The Hong Kong University of
Science and Technology

Information Technology Services Center

TestAnyTime 3.9 User Guide
( Sekonic SR-2300 )

To

Scan MC1 Form

July 2017
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A. **Preