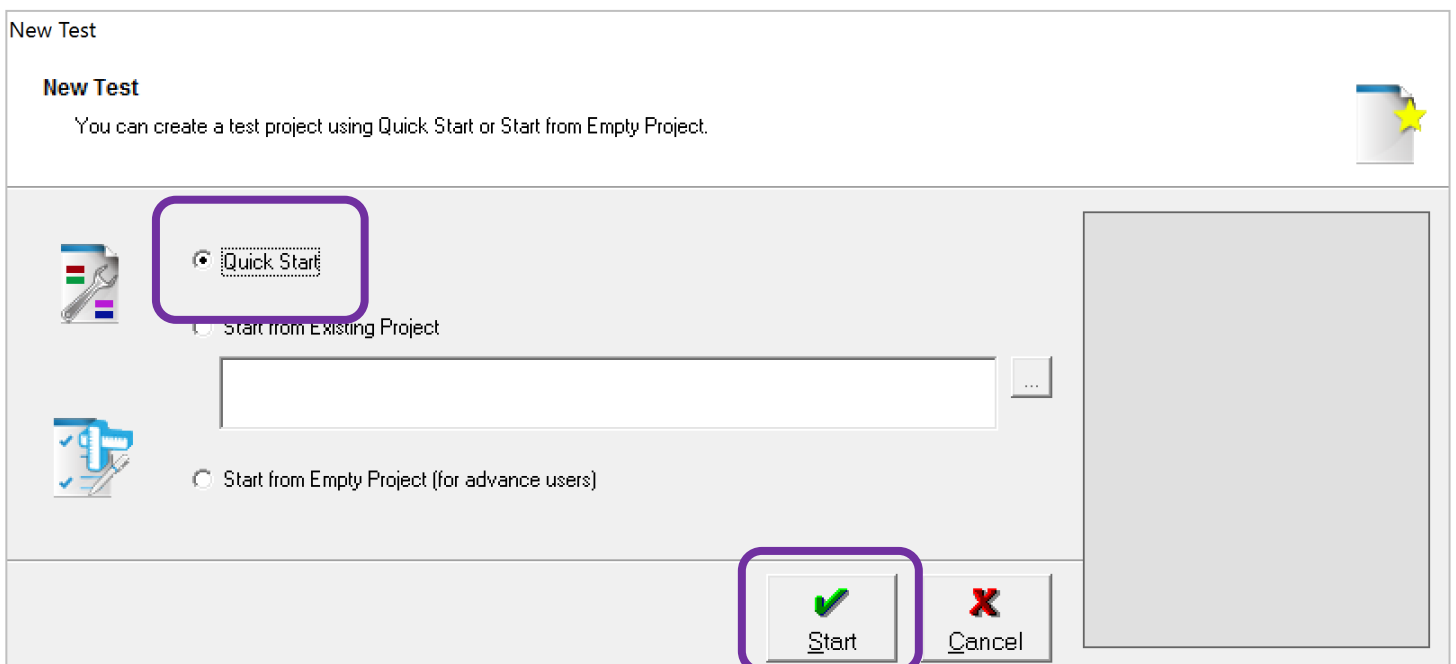
1. Open 'TestAnyTime'



2. Create 'New Test'



3. Select 'Quick Start' > Click 'Start'




7. Test Template

7.1. Create New Test Template

4. Type in a **'Test Name'** for your scanning project > click **'Create'**

New Test

Quick Start
You can create a test project rapidly by defining zones just after scanning images.



Test Name
OMR Form Demo

Test Location
C:\DataCap\TestAnyTime\Data

...

Create Cancel



NOTE: You can set any name for your scanning project and also select a different location for the file you create. The file format will be called '.dat'

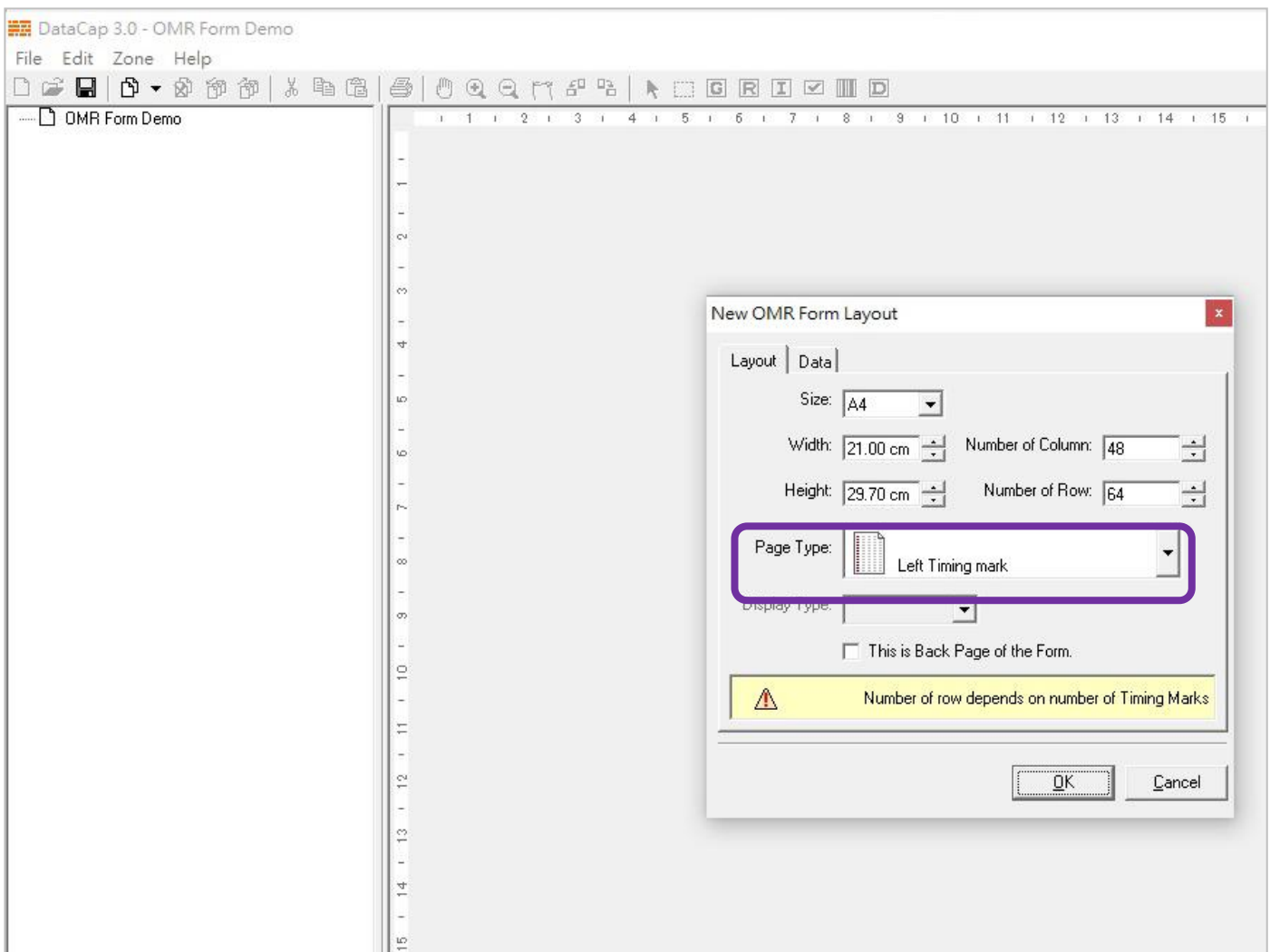
7. Test Template

7.1. Create New Test Template

The template (DataCap 3.0) window will pop up.

5. The software will auto-detect the size of the form, there are 2 things that need to be consider when setting up are:

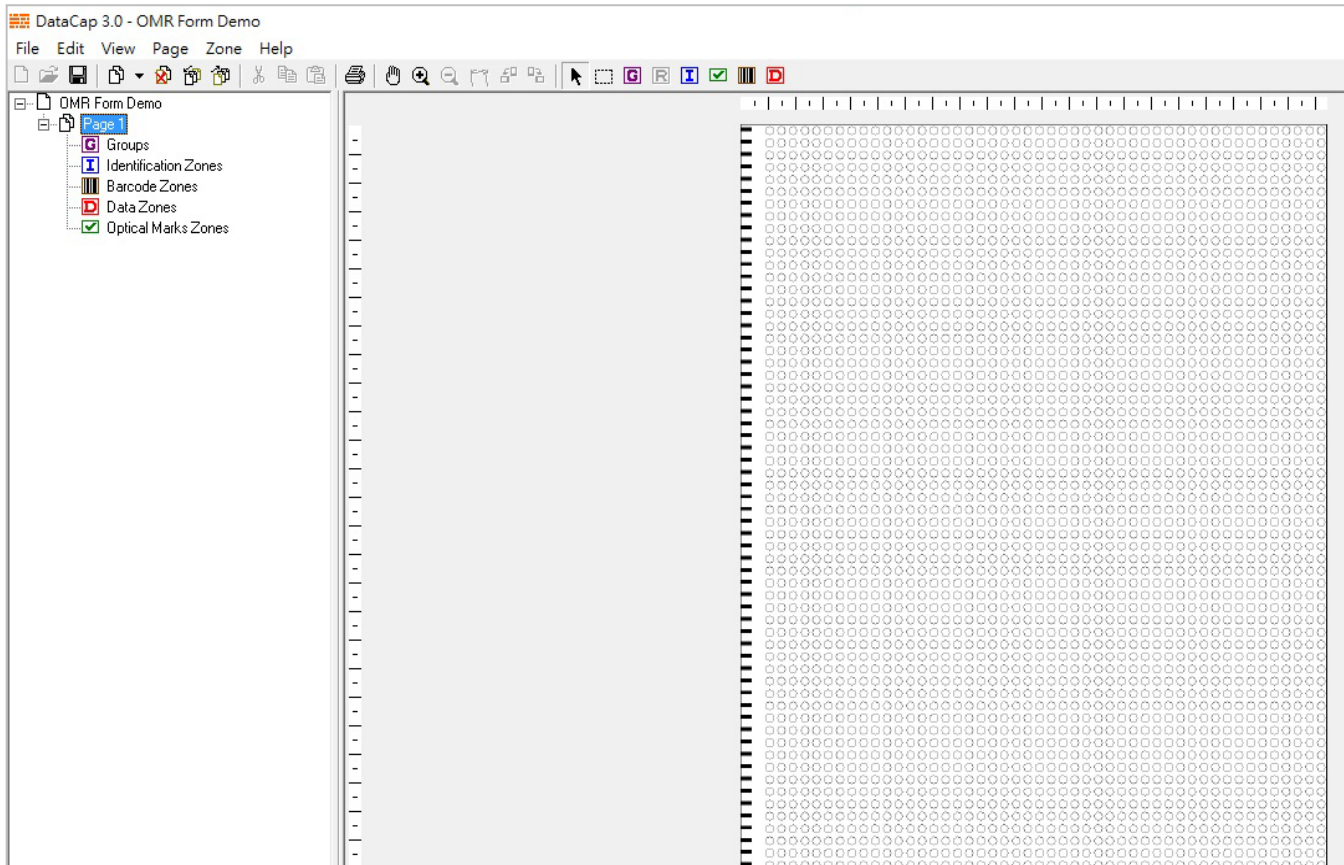
- **'Page Type'**
 - This relates to the form's timing mark location. As the timing marks need to be positioned on the left side of the scanner tray when processed, it is important to select the right page type according to your form. E.g. for the sample form being used, 'Left Timing mark' will be selected.
- **'This is Back Page of the Form'**
 - Tick the box if the form you are scanning is the back page



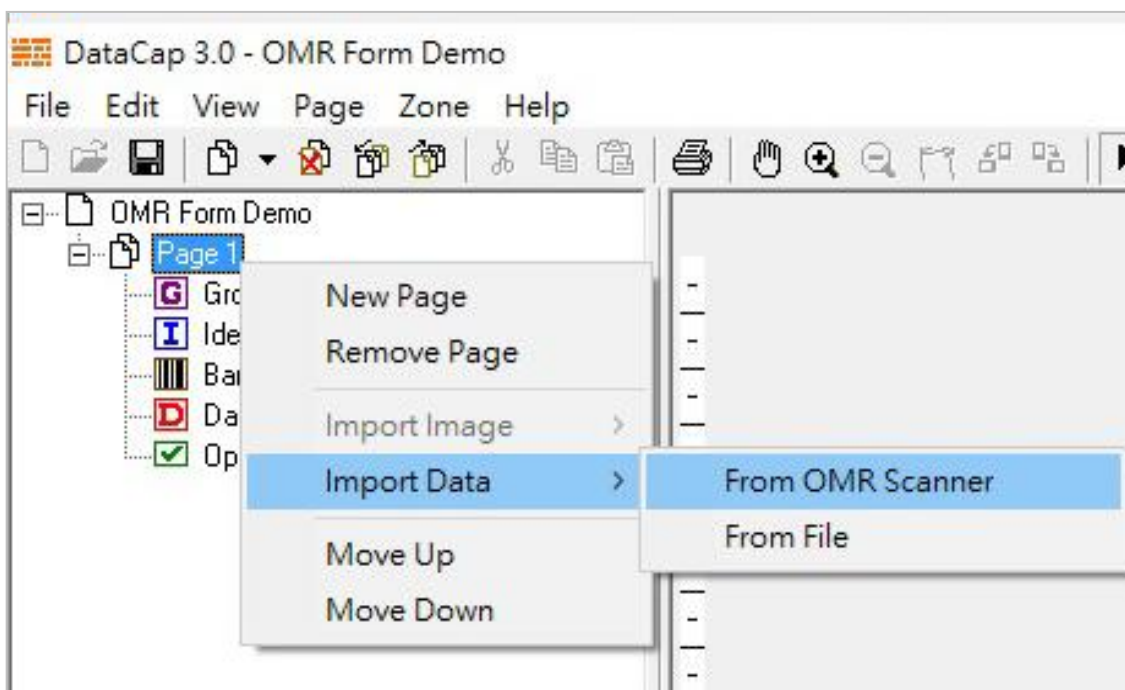
7. Test Template

7.1. Create New Test Template

The template will create a form area (see below)



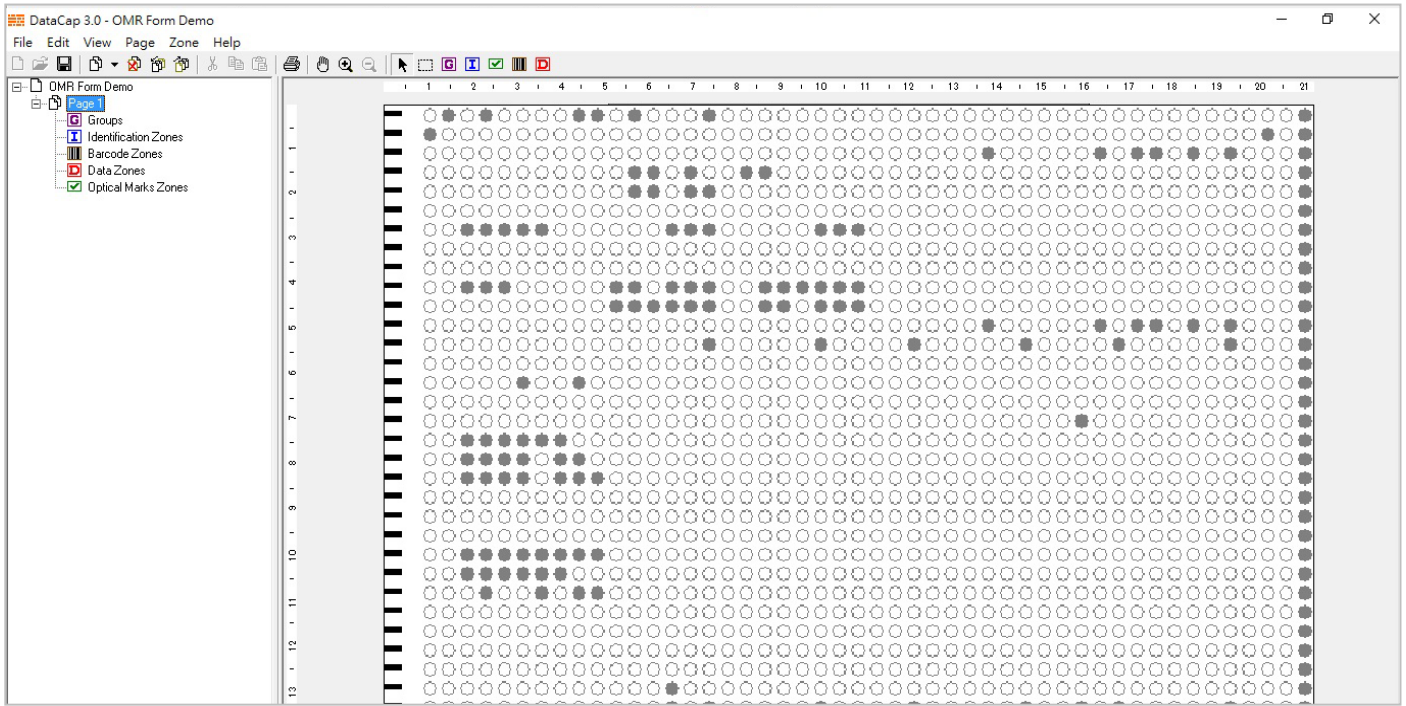
6. To input the layout from your form, place a form into the scanner tray, right click on 'Page 1' and select 'Import Data' > 'From Scanner'



7. Test Template

7.1. Create New Test Template

The sample form and the marks will appear on screen.



NOTE: The marks that appear on screen correspond to several things:

- Actual Marks
- Headings
- Titles / Sub Titles
- Dirt (or accidental marks)

The layout will shrink in height according to the number of timing marks; however the number of OMR marks horizontally will be kept the same. This means that although your actual form may seem spaced out, due to the timing marks the on-screen layout will appear compact together.

7. Test Template

7.2. Understanding Template Layout

Below is a relation table between layout shown on-screen and the actual layout of the form.

**On-Screen - TestAnyTime
(DataCap 3.0 Template Setup)**

**OMR Sample Form
(Prepared For Template Setup)**

In the 'Sample Form Setup' chapter of this manual, it was suggested, that marks are to be made on one of the forms to guide you during the template definition process. In the table above you can see how marks correspond to both layouts and how they relate to each other.

Colour	Form Area
Green	Candidate Number, Centre No, Seat No
Orange	Multiple Choice Questions (MC)
Blue	Form, Language, Subject
Yellow	Timing Marks

NOTE: These intentional markings (in the corners, choices etc.) will help you locate the key areas of the form (which can be beneficial if the form you planning to setup contains a lot of text, headings and other markings)


7. Test Template

7.3. Define Test Template

Before 'defining' or highlight the areas of the form where data will be capture, it is important to understand what each of the 'zones' are for. For the majority of form templates the 3 key zones that are most frequently used:



Zone	Description
Groups	Group Zones are for combining several optical mark zones together to create a string of data. It is often used for capturing data such as: <ul style="list-style-type: none">• Candidate Number• Student ID• Seat No• Centre No• ID Number
Barcode Zones	Barcode Zones are for highlighting areas of the form where a barcode will be captured.
Optical Marks Zone	Optical Marks Zones are for highlighting areas of the form where data will be captured. This can be single choice or multiple choice answers.

 **NOTE:** Please check if the scanners you are using have a barcode function built in before creating forms you wish to include a barcode.

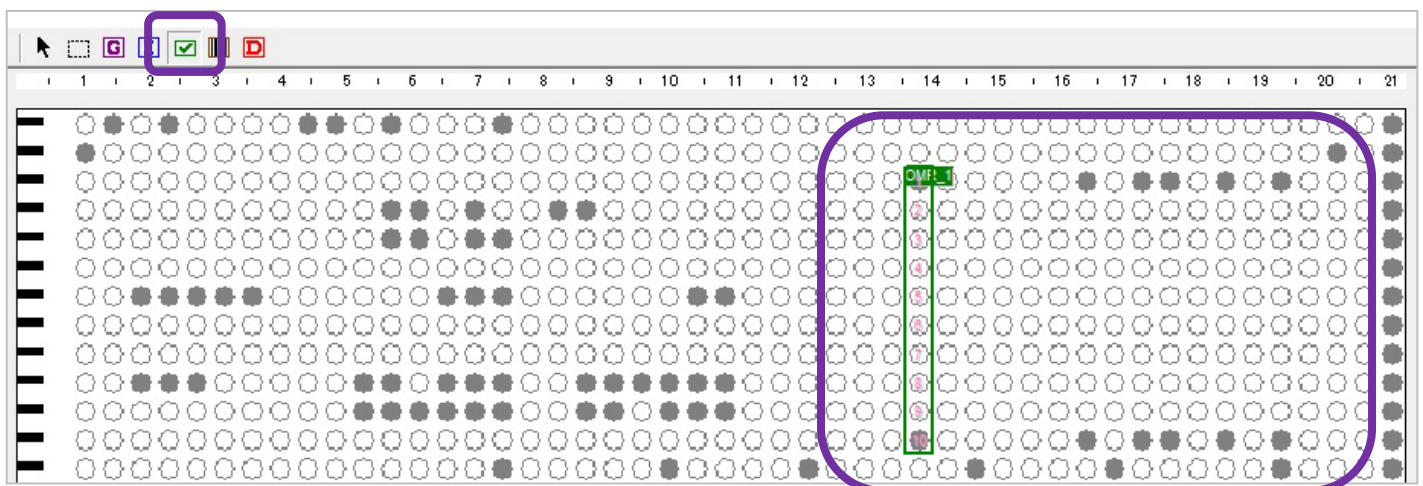
7. Test Template

7.3. Define Test Template

First step is to 'define' the 'Candidate No', 'Centre No' and 'Seat No'

On-Screen Template										OMR Form														
										Candidate Number 考生編號						Centre No. 考場編號			Seat No. 座位編號					
										0 0 0 0 0 0						0 0			0 0					
										1 1 1 1 1 1						1 1			1 1 1					
										2 2 2 2 2 2						2 2			2 2 2					
										3 3 3 3 3 3						3 3			3 3 3					
										4 4 4 4 4 4						4 4			4 4 4					
										5 5 5 5 5 5						5 5			5 5 5					
										6 6 6 6 6 6						6 6			6 6 6					
										7 7 7 7 7 7						7 7			7 7 7					
										8 8 8 8 8 8						8 8			8 8 8					
										9 9 9 9 9 9						9 9			9 9 9					

1. Select 'Optical Mark Zone' > drag a box around the first column of the 'Candidate Number'



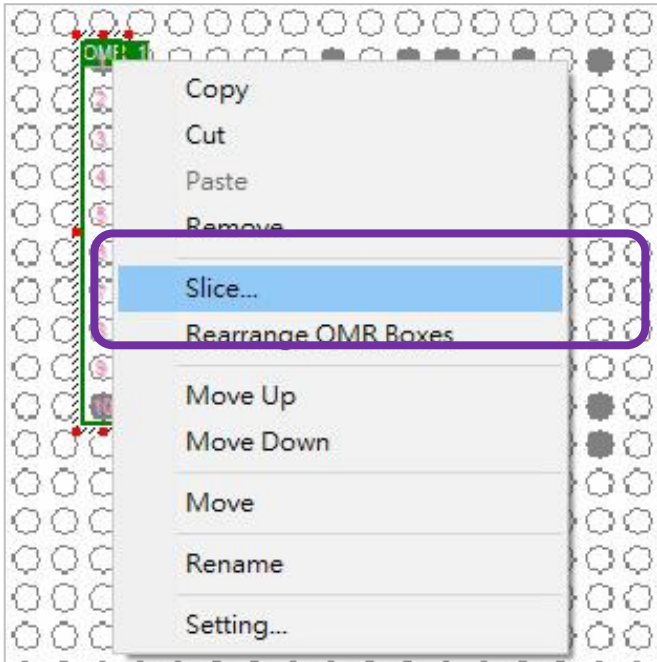
NOTE: When dragging a box around the OMR areas, the software will automatically detect and wrap around area. This means that you won't accidentally put a box over half a OMR area.

7. Test Template

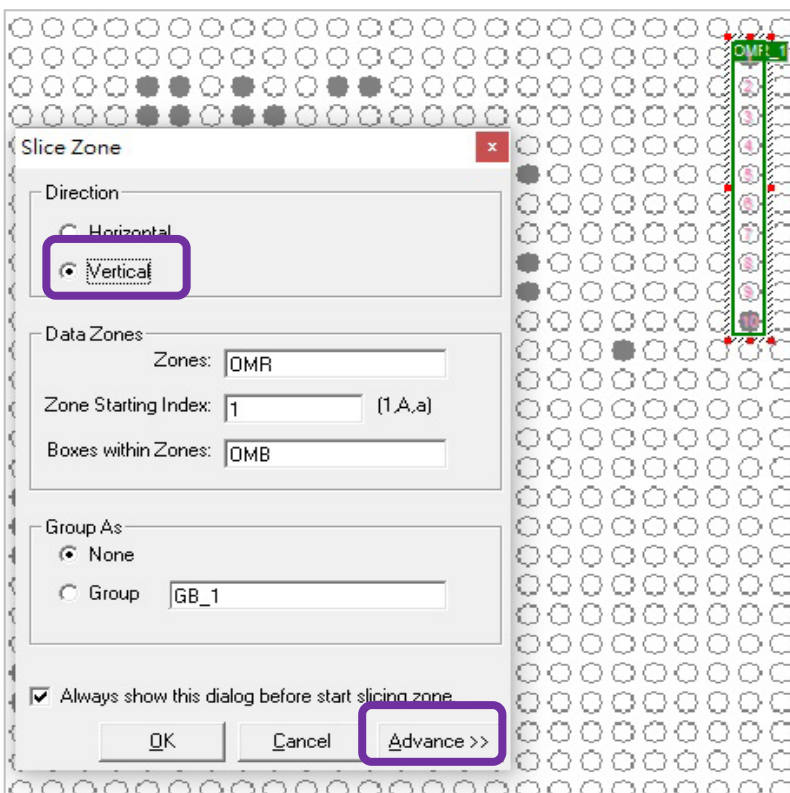
7.3. Define Test Template

To set the number 'OMR string' from 1 to 10 to 0 to 9:

2. Right click on the column's **Optical Mark Zone** > select '**Slice**'



3. '**Slice Zone**' window will appear. As the data will be captured vertically, select > '**Direction**', '**Vertical**' and then click '**Advance**'



7. Test Template

7.3. Define Test Template

4. Select 'OMR String' to '0,1,2,3,4,5,6,7,8,9' > click 'OK'

Slice Zone

Direction

☐ Horizontal

☒ Vertical

Data Zones

Zones: OMR

Zone Starting Index: 1 (1,A,a)

Boxes within Zones: OMB

Group As

☒ None

☐ Group GB_1

☒ Always show this dialog before start slicing zone.

OMR String

1, 2, 3, 4, 5, ...

1, 2, 3, 4, 5, ...

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

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

01, 02, 03, 04, ...

001, 002, 003, 004, ...

A, B, C, D, E, ...

0, 1, 2, 3, 4, 5, ...

n, n-1, n-2, ... 1

7

8

9

10

The OMR Strings display here is an example only. The final results are depended on row and column of sliced zones.

OK Cancel << Close Reset

NOTE: You may select numbers for the OMR String in this template screen however if you select text (e.g. A, B, C, D, E....) it will not be displayed when the forms are scanned. To set text to the choices, this can be done in 'Test Design' feature (see [Test Design](#))

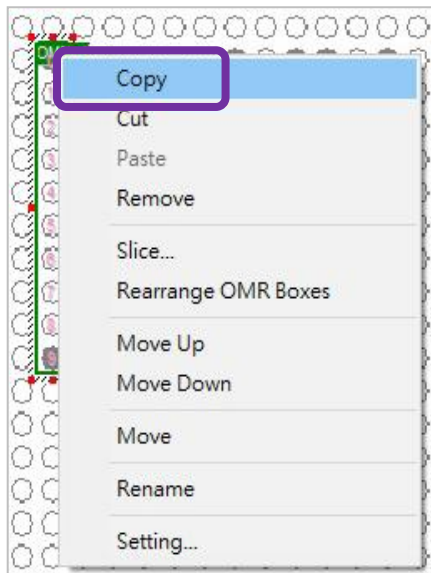
The 'OMR String' now has changed to '0,1,2,3,4,5,6,7,8,9'

7. Test Template

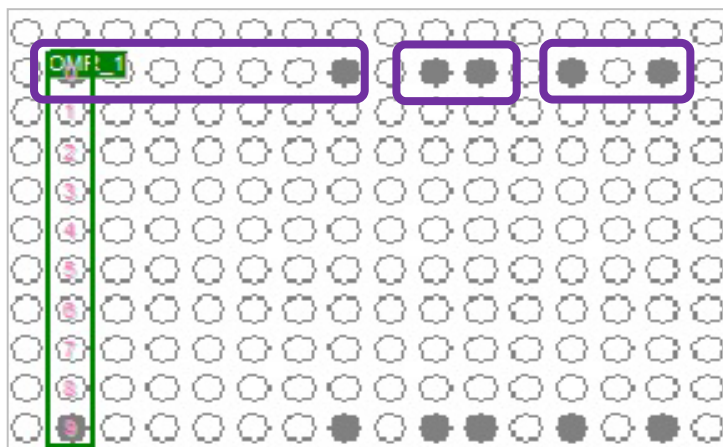
7.3. Define Test Template

To highlight the remaining columns:

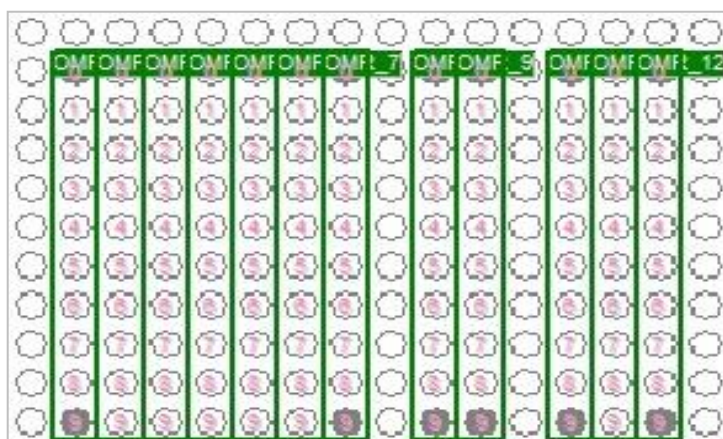
5. Right click 'Copy'



6. Right click 'Paste' on the first OMR area on each column



After pasting each column the layout will look like this:



7. Test Template

7.3. Define Test Template

The 'Slice Zone' window appears:

2. Select 'Direction' to 'Vertical', select 'Group' and then the correct 'OMR String'

Slice Zone

Direction

☐ Horizontal

☒ Vertical

Data Zones

Zones: GB_5

Zone Starting Index: 1 (1,A,a)

Boxes within Zones: OMB

Group As

☐ None

☒ Group GB_5

☒ Always show this dialog before start slicing zone.

OK Cancel << Close

OMR String

1, 2, 3, 4, 5, ...

OMR String	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

The OMR Strings display here is an example only. The final results are depended on row and column of sliced zones.

Reset

The area will be now sliced and the group 'GB-X' can be renamed (see below)

GB_1 GB_2 GB_3 GB_4 GB_5 GB_6 GB_7

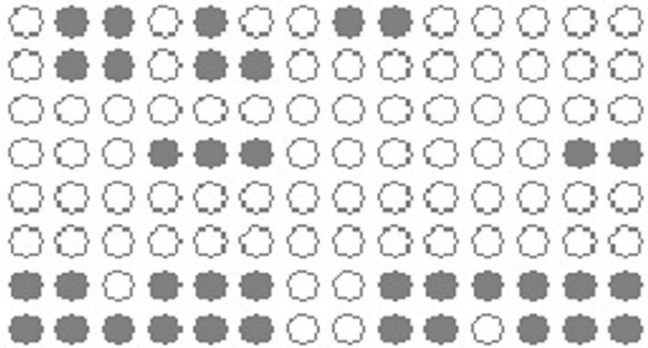











1 2 3 4 5 6 7

GB_4_7

7. Test Template

7.3. Define Test Template

The next area to define is 'Form', 'Language' and 'Subject'

On-Screen Template	OMR Form
	<div>S1  S3  S5 </div> <div>S2  S4 </div> <div>English  中文 </div> <div>Biology 生物  Mathematics 數學 </div> <div>Chemistry 化學  Physics 物理 </div>

9. Select 'Optical Mark Zone' and highlight the areas for the 'Form' choices, as below.

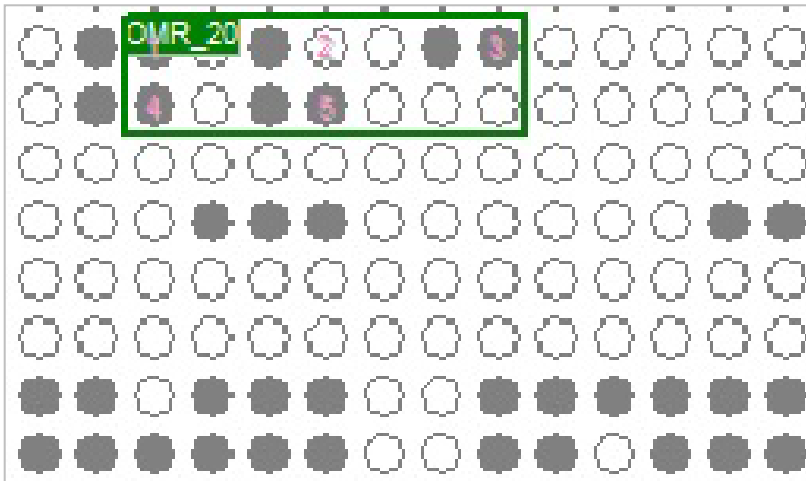


7. Test Template

7.3. Define Test Template

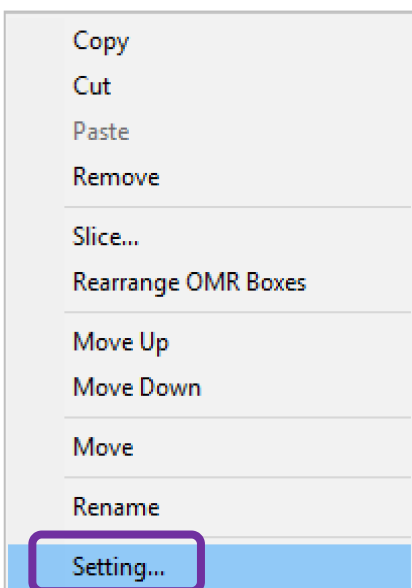
As the 5 (single) choice answers for 'Form' are under 1 question:

10. Drag another box 'Optical Mark Zone' around the existing zones



Currently the choices above are shown in horizontal order. To change them to a vertical order (like on the OMR Form: 'S1, S2, S3...'):

11. Right click on the zone > select 'Setting'



7. Test Template

7.3. Define Test Template

‘Optical Marks Zone Setting’ window appears.

Optical Marks Zone Setting

Name: OMR_20 1 (1,A,a) ☐ Save Cropped Image

General **Info** Parameters

Number of Optical Marks Boxes: 5

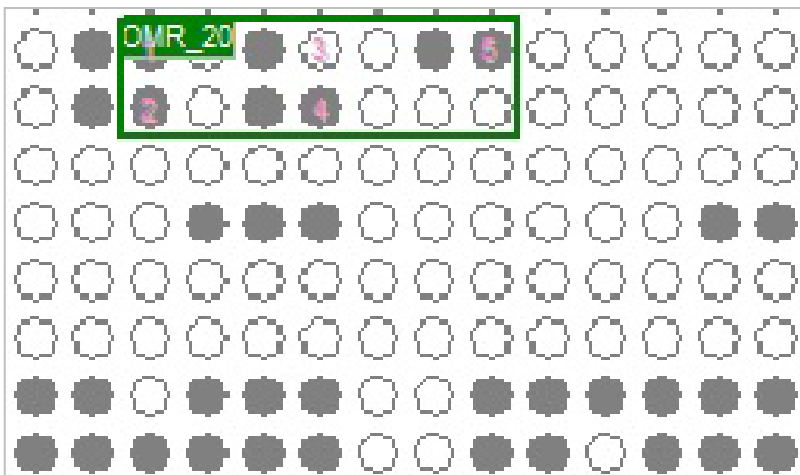
OMR String: Default

Rearrange OMR Boxes: No change

	Name	OMR String
1	OMB_1	1
2	OMB_2	2
3	OMB_3	3
4	OMB_4	4
5	OMB_5	5

OK Cancel

12. Select ‘Info’ tab, from the ‘Rearrange OMR Boxes’ dropdown list, select ‘Vertical’ > click ‘OK’



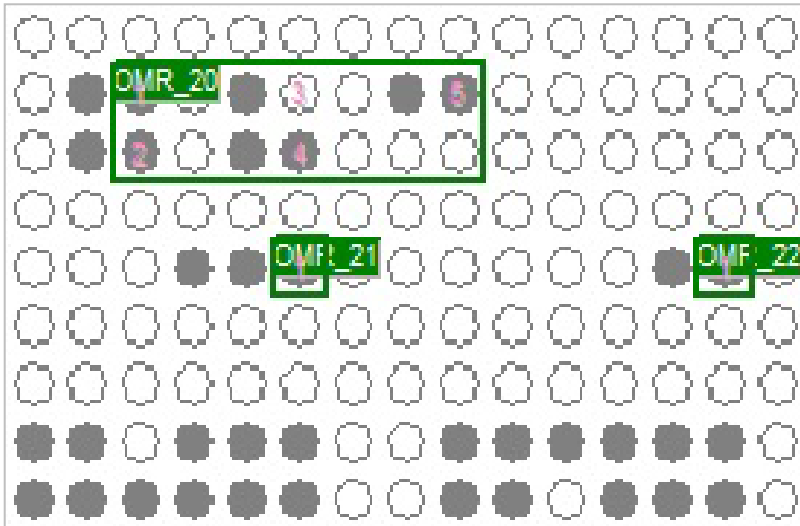
Now the answer choices for ‘Form’ are displayed in a vertical order, exactly like the OMR Form.

7. Test Template

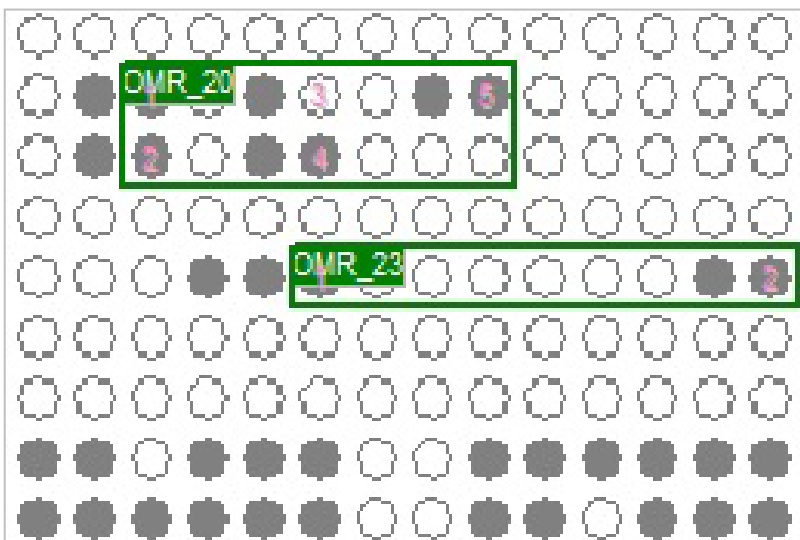
7.3. Define Test Template

For the 'Languages' part of the template it is the same process:

13. Drag 'Optical Mark Zones' around each answer choices



14. Drag another 'Optical Mark Zone' around the 2 answer choices as they are under one question.



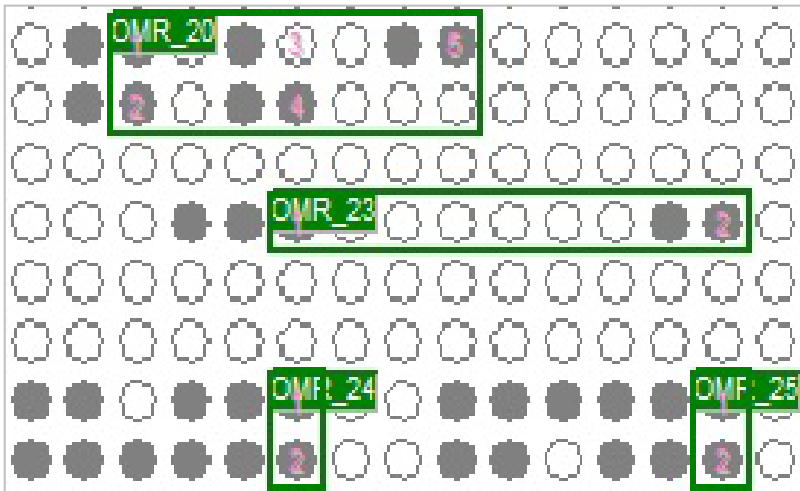
! **NOTE:** Often you can see where the choices you need to drag boxes around by the spacing and location of the other marks, as they tend to be question text or headings.

7. Test Template

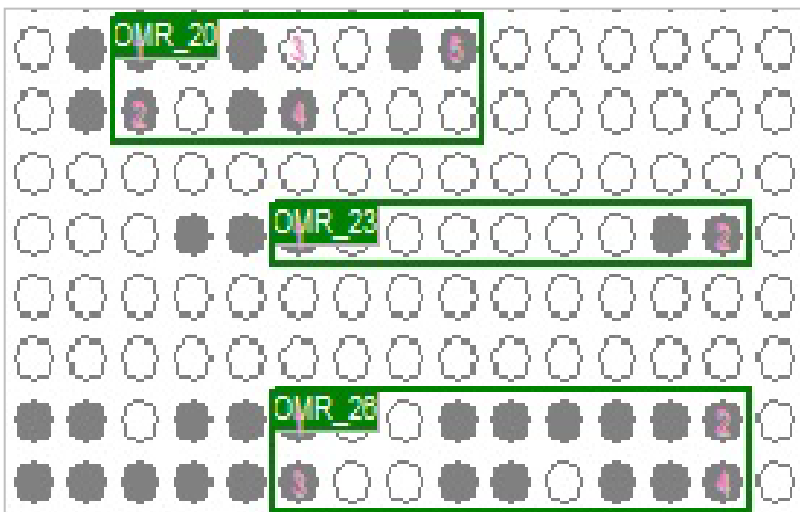
7.3. Define Test Template

For the 'Subjects' part of the template, the same process can be used again:

15. Drag 'Optical Mark Zones' around the answer choices



16. Drag another 'Optical Mark Zone' around the answer choices as they are under one question.



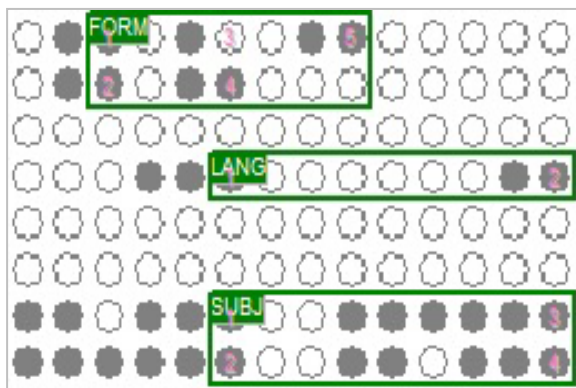
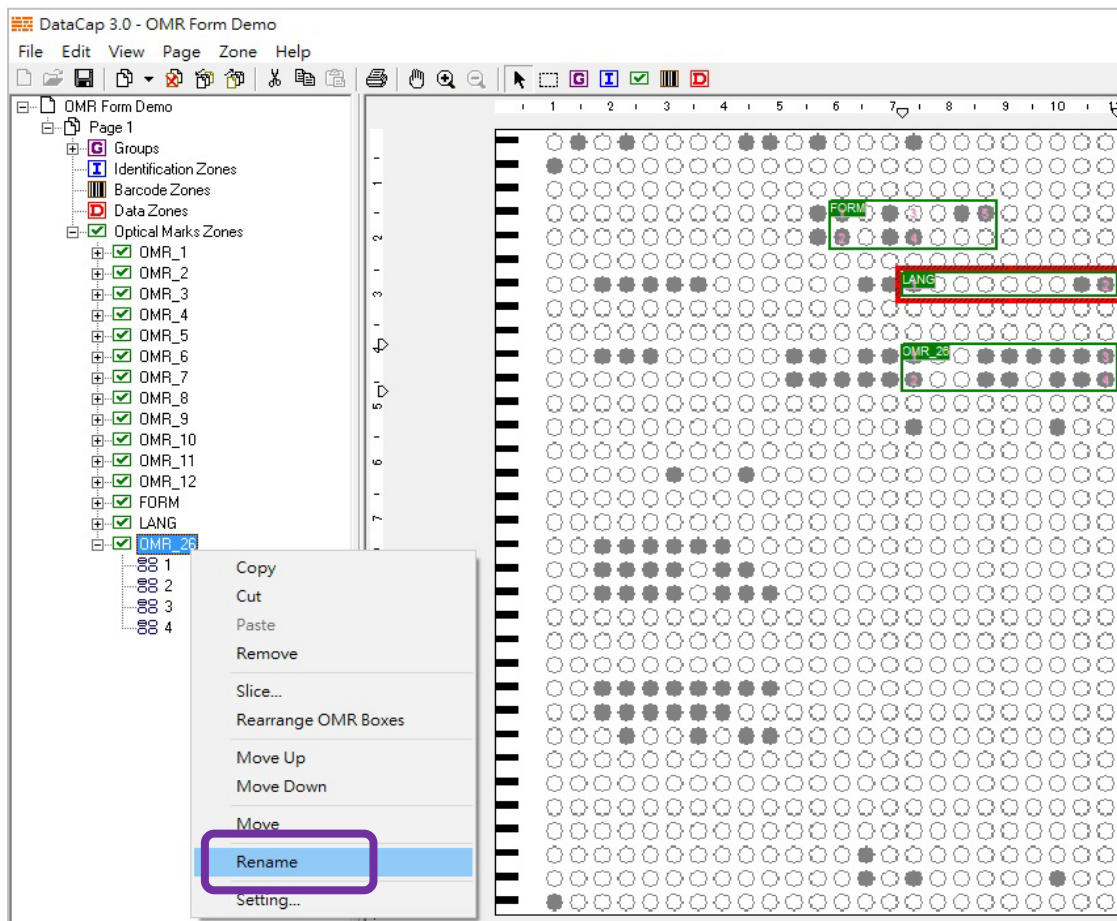
NOTE: You may also change the order direction of the choices, to do this: Right click on 'Settings', select 'Info' tab and from 'Rearrange OMR Boxes' dropdown list, select the desired direction.

7. Test Template

7.3. Define Test Template

To rename these 3 question choices, on the left hand side:

17. Find the corresponding number (OMR_XX), in this case they are 'OMR_20', 'OMR_23' and 'OMR_26'. For each one right click, select 'Rename' > enter the headings for each questions.

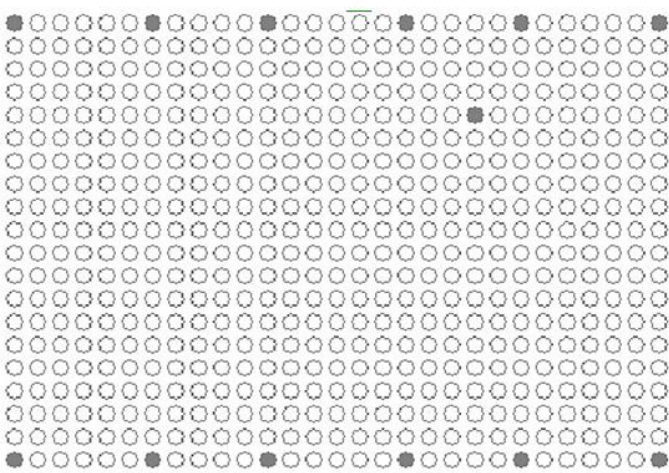
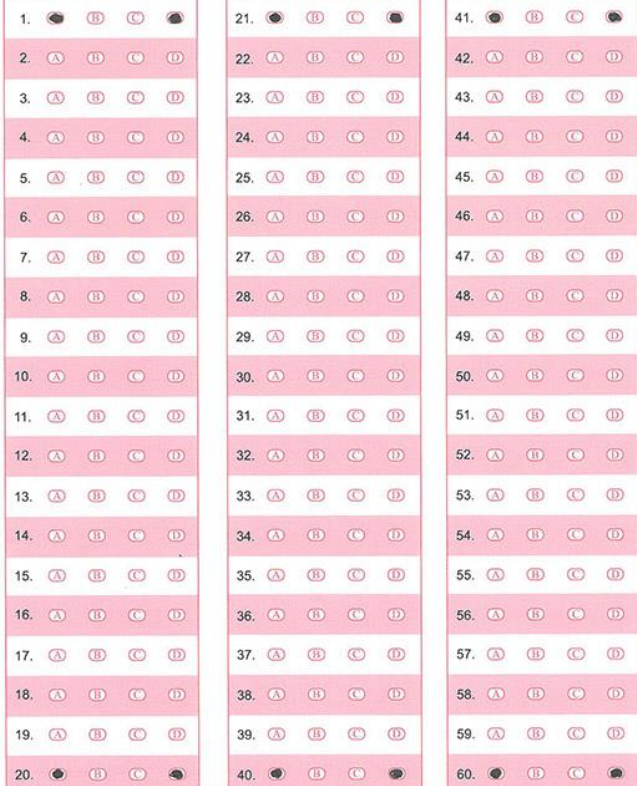


NOTE: We suggest that the headings to be kept short, so that when data is exported later (e.g for MS Excel) the fields at the top will show the headings completely without having to enlarge the cells.

7. Test Template

7.3. Define Test Template

The template is nearly finished and there is one more key area that needs to be defined, which are the Multiple Choice (MC) questions

On-Screen Template	OMR Form
	

18. Drag boxes around the 4 choices using 'Optical Mark Zone'



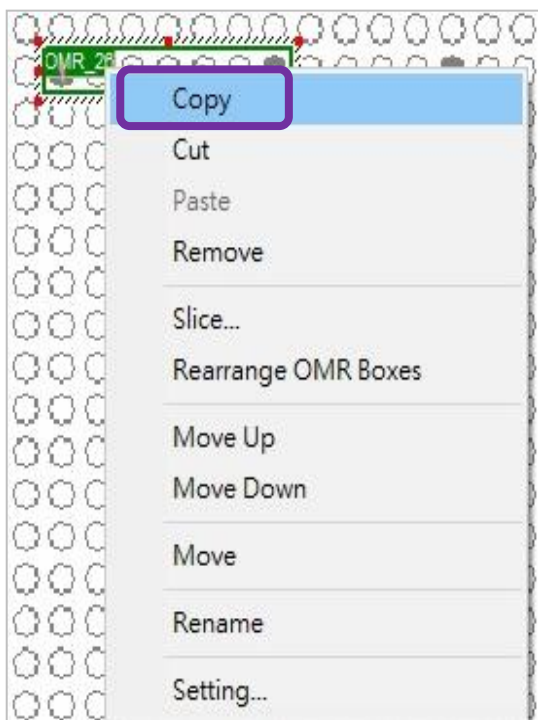
7. Test Template

7.3. Define Test Template

19. Drag another 'Optical Mark Zone' around the existing 4 answer choices as they all correspond to Question 1.



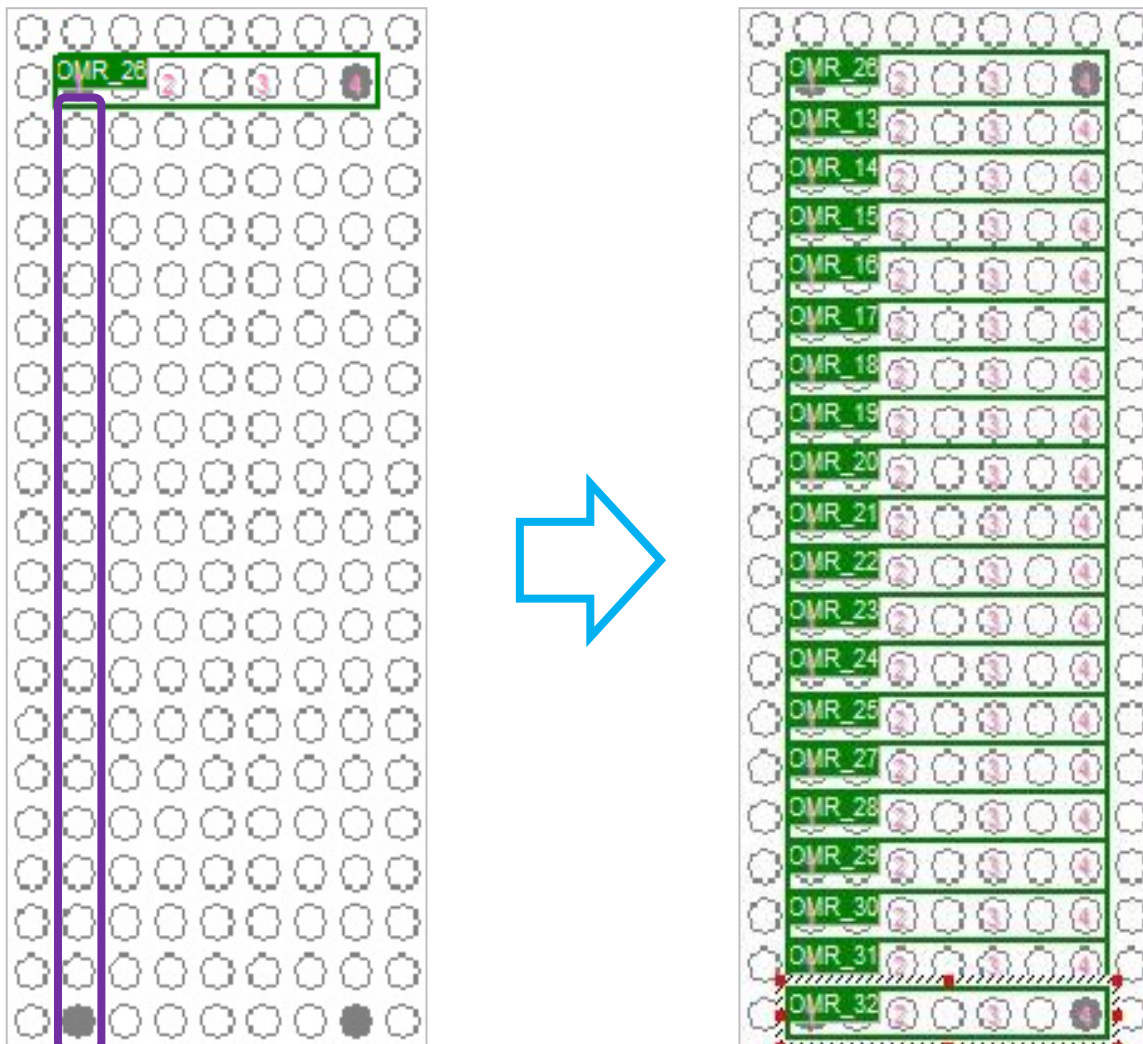
20. Right click on the zone > select 'Copy'



7. Test Template

7.3. Define Test Template

21. Right click; select '**Paste**' along the first choice of each question for the entire column as shown below by the purple highlight:



NOTE: The rows above will be compacted together. This is due to the missing timing marks between each row, therefore the overall onscreen layout is shorter and compact than the actual form.

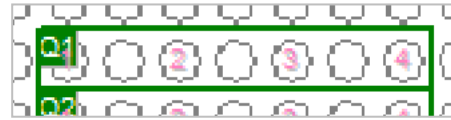
7. Test Template

7.3. Define Test Template



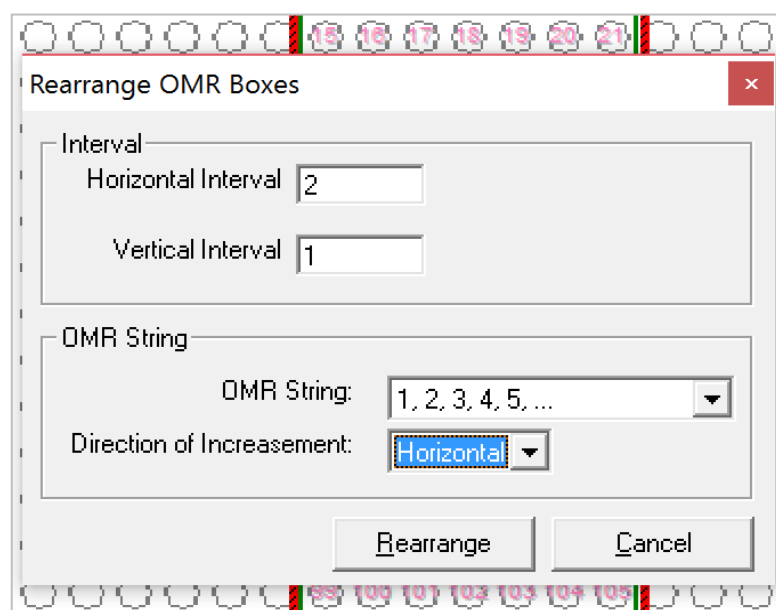
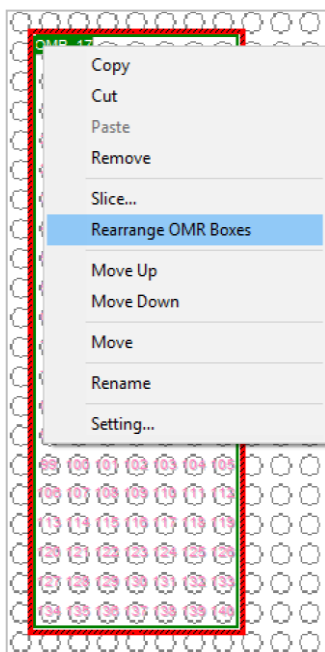
TIP

You may encounter MC areas where there maybe spacing between each OMR mark. For example in the sample form:

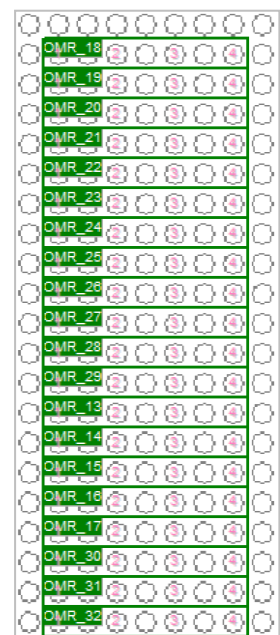
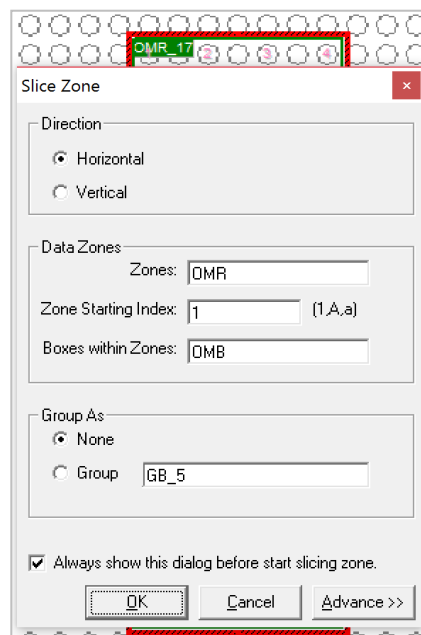
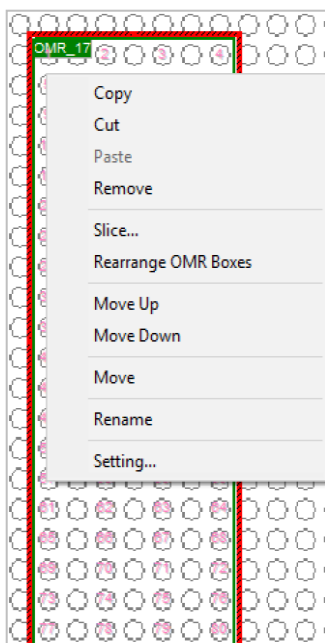


A quick solution to this:

1. Right click on the complete column and select 'Rearrange OMR Boxes'
2. For Horizontal Interval input '2' and click 'Rearrange'



3. Then, right click, select 'Slice', 'Horizontal' and click 'OK'

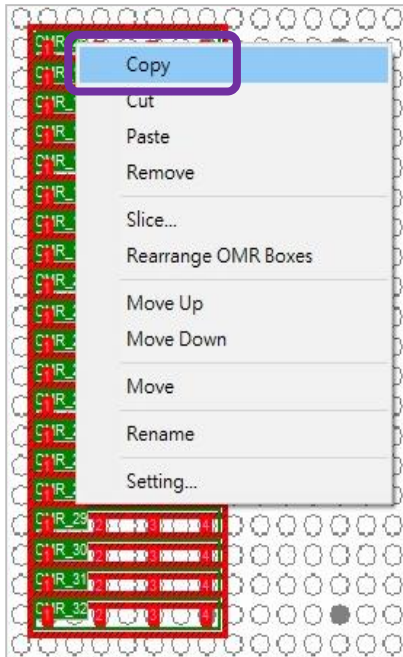


7. Test Template

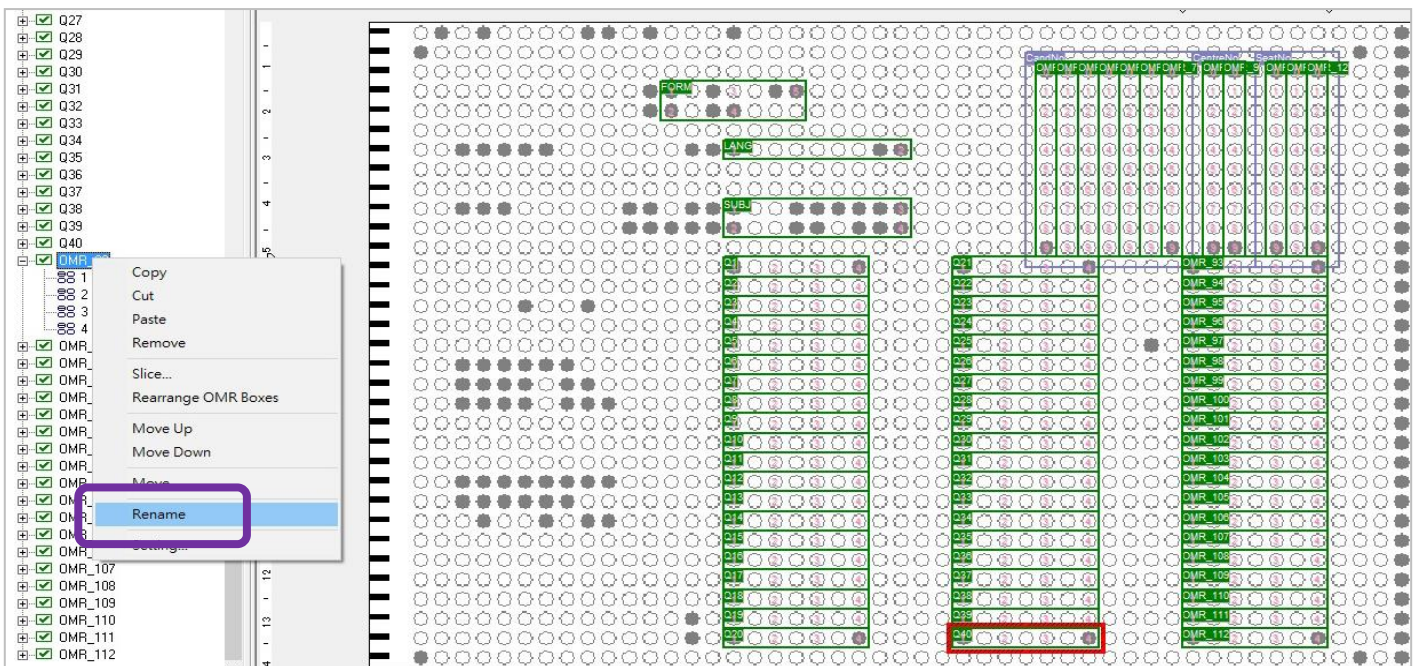
7.3. Define Test Template

To copy the first column of 20 question choices to the other 2 columns:

22. Using the 'Select' tool at the top select all of the 20 question choices, **right click > select 'Copy'. Paste to other 2 columns.**



23. On the left hand side, with the corresponding names to the questions, right click, select 'Rename' > type in Q1, Q2, Q3.....



7. Test Template

7.3. Define Test Template



TIP - Alternatively a quicker method, you can select all the MC regions in one box,

1. Right click 'Settings'. On the 'General Tab' set the desired name and the starting number (see below) and then click 'OK'

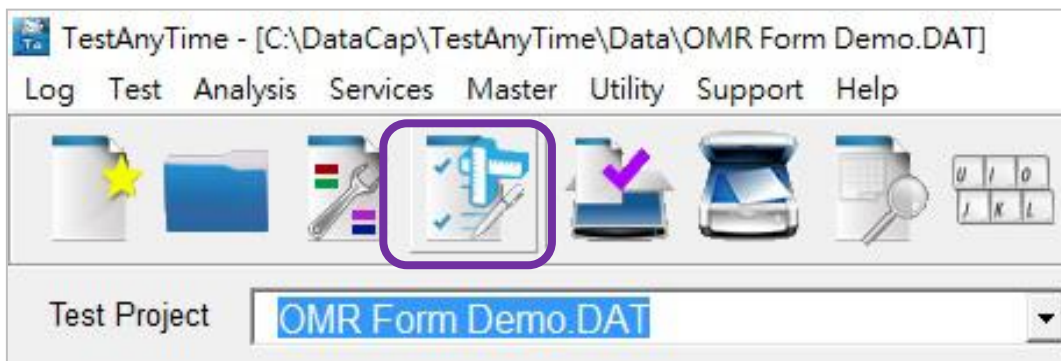
2. The MC questions will appear like this (see right) numbering from '1' onwards

8. Test Design (Question Setup)

Test Design

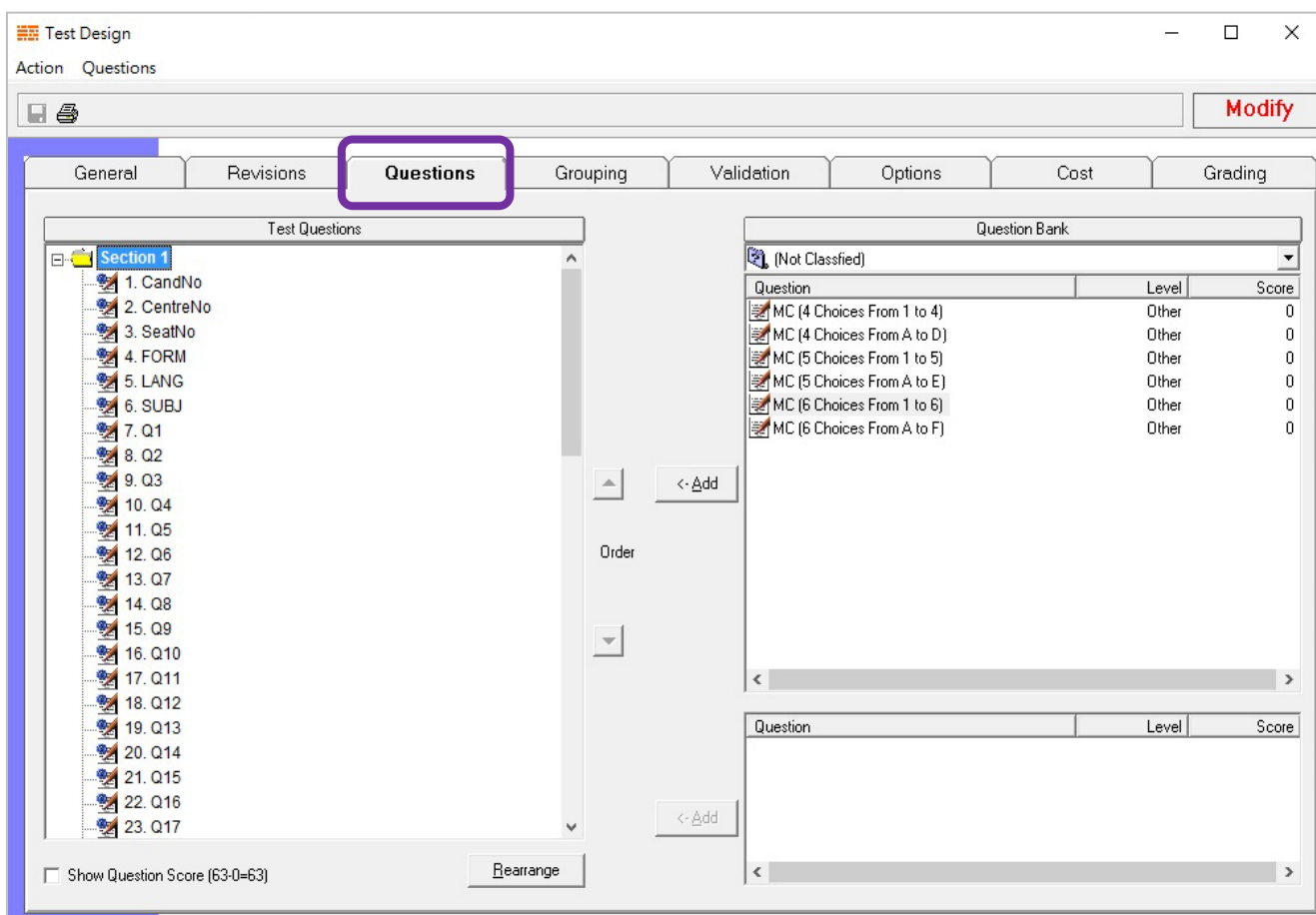
In this chapter the manual will guide you through the 'Test Design' process of setting up the questions and answers' text, choices etc.

1. Click on '**Test Design**' (or click on 'Test' on the toolbar and select 'Test Design')



The 'Test Design' window appears

2. Click on the '**Questions**' tab



8. Test Design (Question Setup)

Test Design

In order to make your information and questions more organized, 'Sections' will be created.

3. Click 'Rearrange'

The screenshot shows the 'Test Design' application window. The 'Questions' tab is active. On the left, the 'Test Questions' list shows a tree structure with 'Section 1' expanded, containing 23 items (1. CandNo to 23. Q17). On the right, the 'Question Bank' shows a list of 6 multiple-choice questions. At the bottom, the 'Rearrange' button is highlighted with a red box.

Question	Level	Score
MC (4 Choices From 1 to 4)	Other	0
MC (4 Choices From A to D)	Other	0
MC (5 Choices From 1 to 5)	Other	0
MC (5 Choices From A to E)	Other	0
MC (6 Choices From 1 to 6)	Other	0
MC (6 Choices From A to F)	Other	0

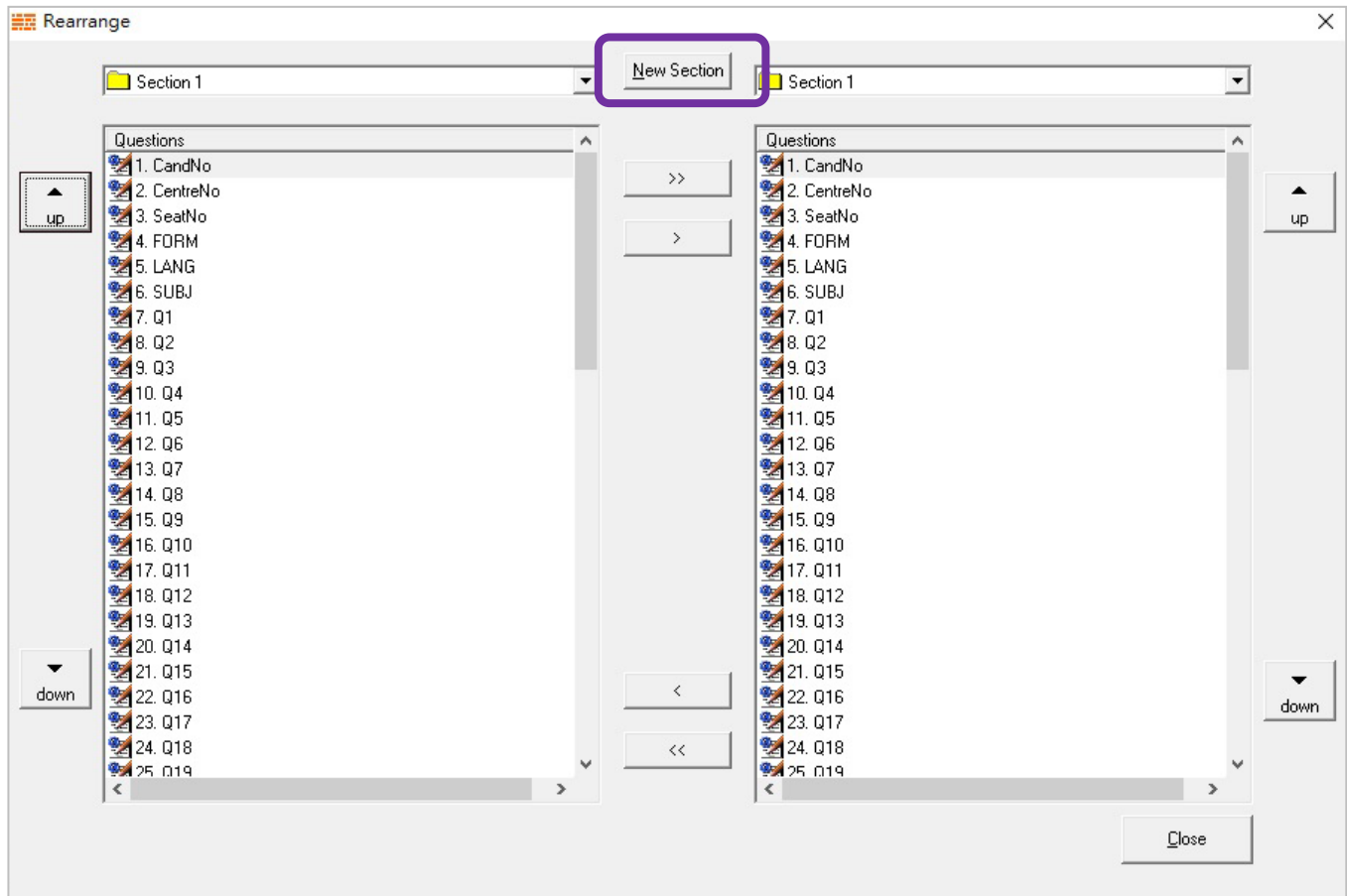
NOTE: Sections can help make changes quicker for a large group of questions (e.g. Labelling the answer choices for the 60 questions in the template, from 1,2,3,4 to A,B,C,D)

8. Test Design (Question Setup)

Test Design

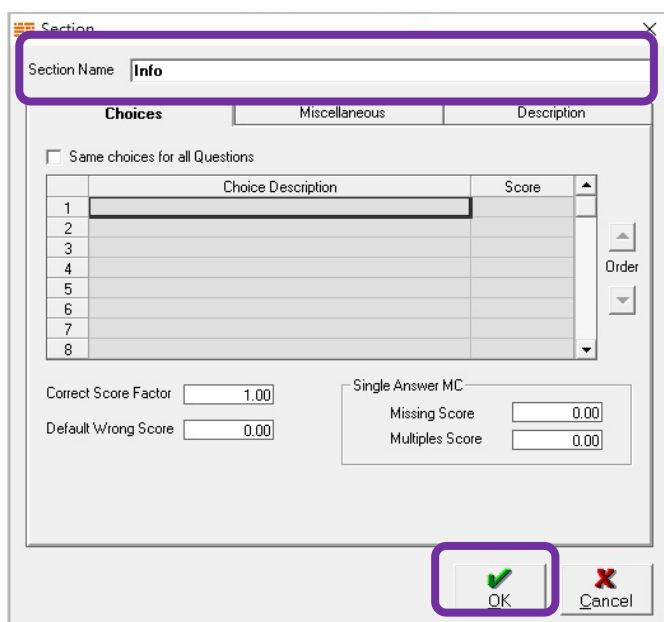
'Rearrange' window appears:

4. Click 'New Section'



'New Section' window appears

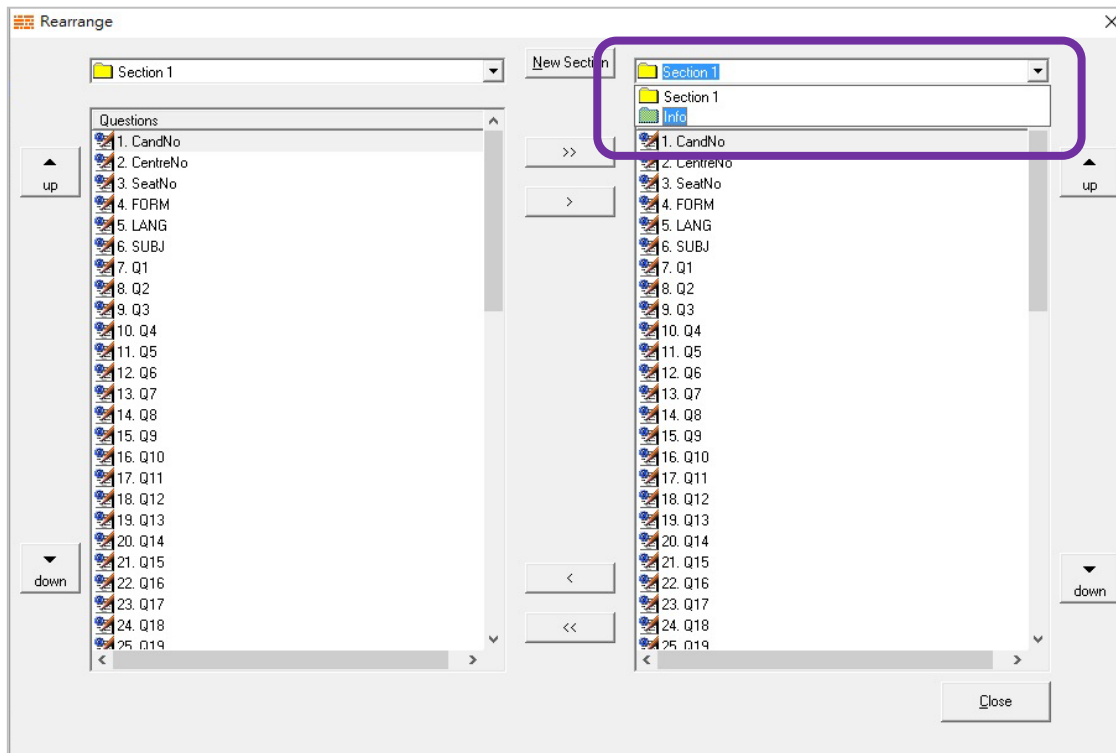
5. Type in 'Section Name' 'Info' > click 'OK'



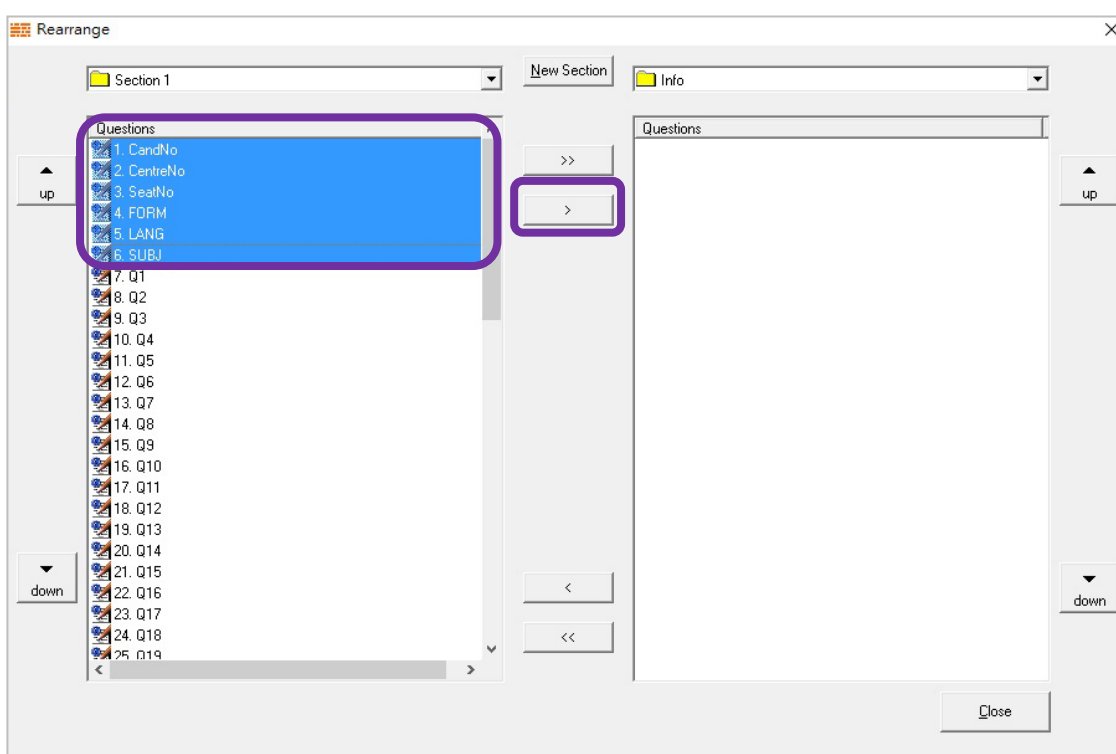
8. Test Design (Question Setup)

Test Design

6. On the right hand side, click the drop down list and select the new section created 'Info'



7. Select on the left, what questions you want to put into the 'Info' section, click on the arrow key to move them across.

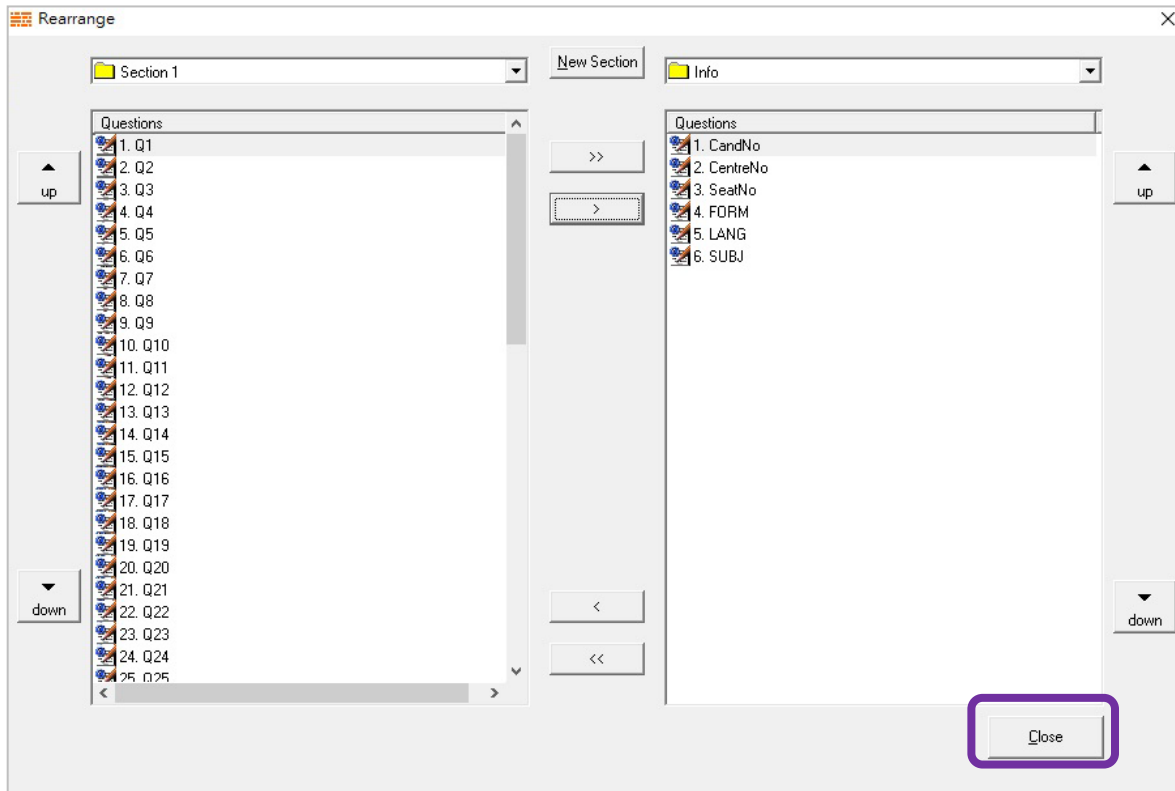


8. Test Design (Question Setup)

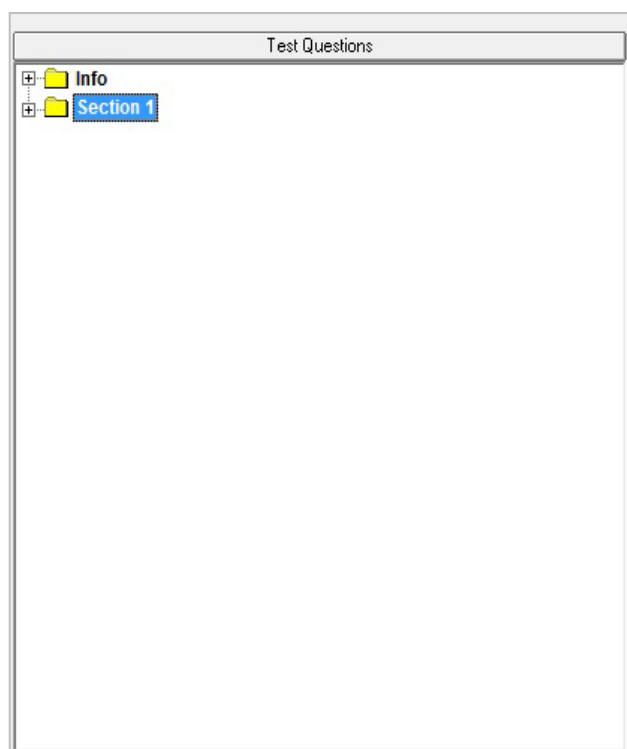
Test Design

The questions have now moved into the 'Info' section

8. Click 'Close'



There are now 2 sections, 'Info' and 'Section1'

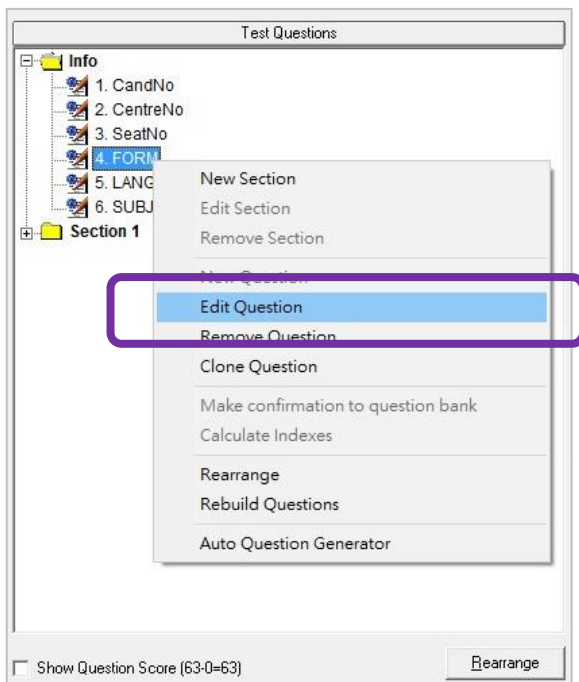


8. Test Design (Question Setup)

Test Design

As there is no answer choice text for 'Form', 'Languages' and 'Subject', it can be done by:

9. Right click the question > select 'Edit Question'



10. Under 'Choices', type in the answer choice text for each number (i.e. S1, S2, S3, S4, S5)
> click 'OK'

The screenshot shows the 'Test Questions' window with the 'Edit Question' dialog open. The 'Question No.' is 4, and the 'Question Tag' is 'FORM'. The 'Question Text' is 'FORM'. The 'Group' is empty. The 'Question Type' is 'Multiple Choice (single answer)'. The 'Information Type' is 'Data'. The 'Data Type' is 'All Characters'. The 'Search Key No.' is 0. The 'Question Style' is empty. The 'Max. Length' is 255. The 'Data Format' is empty. The 'Score this question' checkbox is checked. The 'Total Score of Question' is 0. The 'Choices' tab is selected, and the 'Choice Description' column is highlighted with a purple rectangle. The 'Choices' table has 5 rows with 'S1', 'S2', 'S3', 'S4', and 'S5' in the 'Choice Description' column. The 'Score' column has 0.00 for each row. The 'Order' column has 1, 2, 3, 4, and 5. The 'Treat multiples as questionable' checkbox is checked. The 'Treat missing as questionable' checkbox is unchecked. The 'Multiple Lines Input' checkbox is unchecked. The 'Question Bank' section has 'Update Question Bank' checked. The 'Create a new question' and 'Update existing question' buttons are visible. The 'Subject' is '(Not Classified)'. The 'OK' and 'Cancel' buttons are at the bottom right.

	Choice Description	Score	Order
1	S1	0.00	1
2	S2	0.00	2
3	S3	0.00	3
4	S4	0.00	4
5	S5	0.00	5

8. Test Design (Question Setup)

Test Design

11. Repeat the previous process to edit the answer choices for 'Languages' > click 'OK'

Test Questions

Question No. Question Tag

Question Text

Description	HTML
LANG	

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																																	
<table border="1"><thead><tr><th></th><th>Choice Description</th><th>Score</th></tr></thead><tbody><tr><td>1</td><td>English</td><td>0.00</td></tr><tr><td>2</td><td>Chinese</td><td>0.00</td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2"></td><td></td></tr></tbody></table>								Choice Description	Score	1	English	0.00	2	Chinese	0.00																								
	Choice Description	Score																																					
1	English	0.00																																					
2	Chinese	0.00																																					
<input checked="" type="checkbox"/> Treat multiples as questionable <input type="checkbox"/> Treat missing as questionable <input type="checkbox"/> Multiple Lines Input																																							

Double-click Choice No. to delete a choice.

Question Bank

☐ Update Question Bank

☒ Create a new question ☐ Update existing question

Subject

☒ OK

☐ Cancel

8. Test Design (Question Setup)

Test Design

12. Repeat the same process to edit the answer choices for 'Subjects' > click 'OK'

Test Questions

Question No. Question Tag

Question Text

Description	HTML
SUBJ	

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																														
<table border="1"><thead><tr><th></th><th>Choice Description</th><th>Score</th></tr></thead><tbody><tr><td>1</td><td>Biology</td><td>0.00</td></tr><tr><td>2</td><td>Chemistry</td><td>0.00</td></tr><tr><td>3</td><td>Mathematics</td><td>0.00</td></tr><tr><td>4</td><td>Physics</td><td>0.00</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>								Choice Description	Score	1	Biology	0.00	2	Chemistry	0.00	3	Mathematics	0.00	4	Physics	0.00															
	Choice Description	Score																																		
1	Biology	0.00																																		
2	Chemistry	0.00																																		
3	Mathematics	0.00																																		
4	Physics	0.00																																		
<input checked="" type="checkbox"/> Treat multiples as questionable <input type="checkbox"/> Multiple Lines Input																																				
<input type="checkbox"/> Treat missing as questionable																																				

Question Bank

☐ Update Question Bank

☒ Create a new question ☐ Update existing question

Subject

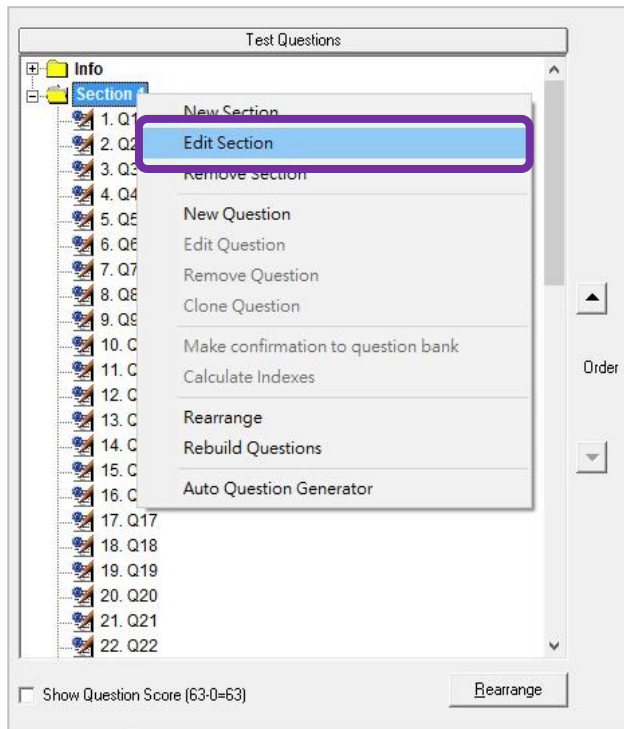
☒ OK ☐ Cancel

8. Test Design (Question Setup)

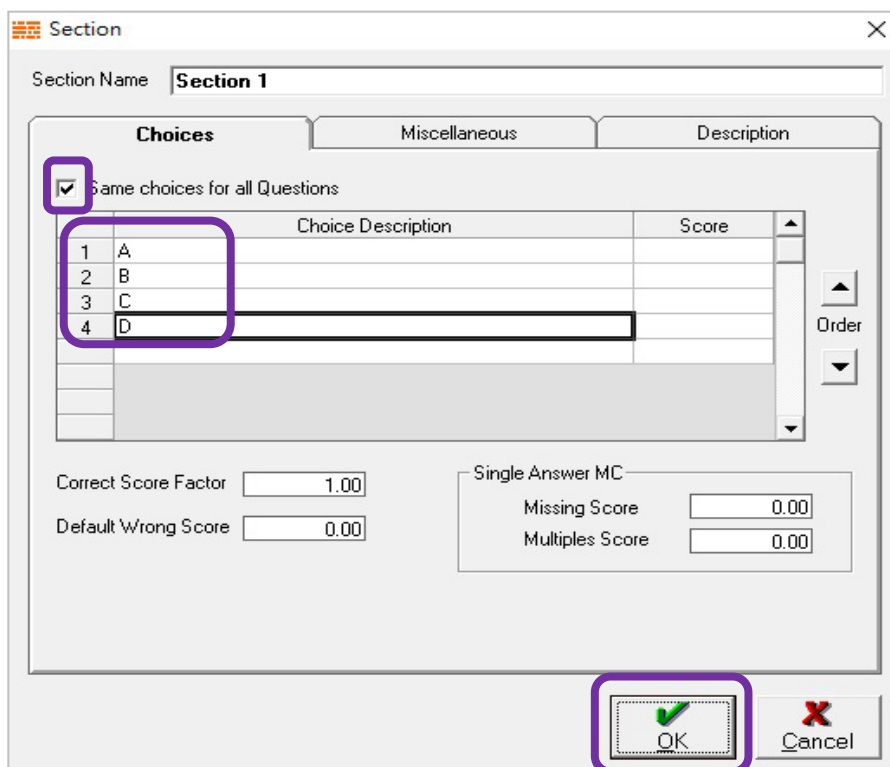
Test Design

To change the answer choices for all the MC questions, from '1,2,3,4' to 'A,B,C,D'

13. Right click on 'Section1' section > select 'Edit Section'



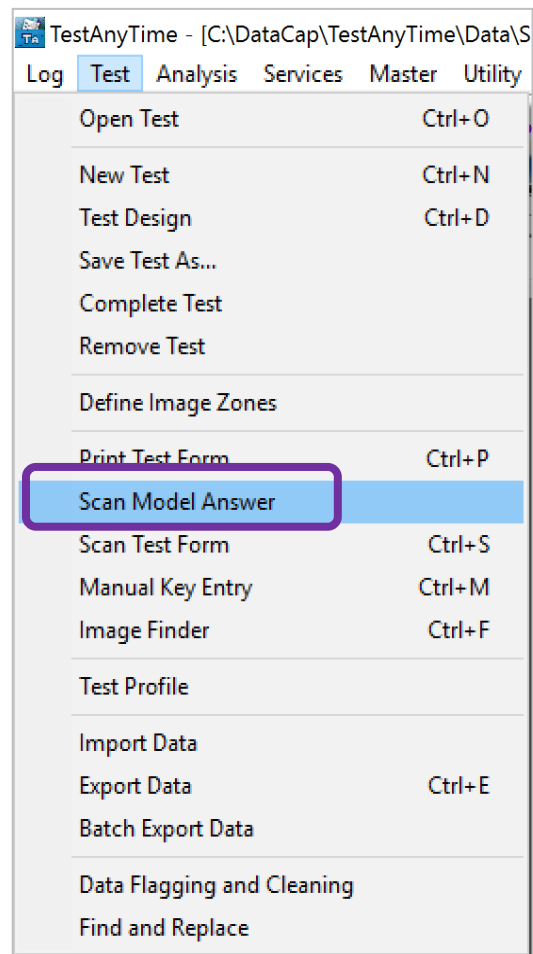
14. Type in the answer text 'A, B, C, D', tick 'Same choices for all Questions' and 'OK'



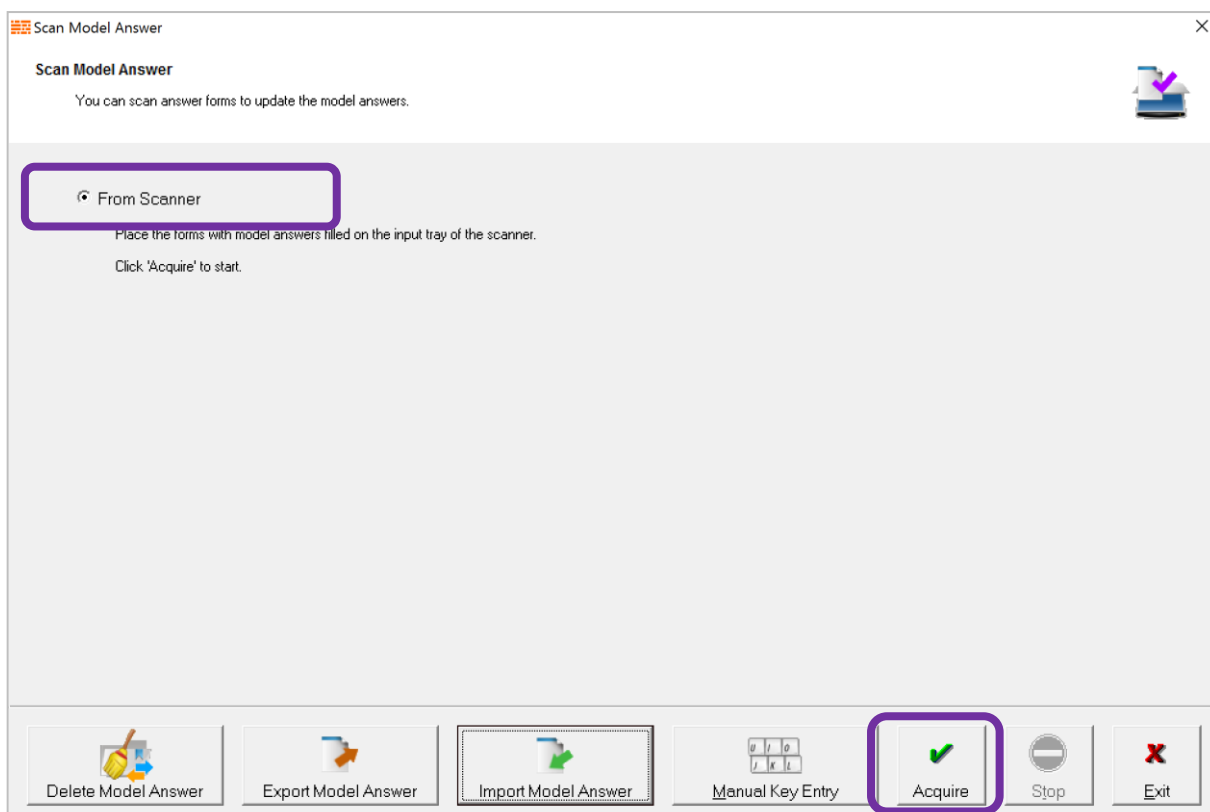
9. Scan Model Answer

9.1. Scan Model Answer

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



2. Select Model Answer from **Scanner** > Click **Acquire**



9. Scan Model Answer

9.1. Scan Model Answer

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

Scan 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
Info			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. CandNo	CandNo	0	0123456
2. CentreNo	CentreNo	0	89
3. SeatNo	SeatNo	0	876
4. FORM	FORM	1	2 - S2
5. LANG	LANG	1	1 - English
6. SUBJ	SUBJ	1	1 - Biology
Section 1			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. Q1	Q1	1	1 - A
2. Q2	Q2	1	2 - B
3. Q3	Q3	1	3 - C
4. Q4	Q4	1	4 - D
5. Q5	Q5	1	1 - A
6. Q6	Q6	1	2 - B
7. Q7	Q7	1	3 - C
8. Q8	Q8	1	4 - D
9. Q9	Q9	1	1 - A
10. Q10	Q10	1	2 - B
11. Q11	Q11	1	3 - C
12. Q12	Q12	1	4 - D
13. Q13	Q13	1	1 - A
14. Q14	Q14	1	2 - B
15. Q15	Q15	1	3 - C
16. Q16	Q16	1	4 - D

Note: Only multiple-choices questions will be saved.

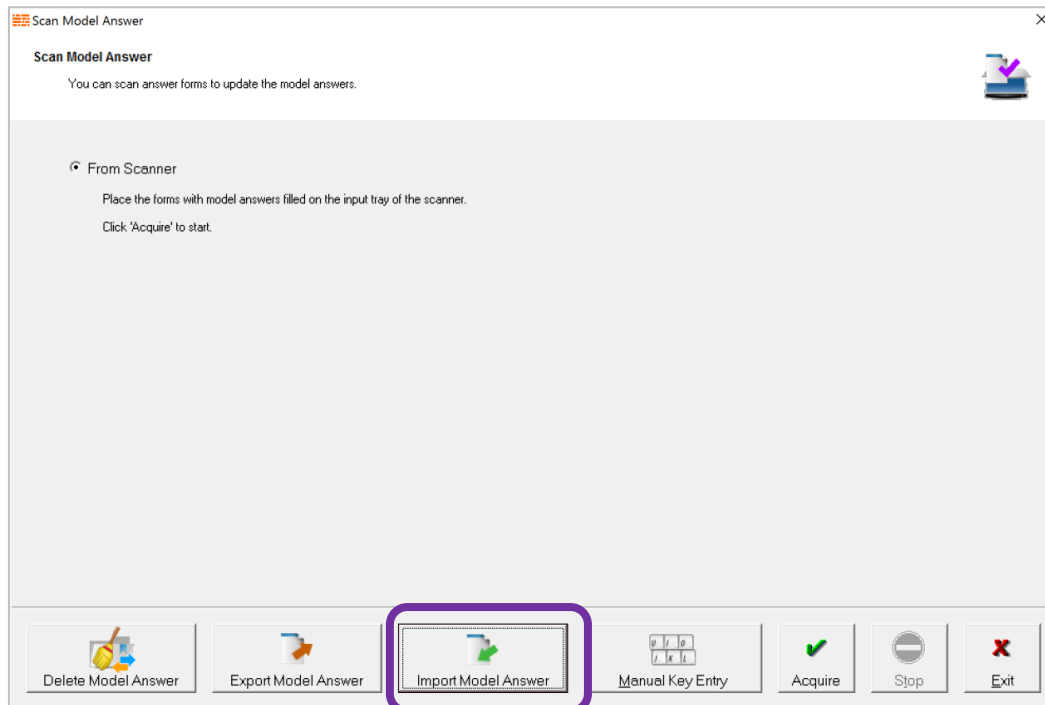
Score Question(s): Full Mark Passing Mark %

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

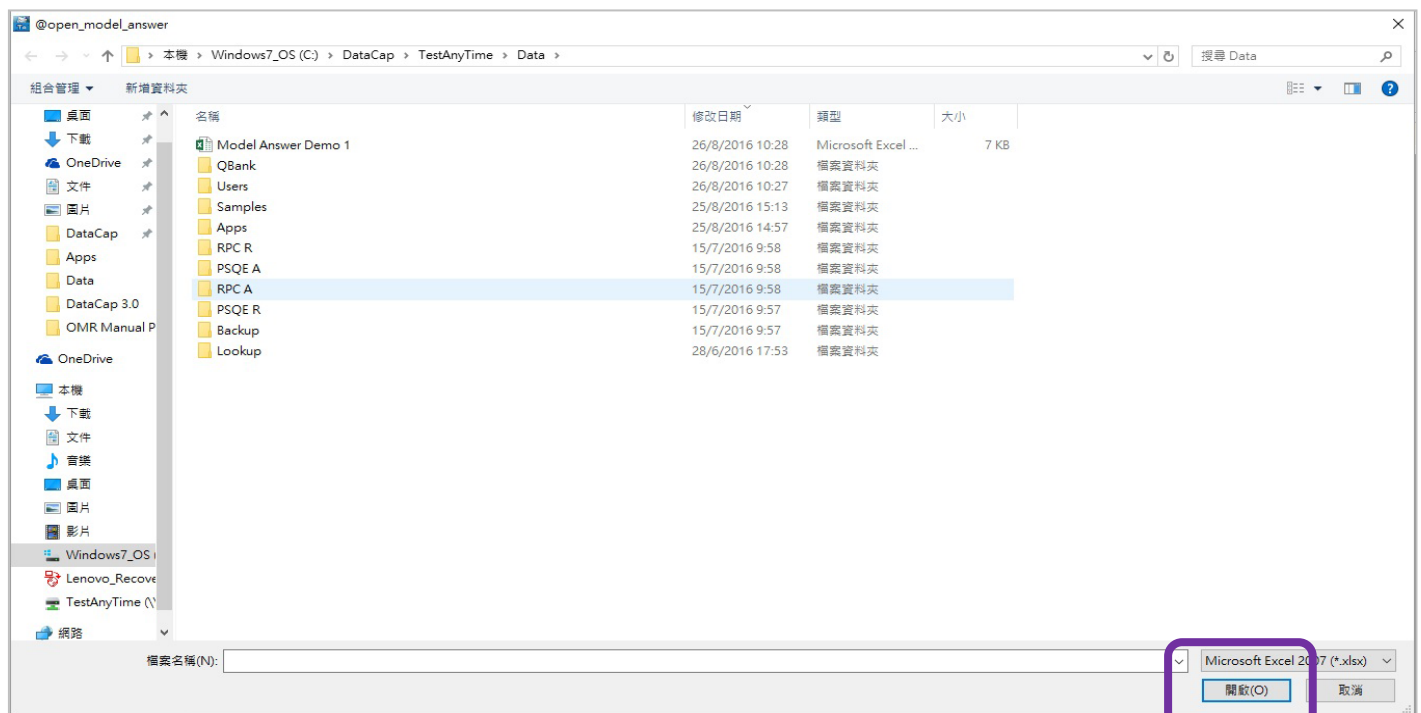
9. Scan Model Answer

9.2. Import Model Answer

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



2. Select the Model Answer File and **click open**



9. Scan Model Answer

9.2. Import Model Answer

3. Check model answer then save model answer

Scan 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
Info			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. CandNo	CandNo	0	0123456
2. CentreNo	CentreNo	0	89
3. SeatNo	SeatNo	0	876
4. FORM	FORM	1	2 - S2
5. LANG	LANG	1	1 - English
6. SUBJ	SUBJ	1	1 - Biology
Section 1			Score [Factor=1, Wrong=0, Missing=0, Multiple=0]
1. Q1	Q1	1	1 - A
2. Q2	Q2	1	2 - B
3. Q3	Q3	1	3 - C
4. Q4	Q4	1	4 - D
5. Q5	Q5	1	1 - A
6. Q6	Q6	1	2 - B
7. Q7	Q7	1	3 - C
8. Q8	Q8	1	4 - D
9. Q9	Q9	1	1 - A
10. Q10	Q10	1	2 - B
11. Q11	Q11	1	3 - C
12. Q12	Q12	1	4 - D
13. Q13	Q13	1	1 - A
14. Q14	Q14	1	2 - B
15. Q15	Q15	1	3 - C
16. Q16	Q16	1	4 - D

Note: Only multiple-choices questions will be saved.

Score Question(s): Full Mark Passing Mark %

Back

Save

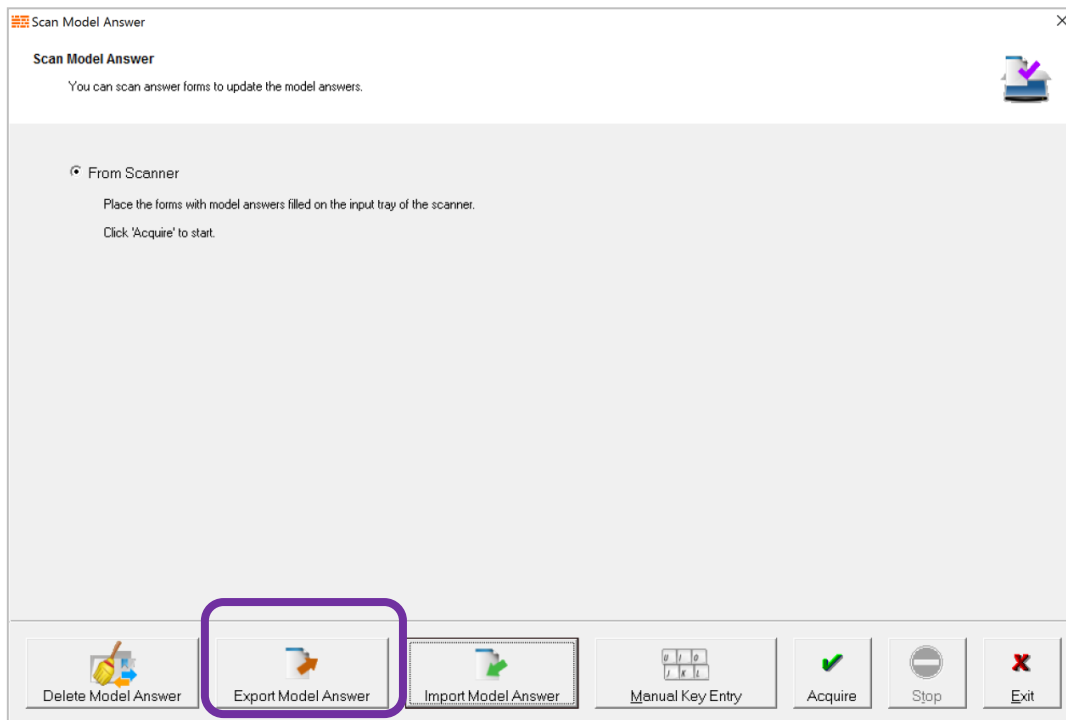
Exit

4. Model Answer Saved > Click OK

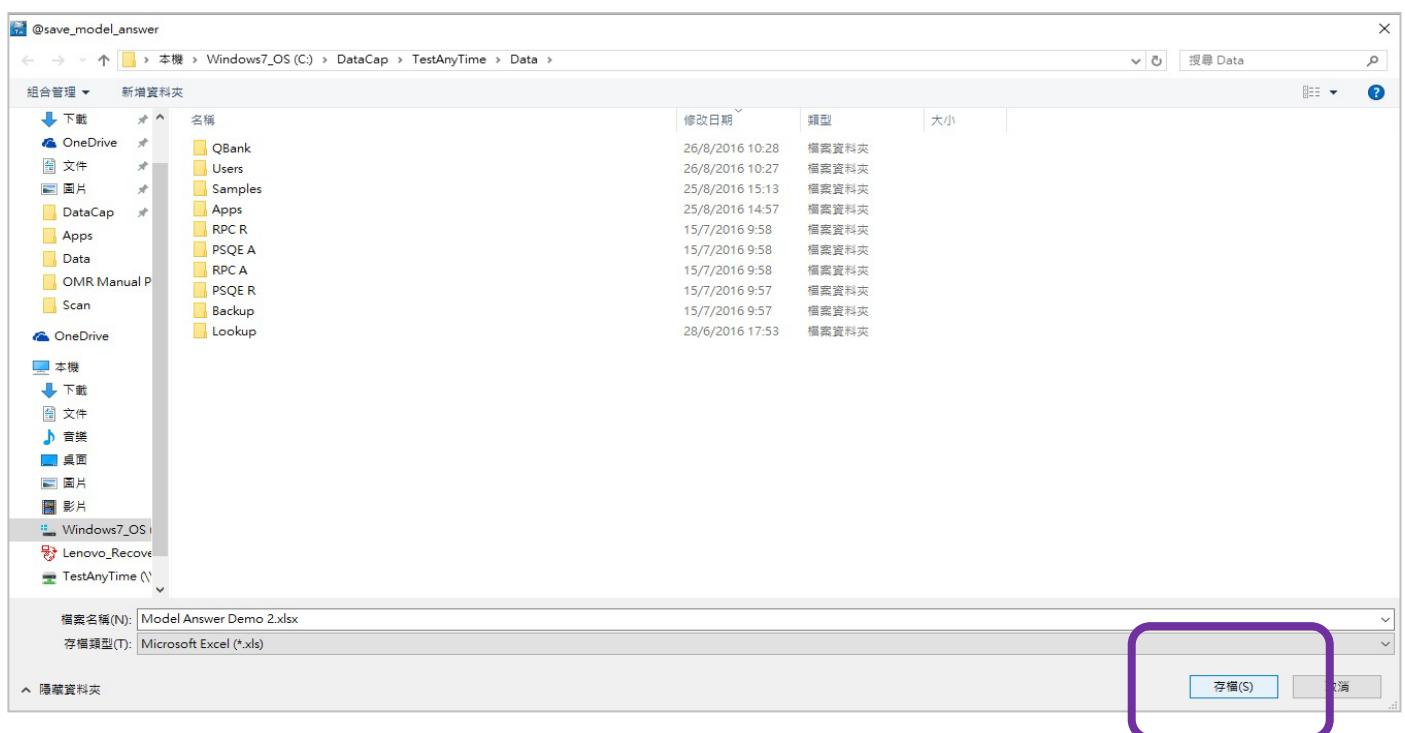
9. Scan Model Answer

9.3. Export Model Answer

1. Go to 'Scan Model Answer' > Click 'Export Model Answer'



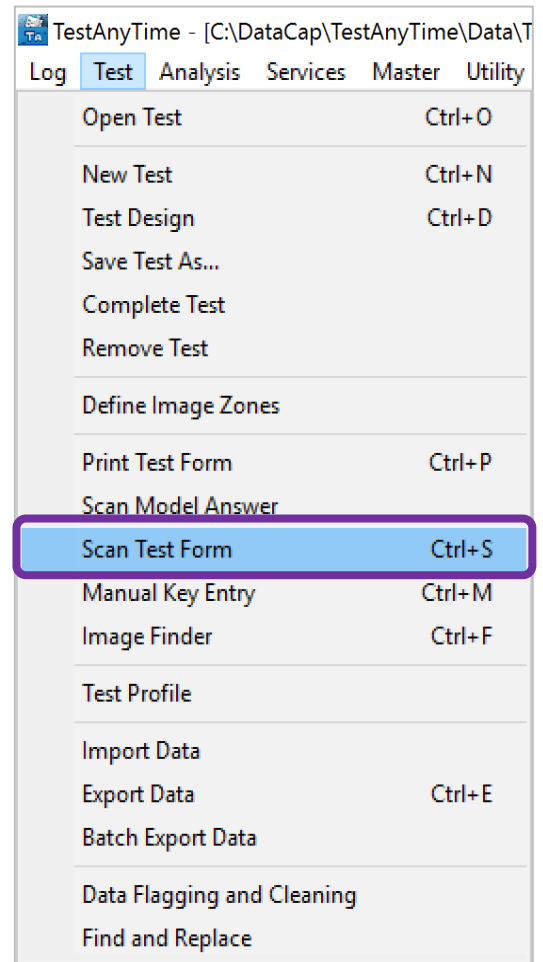
2. Find a location then click 'Save'



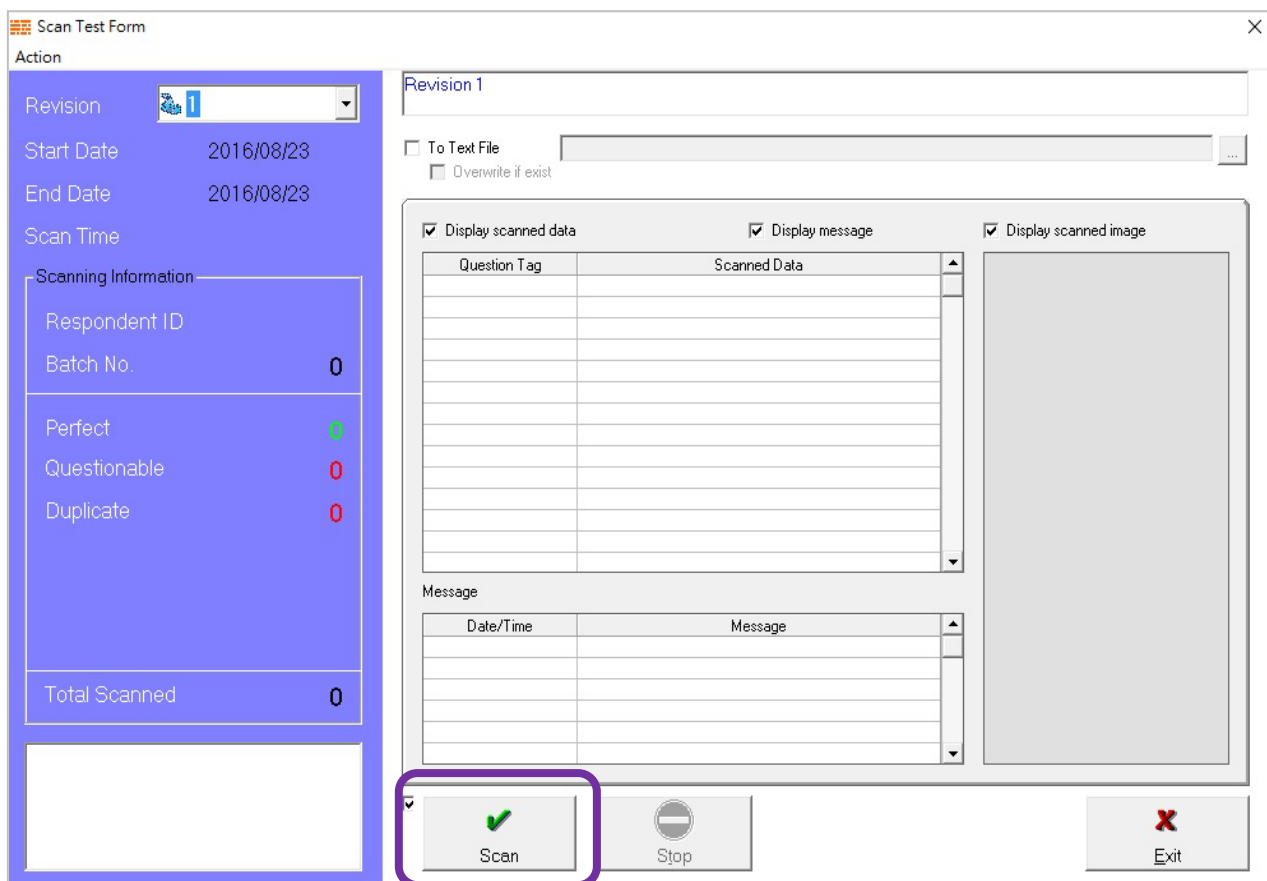
10. Scan Test Form

Scan Test Form

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



2. Click **'Start'** to scan forms



10. Scan Test Form

Scan Test Form

3. Options:

- To continue batch, click > 'Continue Batch'
- To finish scanning, click > 'Stop' and 'Exit'

The screenshot shows the 'Scan Test Form' application window. On the left, a blue sidebar contains 'Action' settings: Revision (1), Start Date (2016/08/23), End Date (2016/08/23), Scan Time (2016/08/26 10:37:59), and Scanning Information (Respondent ID: 0000000003, Batch No.: 00002, Perfect: 2, Questionable: 0, Duplicate: 0, Total Scanned: 2). A red status bar at the bottom left reads '10:38:01 - Sheet Empty (40110000)'. The main area has a 'Revision 1' header, checkboxes for 'To Text File' and 'Overwrite if exist', and three checked options: 'Display scanned data', 'Display message', and 'Display scanned image'. Below these are three tables: 'Question Tag' and 'Scanned Data' (listing CandNo, CentreNo, SeatNo, FORM, LANG, SUBJ, and questions Q1-Q8), a 'Message' table with 'Date/Time' and 'Message' columns, and a large 'Display scanned image' area. At the bottom, three buttons are highlighted with purple boxes: 'Continue Batch' (with a green checkmark icon), 'Stop' (with a red stop icon), and 'Exit' (with a red X icon).

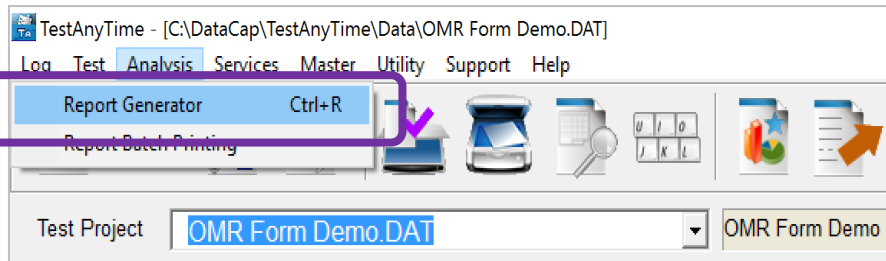
Question Tag	Scanned Data
CandNo	
CentreNo	
SeatNo	
FORM	
LANG	
SUBJ	
Q1	(1) A
Q2	(2) B
Q3	(3) C
Q4	(4) D
Q5	(4) D
Q6	(3) C
Q7	(2) B
Q8	(1) A

Date/Time	Message

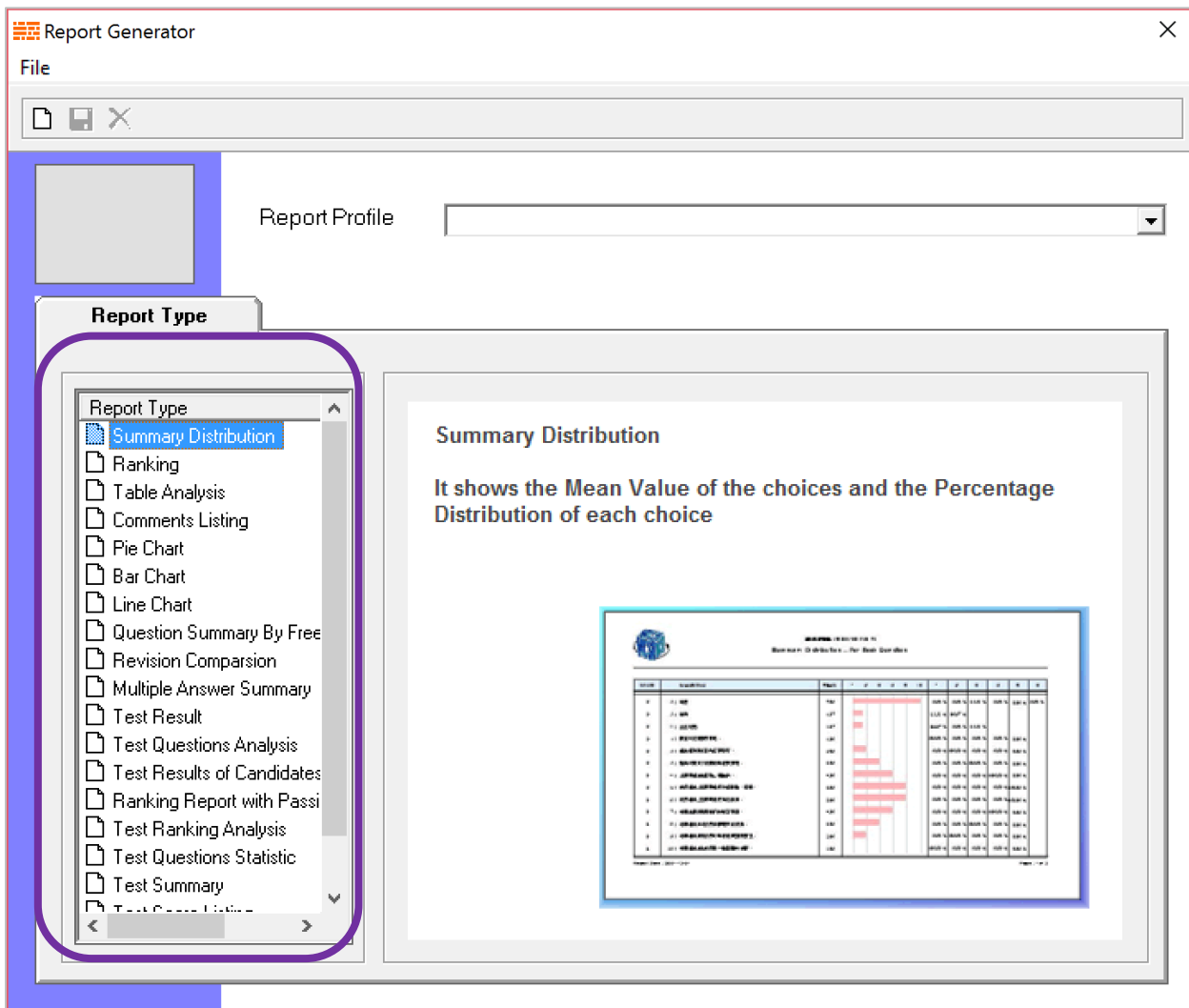
11. Report Generator

Report Generator

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



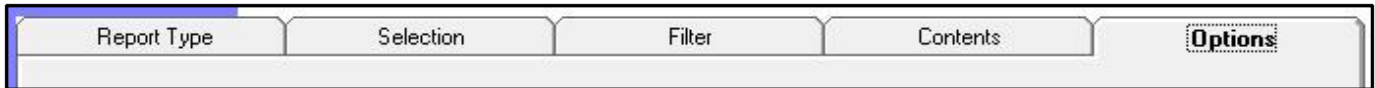
2. Select Report > Double Click



11. Report Generator

Report Generator

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



Report Generator - Test Ranking Analysis

File

Report Profile

Report Type Selection Filter Contents Options

Step 4

Report

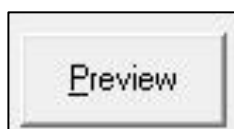
Main Title OMR Form Demo (Revision 1)

Sub Title Test Ranking Analysis - Top Ten Respondents

Header Text Footer Text

☒ Show selected filter(s) ☒ Include Flagged Respondent ☐ Show Result as Grade

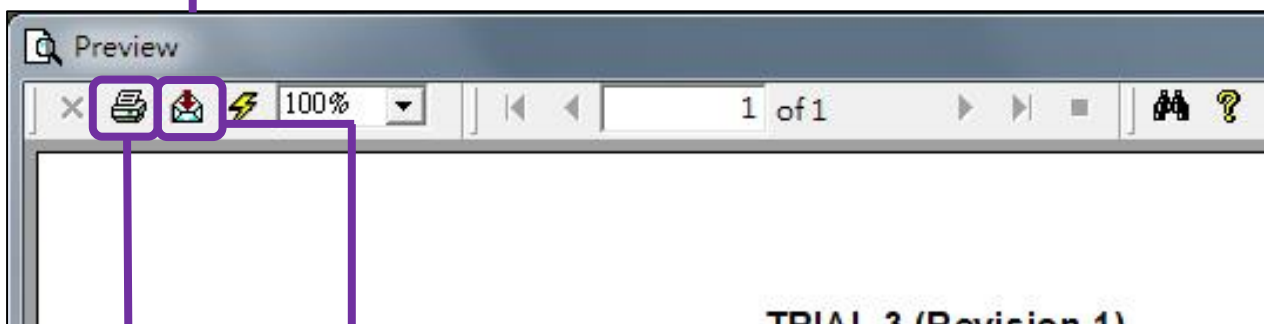
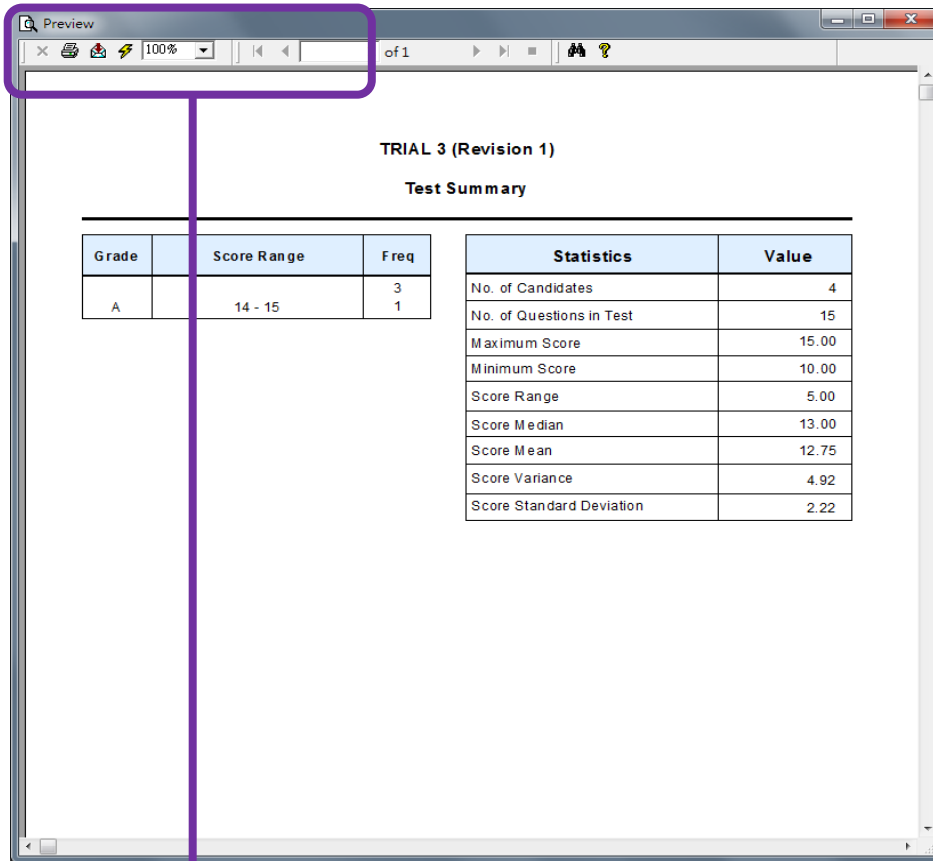
Back Cancel Preview



11. Report Generator

Report Generator

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



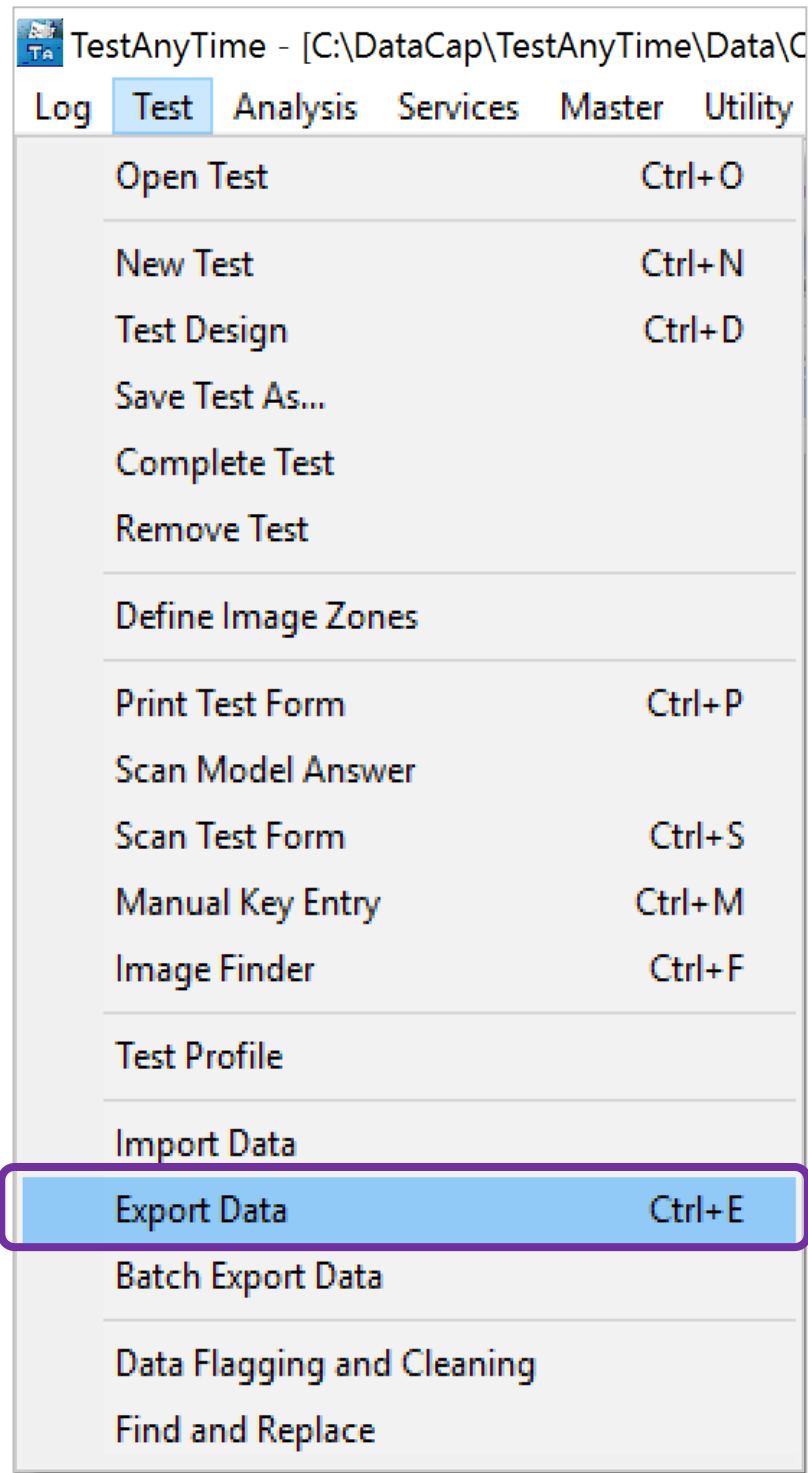
Print

Export

12. Export Data

Export Data

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



12. Export Data

Export Data



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

2. Select Export Mode

Export Data

Please Select Export Mode

- ☒ Export By Revision
- ☐ Export By Filter

Revision	No. of respondents
1. Revision 1	1

☐ Database Validation ☐ Exclude flagged records

File Type: ☐ ASCII (Fixed length) ☒ MS Excel Format ☐ dBase / FoxPro Format ☐ MS Access Format ☐ CSV (Comma Separated) ☒ With ("...") ☐ XML Format

Export File Name: [C:\DataCap\TestAnyTime\Export\%PROJECT_NAME%.XLS]
Example: (%PROJECT_NAME%, %DATE% = "YYYYMMDD", %TIME% = "HHNNSS")

Export Image Path: []
Example: 1) \\ServerData\%*.tif *.jpg *.png 2) \\ServerData\%respondent_id%.tif
3) \\ServerData\%respondent_id%.tif *.jpg *.png 4) \\ServerData\%Q1_1%\%respondent_id%.tif

Export Command: [OPEN]
Example: OPEN / OPEN Filename / EXPLORE / EXPLORE Folder / Shell Command

☒ Export as choice ID ☐ Export as score ☐ Export as Choice Description

☐ Show Field Headers ☐ With Model Answer ☐ With Questions Information ☐ With Result ☐ With Section Mark ☐ With Total Mark ☐ With Correct Percentage

Progress: []

Export Export Option Exit

3. Select Filter > Add Filter > Click Apply

Select Respondent

Please enter your search criteria :

Please select the target revision

[1] Revision 1

Filter Builder

Relation	Question Text	Comparison	Value
[]	1) Level_1	=	[]

Add Filter Edit Filter Remove Filter

Filter Applied

[]

Apply

12. Export Data

Export Data

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

The screenshot shows the 'Export Data' dialog box with three callout boxes highlighting specific sections:

- File Type:** A callout box on the left highlights the 'File Type' section, which includes options for ASCII (Fixed length), MS Excel Format (selected), dBase / FoxPro Format, MS Access Format, CSV (Comma Separated) with 'With (".....")' checked, and XML Format.
- File Information:** A callout box on the right highlights the 'File Information' section, which includes 'Export File Name' (C:\DataCap\TestAnyTime\Export\%PROJECT_NAME%.XLS), 'Export Image Path', and 'Export Command' (OPEN).
- Export Criteria:** A callout box at the bottom highlights the 'Export Criteria' section, which includes options for 'Export as choice ID' (selected), 'Export as score', 'Export as Choice Description', 'Show Field Headers', 'With Model Answer', 'With Questions Information', 'With Result', 'With Section Mark', 'With Total Mark', and 'With Correct Percentage'.

Below the main dialog box, three separate boxes show the content of the callouts:

- File Type:** A box showing the 'File Type' section with the same options as the callout.
- File Information:** A box showing the 'File Information' section with the same options as the callout.
- Export Criteria:** A box showing the 'Export Criteria' section with the same options as the callout.



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

12. Export Data

Export Data

5. Click Export Options

Export Data

File

Please Select Export Mode

Export By Revision

Revision	No. of respondents
1. Revision 1	1

Export By Filter

Filter

Database Validation

Exclude flagged records

File Type

ASCII (Fixed length)

MS Excel Format

dBase / FoxPro Format

MS Access Format

CSV (Comma Separated)

With ("...")

XML Format

File Information

Export File Name

C:\DataCap\TestAnyTime\Export\%PROJECT_NAME%.XLS

Export to a Folder (Question Tag = %IMG_FILE_NAME%)

Example: (%PROJECT_NAME%, %DATE% = "YYYYMMDD", %TIME% = "HHNNSS")

Export Image Path

Multiple Page File

Append Image File

Color Image File

Example: 1) \\Server\Data*.tif *.jpg *.png 2) \\Server\Data\%respondent_id%.tif 3) \\Server\Data\%respondent_id%*.tif *.jpg *.png 4) \\Server\Data\%Q1_1%\%respondent_id%.tif

Export Command

OPEN

Example: OPEN / OPEN Filename / EXPLORE / EXPLORE Folder / Shell Command

Export as choice ID

Export as score

Export as Choice Description

Show Field Headers

With Model Answer

With Questions Information

With Section Mark

With Result

With Total Mark

With Correct Percentage

Progress :

Export

Export Option

Export Option

6. Click Apply to accept changes.

Export Option

You can change the export field name listed below :

Select Field by Group

Use Question Tag

Export	Distinct	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"/>	2	1	Level_1	Level_1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	1	Class_1	Class_1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	1	Student No.	STUDENT NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	1	MC_1	MC_1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	2	MC_2	MC_2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	3	MC_3	MC_3
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	4	MC_4	MC_4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	5	MC_5	MC_5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	6	MC_6	MC_6
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	7	MC_7	MC_7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	8	MC_8	MC_8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	9	MC_9	MC_9
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	10	MC_10	MC_10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	11	MC_11	MC_11
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	12	MC_12	MC_12
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	13	MC_13	MC_13
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	14	MC_14	MC_14
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	15	MC_15	MC_15
<input type="checkbox"/>	<input type="checkbox"/>			Image File (P.1)	img_p1
<input type="checkbox"/>	<input type="checkbox"/>			Image File (P.1) - Hyperlink	img_p1_hl

Apply

Reset Default

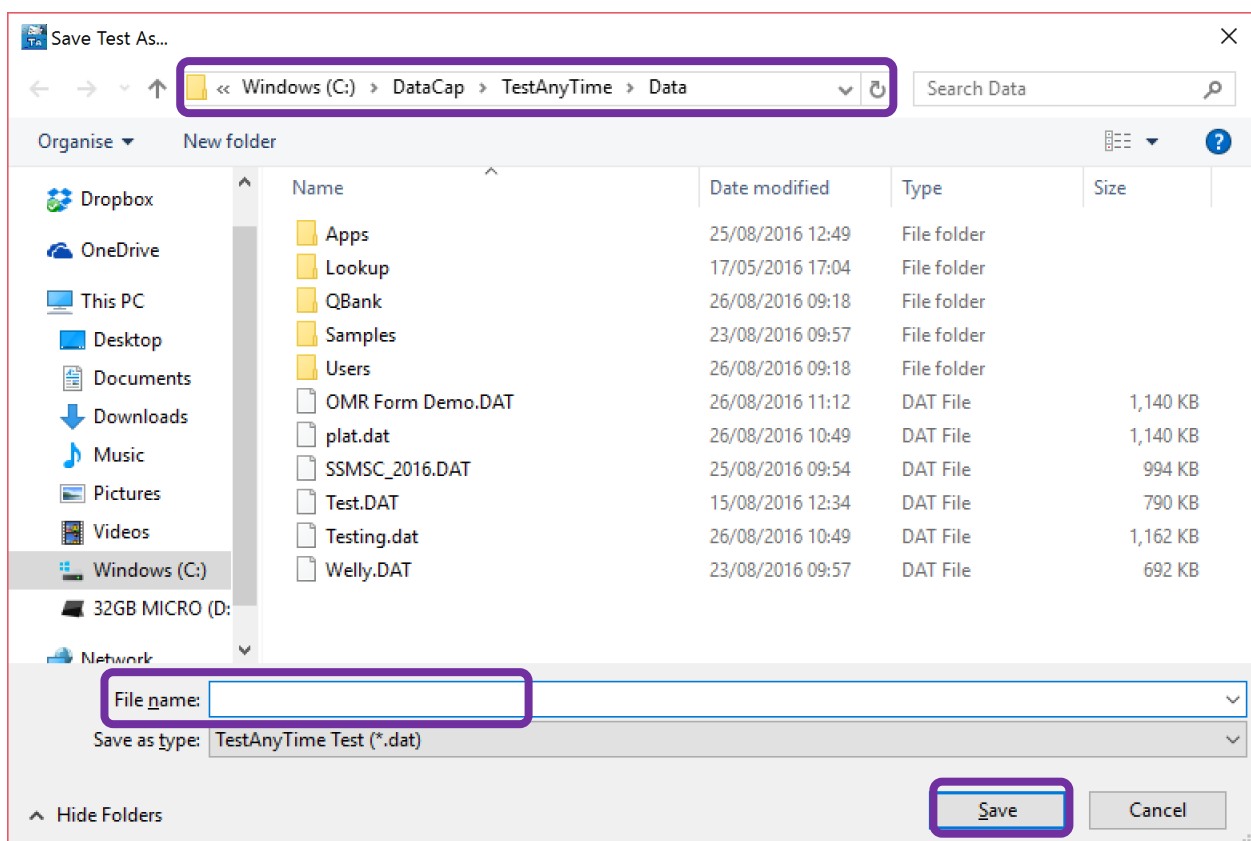
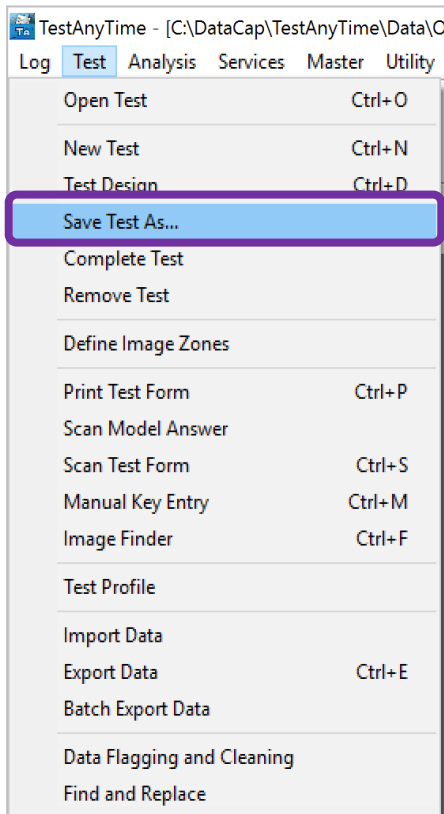
Exit

63

13. Save Test As

Save Test as

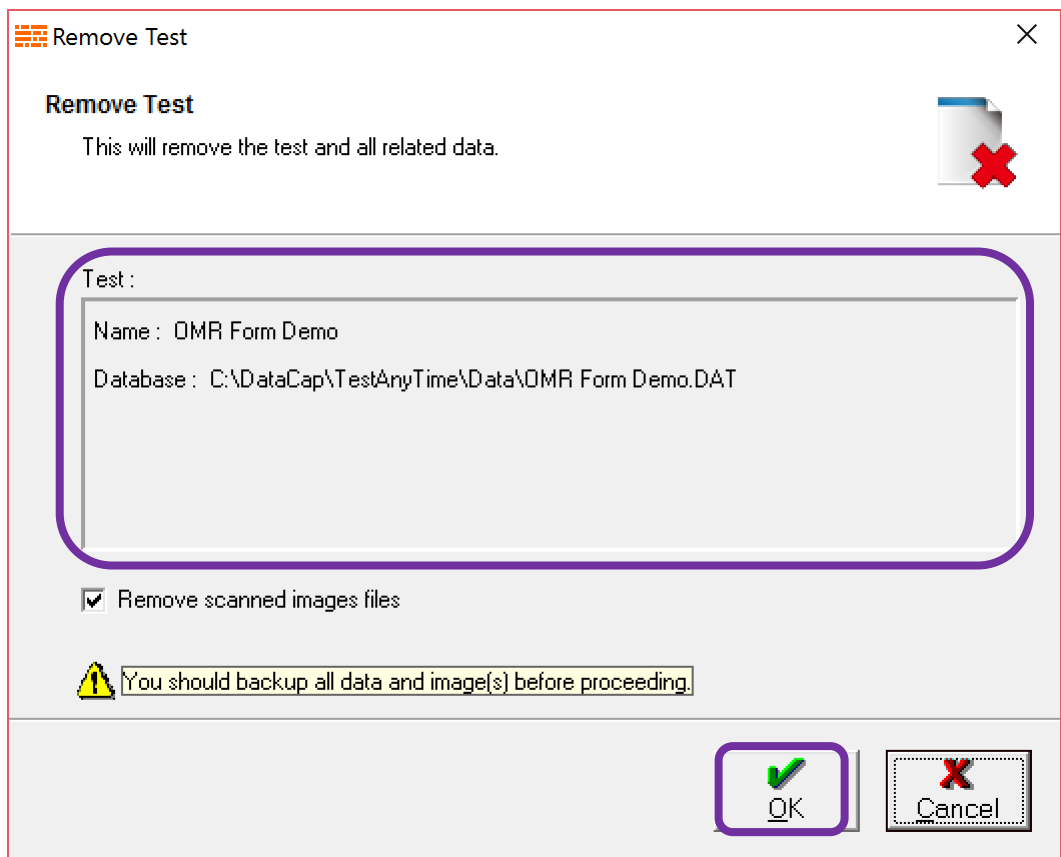
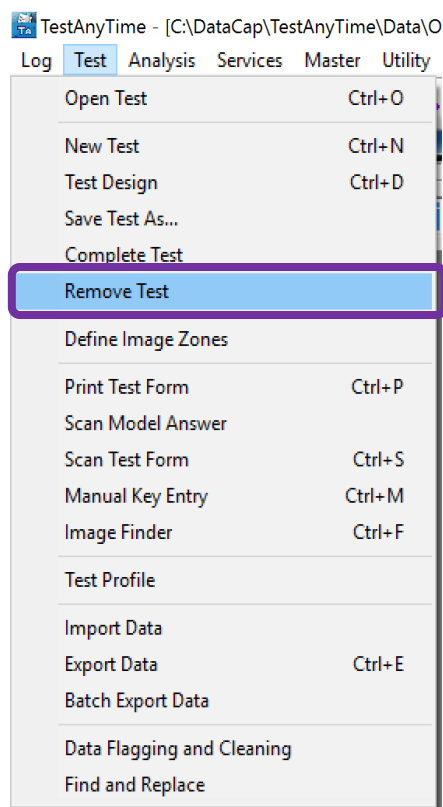
1. Click Test **Save Test As** > select save **location** > **rename** the test > **save**



14. Remove Test

Remove Test

1. Test > Remove Test > OK



15. 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

15. Report Samples

Report Sample

Ranking Report

 DataCap

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 %					


Report Date : 2014-11-28

Page : 1 of 1

15. 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 %	<div></div>						100.00 %	<div></div>					
B	2	0	0	0.00 %							100.00 %	<div></div>					
C	3	0	0	0.00 %							100.00 %	<div></div>					
D	4	0	0	0.00 %							100.00 %	<div></div>					
No. of Respondents = 2					No Respond = 0												

Report Date : 2014-11-28

Page : 1 of 75

15. Report Samples

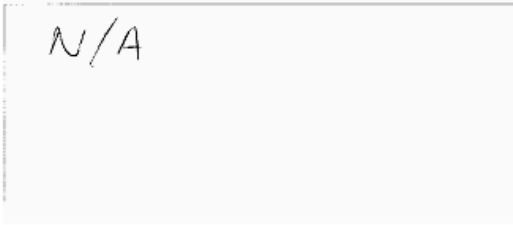
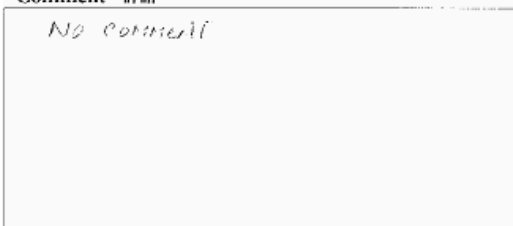
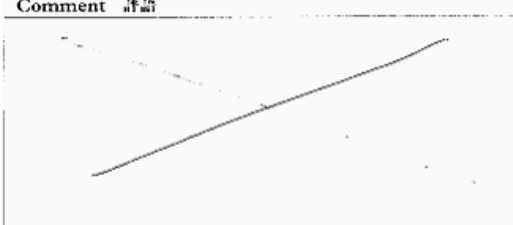
Report Sample

Comments Listing Report



SurveyAnyTime 60 (B5) (Revision 1)

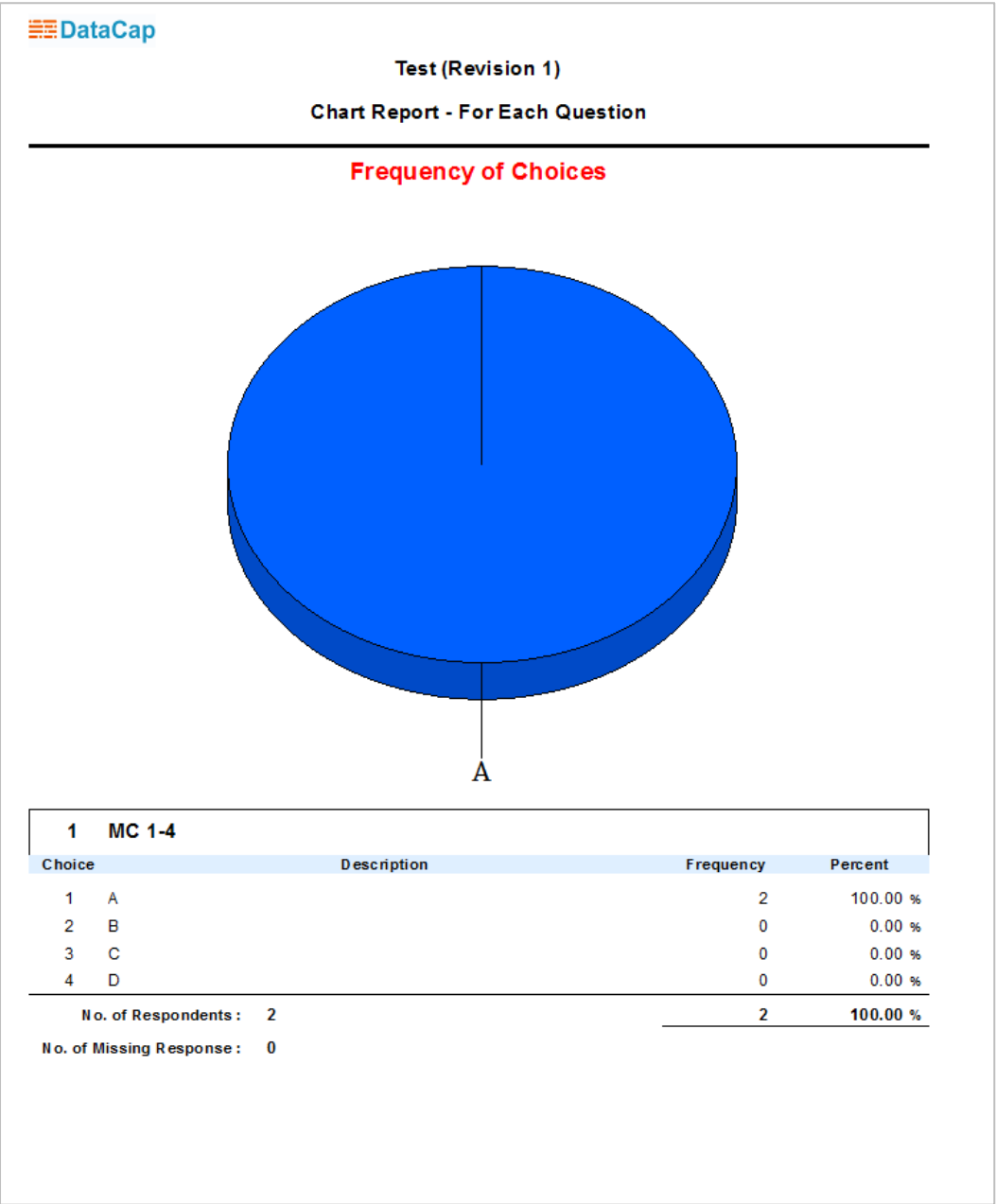
Comments Listing - For Each Question

1	Comment
0000000001	<div>Comment 評論</div> 
0000000002	<div>Comment 評論</div> 
0000000003	<div>Comment 評論</div> 
<div>Total No. of Comment(s): 3</div> <div>No. of Respondent(s): 3</div>	

15. Report Samples

Report Sample

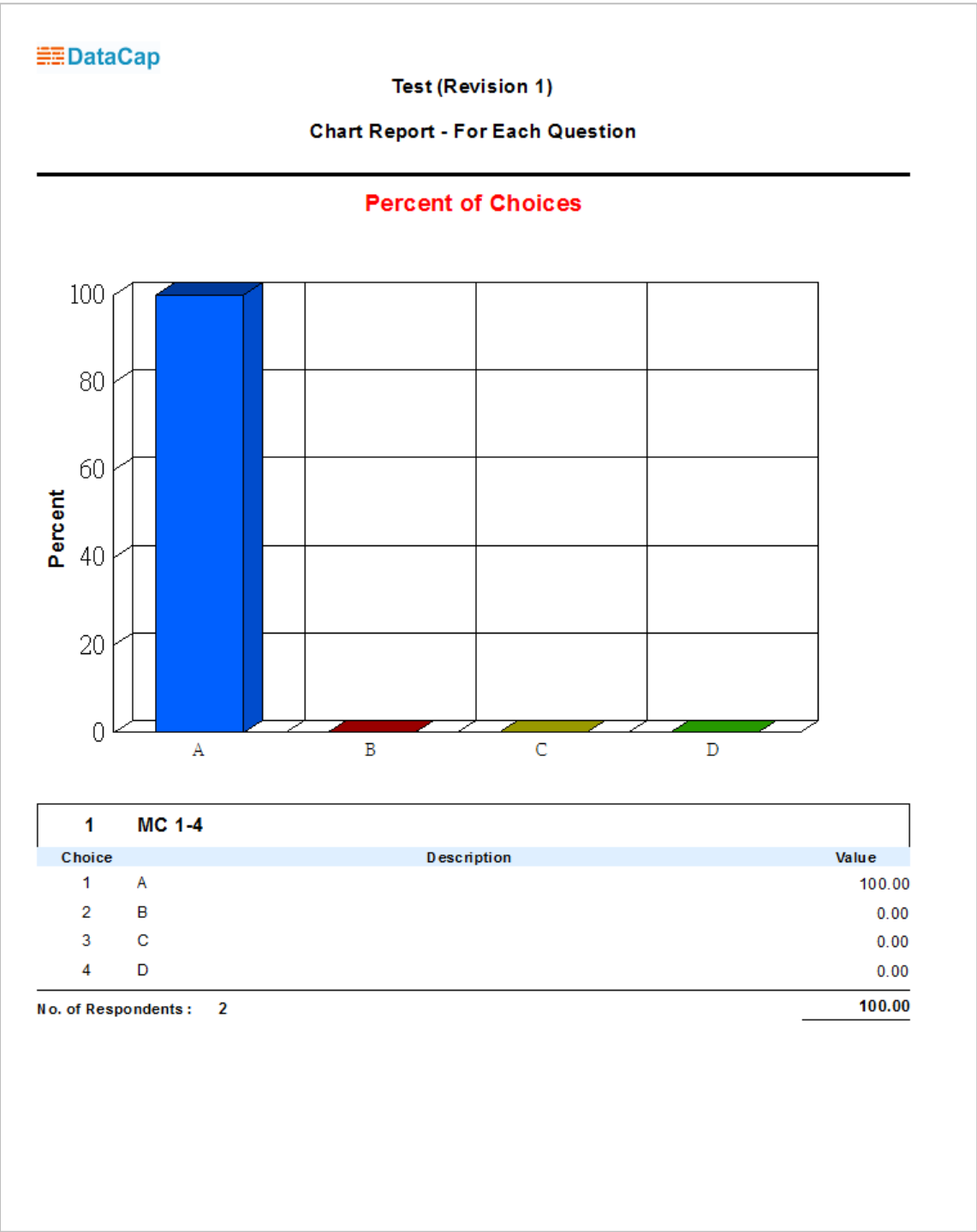
Pie Chart Report



15. Report Samples

Report Sample

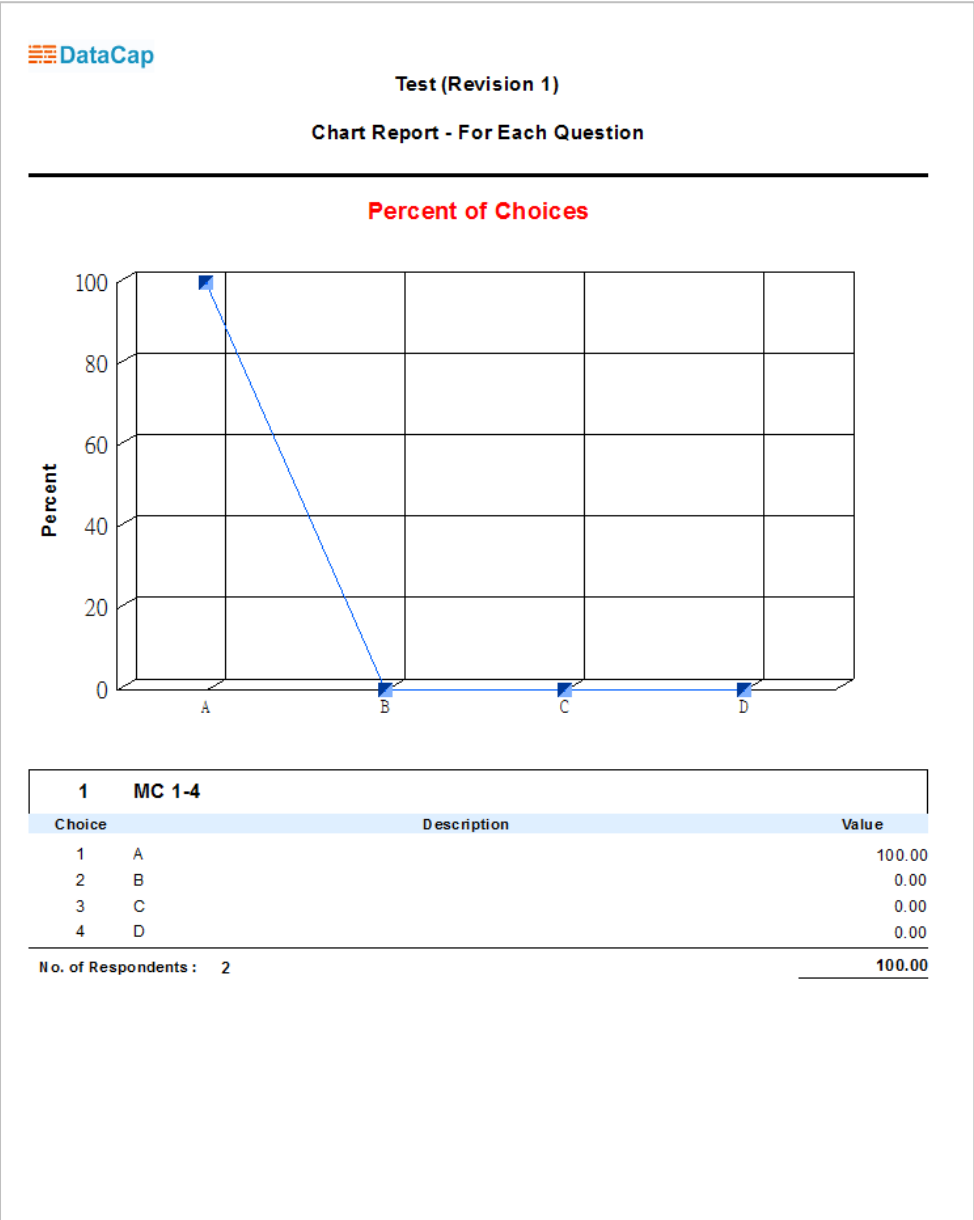
Bar Chart Report



15. Report Samples

Report Sample


Line Chart Report



15. Report Samples

Report Sample

Question Summary By Free Text Report



Test (Revision 1)

Question Summary By Free Text - Class

MEAN

Missing Respondent

Q. No	Question Description	1	2							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							

Report Date : 28-11-2014

Page : 1 of 1

15. 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

15. Report Samples

Report Sample

Multiple Answer Summary Report

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

15. 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%

Report Date : 2014-11-28

Page : 1 of 2

15. 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%)	8 (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 (26.5%)	7.9 (71.5%)	0.0 (0.0%)							

Report Date : 2014-11-28

Page : 1 of 1

15. Report Samples

Report Sample

Test Results of Candidates Report

Item 1		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	1Y	1x2	1x3	1x4	1Y	1x2	1x3	1x4	1Y	1x2	12Y	13Y	14Y	23Y	24Y				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	14	/	30																	
Agg	0	/	0																	
Item 2		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	2x1	2Y	2x3	2x4	2x1	2Y	2x3	2x4	2x1	2Y	13x1.2	23x1.3	34x1.4	23x2.3	123x2.4				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	8	/	30																	
Agg	0	/	0																	
Item 3		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	3x1	3x2	3Y	3x4	3x1	3x2	3Y	3x4	3x1	3x2	3x1.2	3x1.3	3x1.4	3x2.3	3x2.4				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	5	/	30																	
Agg	0	/	0																	
Item 4		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	4x1	4x2	4x3	4Y	4x1	4x2	4x3	4Y	4x1	4x2	4x1.2	4x1.3	4x1.4	4x2.3	4x2.4				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	6	/	30																	
Agg	0	/	0																	
Item 5		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	1Y	2Y	3Y	4Y	1Y	2Y	3Y	4Y	1Y	2Y	1x1.2	1x1.3	1x1.4	1x2.3	1x2.4				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	15	/	30																	
Agg	0	/	0																	
Item 6		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	2x1	1x2	4x3	4Y	3x1	2Y	2x3	1x4	3x1	2Y	1x1.2	1x1.3	1x1.4	1x2.3	1x2.4				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	9	/	30																	
Agg	0	/	0																	
Item 7		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	1Y	4x2	3Y	3x4	1Y	1x2	1x3	3x4	4x1	3x2	1x1.2	1x1.3	1x1.4	1x2.3	1x2.4				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	10	/	30																	
Agg	0	/	0																	
Item 8		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	1Y	1x2	4x3	3x4	3x1	3x2	4x3	2x4	2x1	1x2	1x1.2	1x1.3	1x1.4	1x2.3	1x2.4				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	9	/	30																	
Agg	0	/	0																	
Item 9		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	4x1	2Y	3Y	1x4	3x1	4x2	3Y	4Y	1Y	1x2	1x1.2	1x1.3	1x1.4	1x2.3	1x2.4				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	14	/	30																	
Agg	0	/	0																	
Item 10		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15				
Group1	Group2	1Y	1x2	1Y	1x4	1Y	1x2	1Y	1x4	1Y	1x2	1Y	1x3	1Y	1x2.3	1Y				
Group3	Rank																			
Correct																				
Incorrect																				
Missing																				
Score	14	/	30																	
Agg	0	/	0																	

15. 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	0000000010	Ko Chung Ha	15.00	50.00 %						
1	0000000005	Ho Yin 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	0000000008	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 Respondents : 11			Average:	11.30	37.67 %					
Passing Mark : 0										
Candidate who fails in the test is marked with "≡"										

15. 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				

15. 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 0.76
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 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

Report Date : 2014-11-28

Page : 1 of 1

15. 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

15. 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	
		13.00

15. Report Samples

Report Sample

Revision Comparison Report

Tss (313 / Revision 1)

0000000001			
0000000001		0000000001	
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	

0000000002			
0000000002		0000000002	
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	

0000000003			
0000000003		0000000003	
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	

0000000004			
0000000004		0000000004	
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	

0000000005			
0000000005		0000000005	
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	

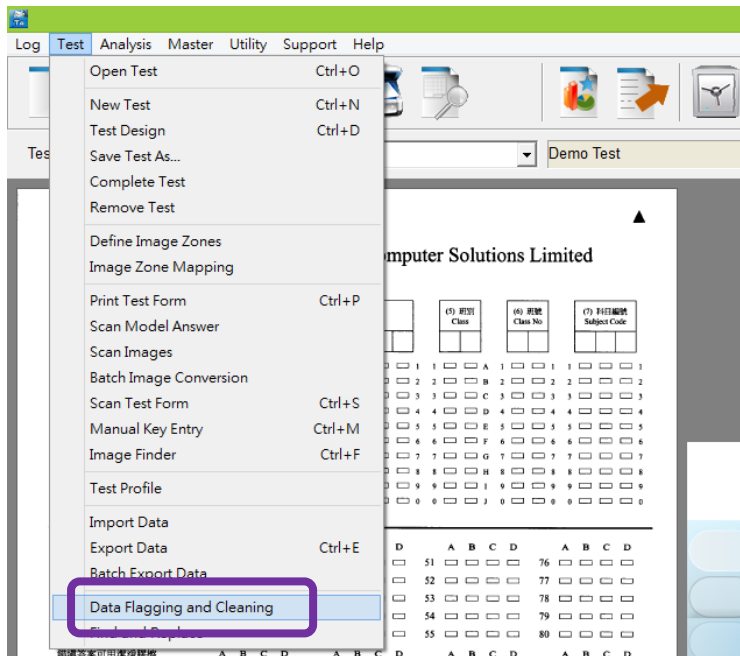
0000000006			
0000000006		0000000006	
Database Lookup			
Q No.	Answer for Revision 1	Answer for Revision 2	Q No.
1	Chan Man Kwong	Chan Man Kwong	1
2014/11/28 15:56		2014/11/28 15:55	

0000000007			
0000000007		0000000007	
Database Lookup			

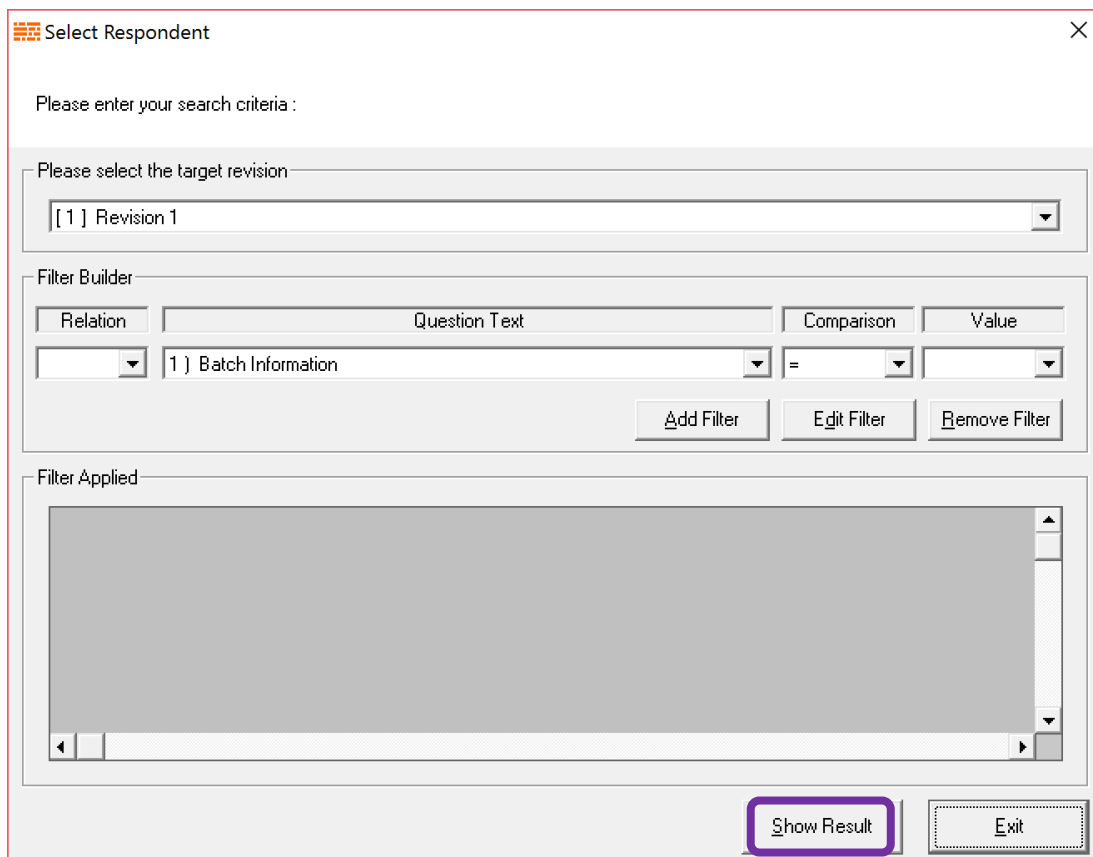
16. Remove Records

Data Flagging and Cleaning – Removes Records

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



2. Click **Show Result**



15. 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' window. The 'Action' section has two radio buttons: 'Flag Respondent' and 'Clean Respondent'. The 'Clean Respondent' button is selected and highlighted with a purple box. Below this, the 'Search Result' table is visible, with the 'Clean Record' column highlighted by a purple box. The 'Search Result Details' table on the right shows the details for the selected record (No. 11).

Action

☐ Flag Respondent ☒ **Clean Respondent**

Search Result

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"/>

Search Result Details

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

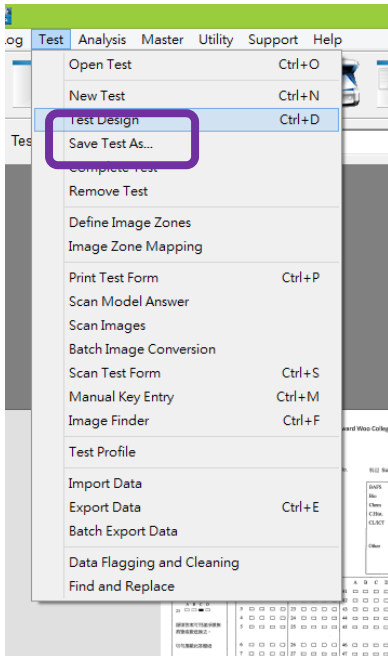
Total Record(s) : 13

OK **Exit**

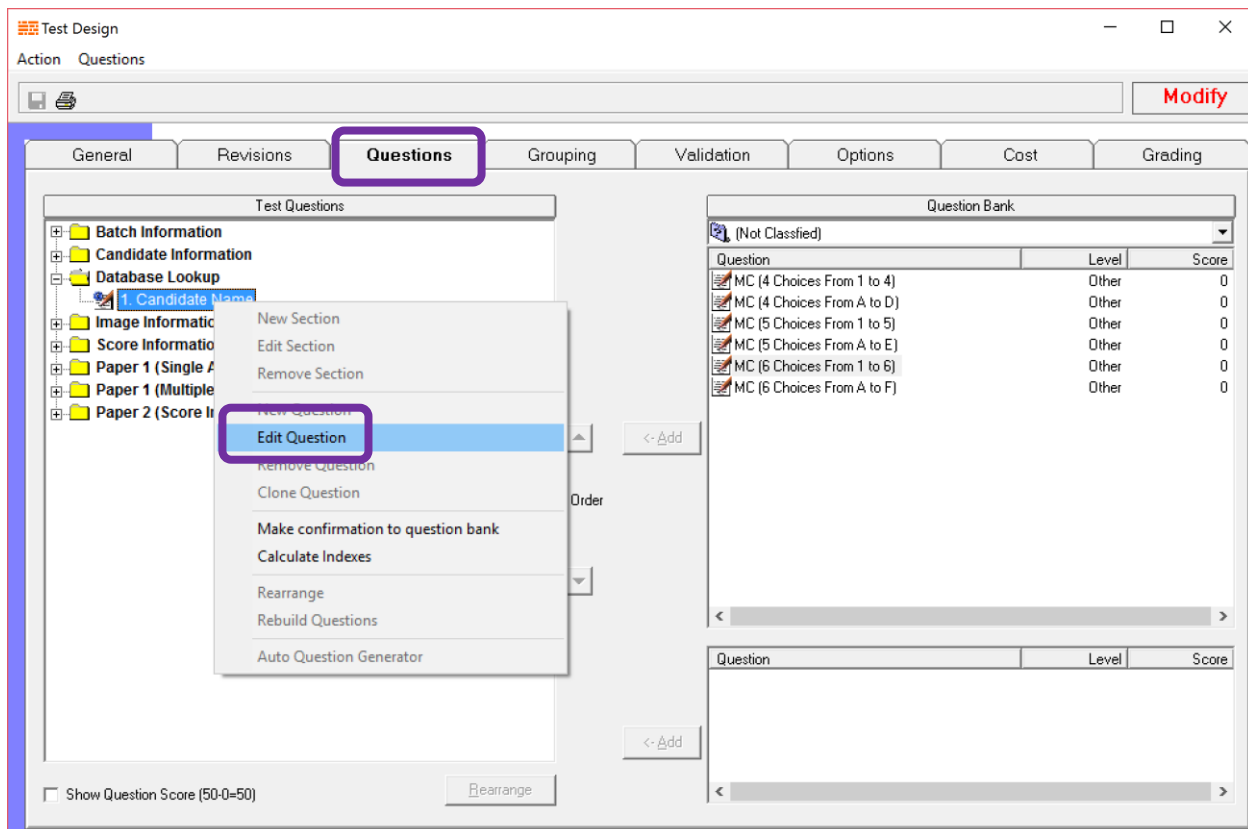
17. Link Up Database

Link up Database

1. Test > Test Design



2. Question > Right click Question > Edit Question



17. 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

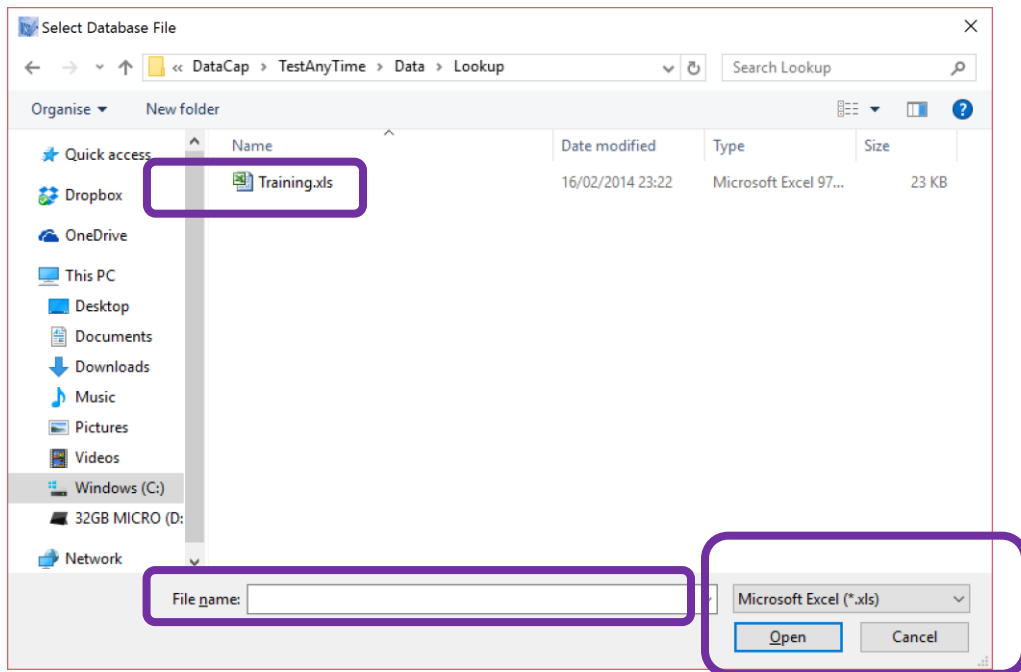
☒ Create a new question ☐ Update existing question

Subject

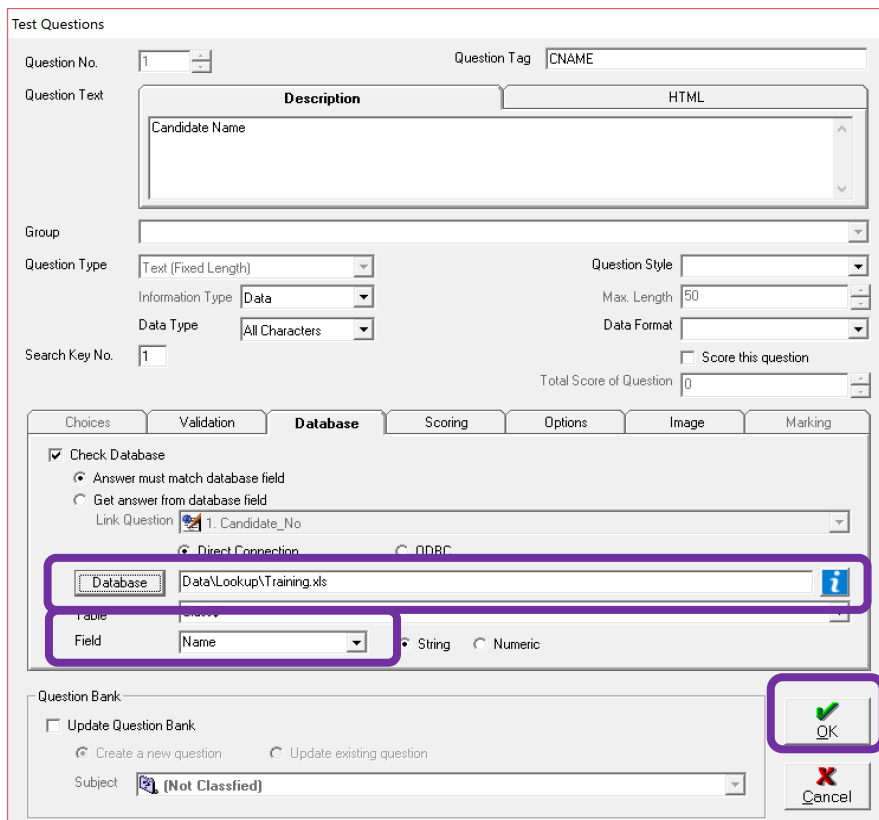
17. Link Up Database

Link up Database

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

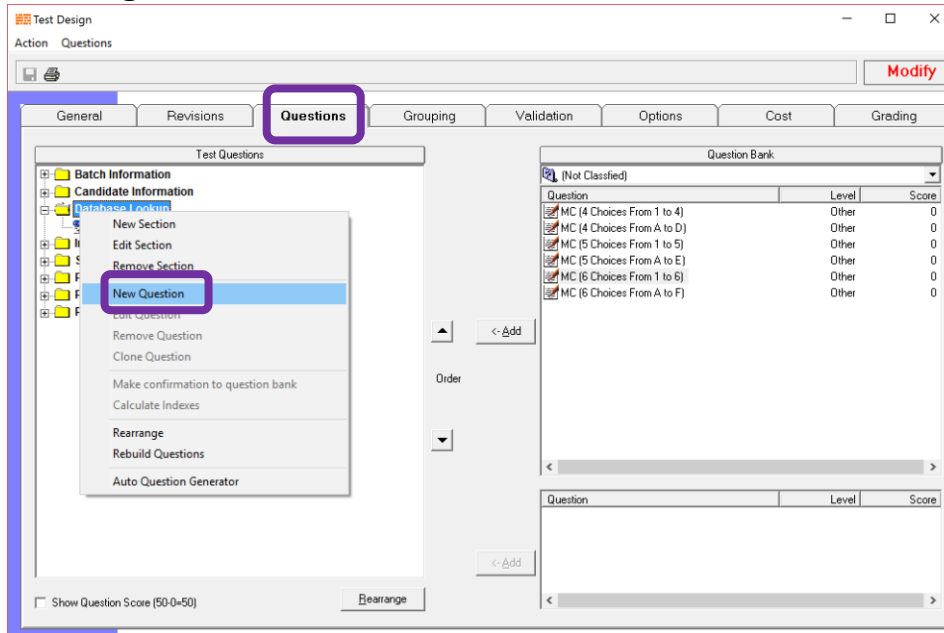


5. Select the Excel **Table** > Select the link up **field** > **OK**

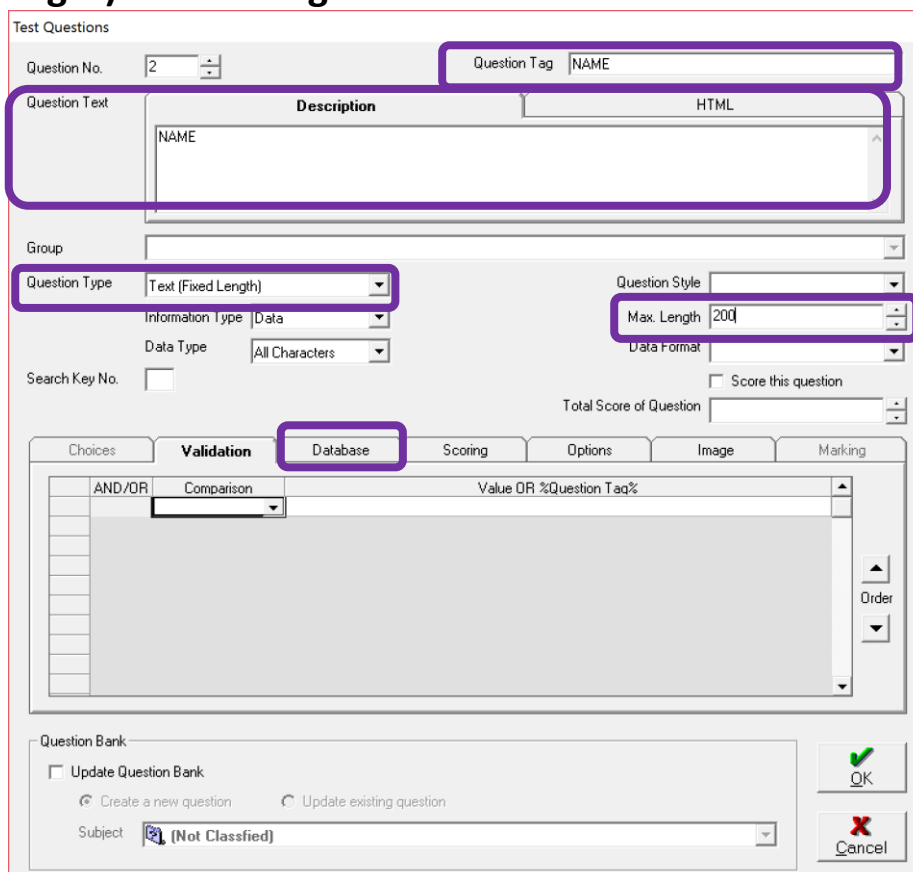


Link up Database

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



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



17. 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

Database

Table

Field ☒ String ☐ Numeric

Question Bank

☐ Update Question Bank

☒ Create a new question ☐ Update existing question

Subject

18. Test Design

18.1. 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

Test Design

Action

Modify

General Revisions Questions Grouping Validation **Options** Cost Grading

Section	Question	Question Tag	Score	Multiple	Missing	Display	Print	Duplicate	Export	Question
Info	1. CandNo	CandNo	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TX
Info	2. CentreNo	CentreNo	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TX
Info	3. SeatNo	SeatNo	<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

OMR Options

ScanTools Application No.

☒ Place questionable forms in alternate stacker

Transport Printer Information ☐ Date/Time ☐ Respondent ID ☐ Score

Transport Printer Offset

OMR Form for Printing

Image Scan Options

Pages per Image Document

18. Test Design

18.2. 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		

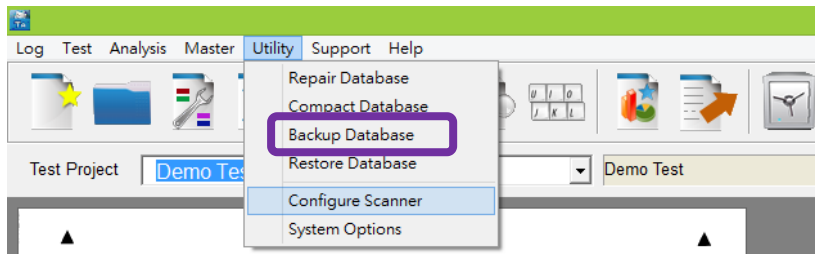
Correct Score Factor: 1.00
Default Wrong Score: 0.00

Single Answer MC
Missing Score: 0.00
Multiple Score: 0.00

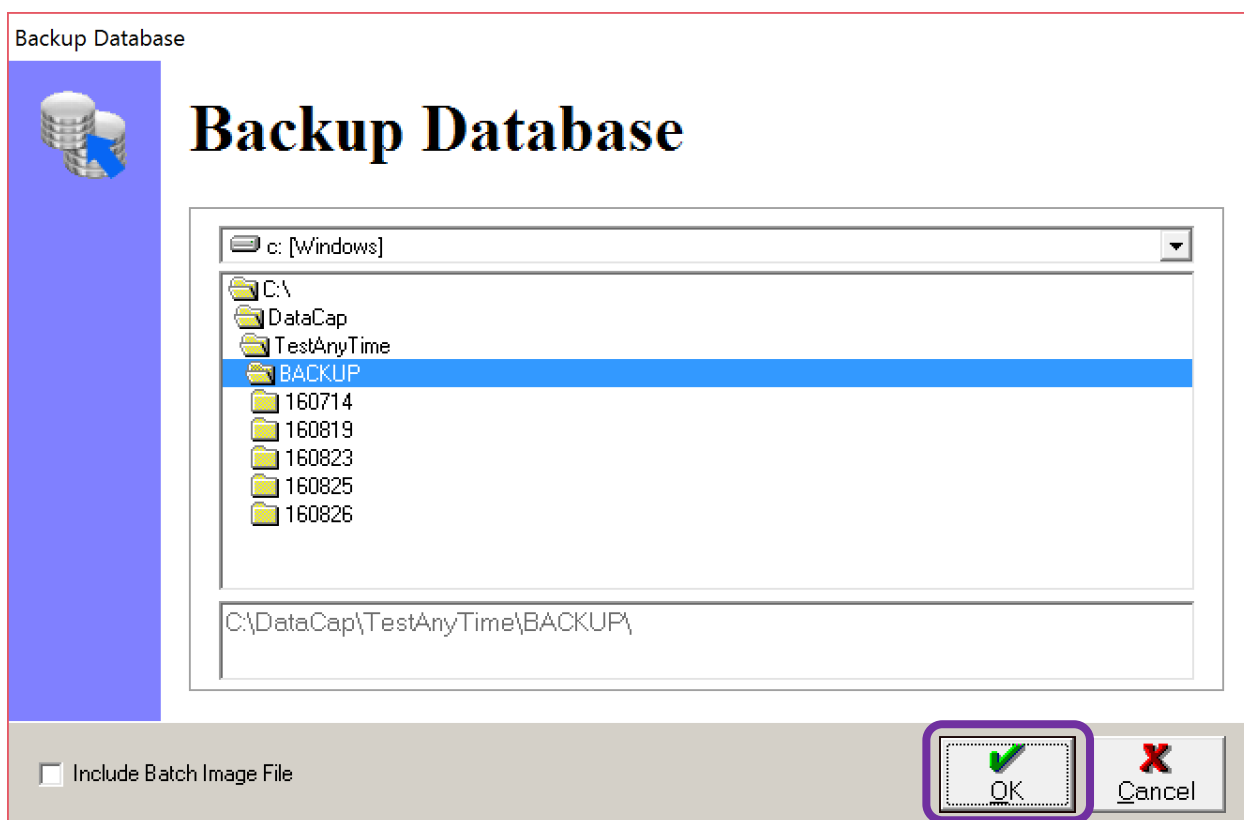
19. Utility

19.1. Utility – Backup Database

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



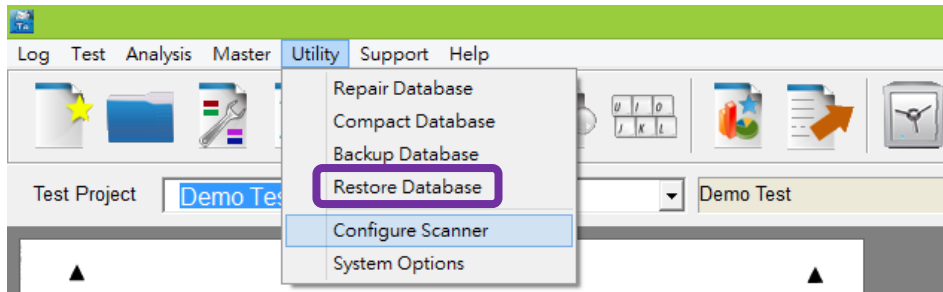
2. Click **OK** to Backup



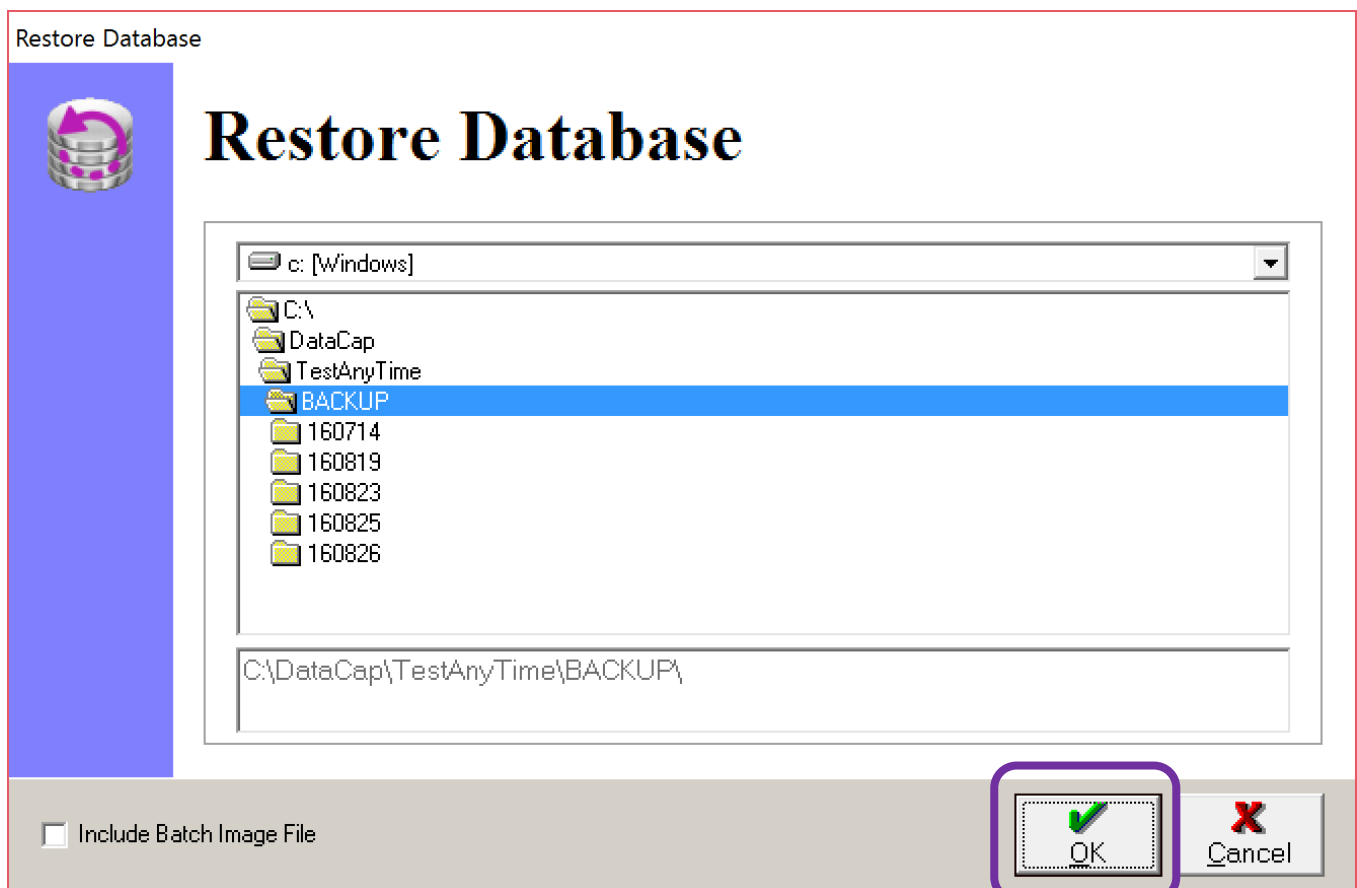
18. Utility

18.2. Utility – Restore Database

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



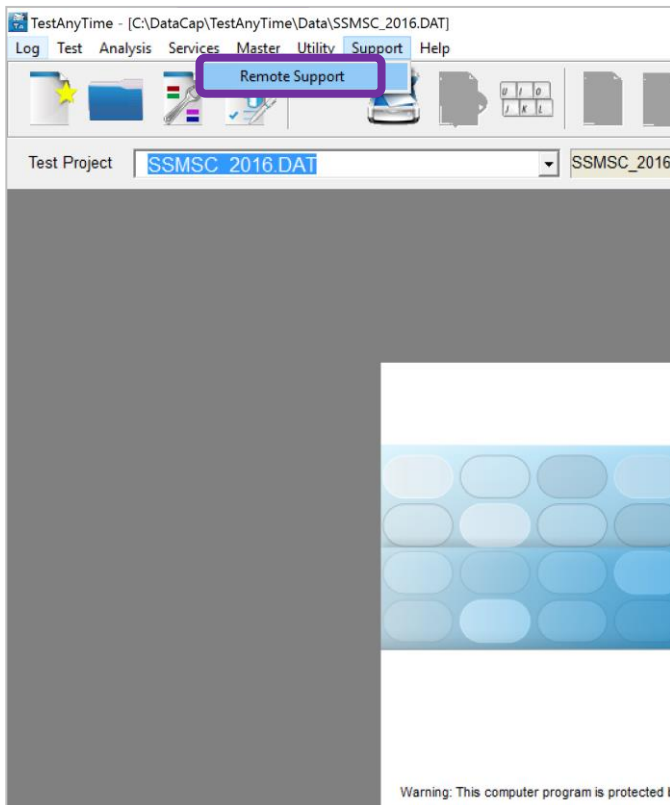
2. Select Restore the date > Click **OK** to Restore



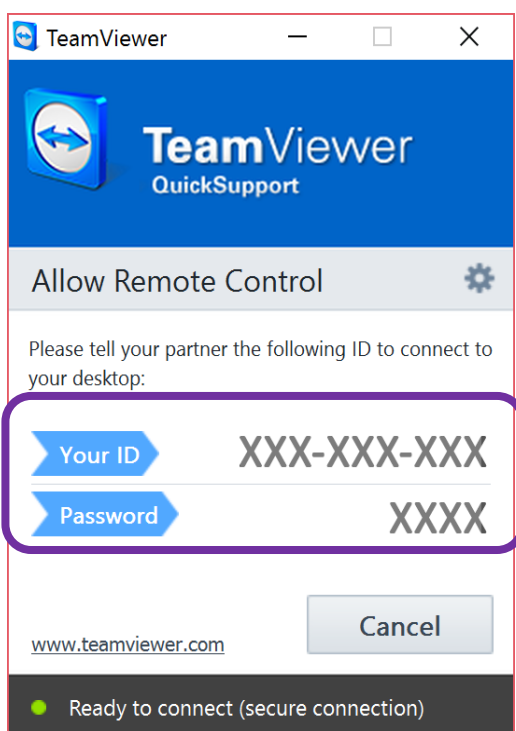
20. Remote Support

Remote Support

1. Click the support > remote support



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



21. 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

“data collection made easy”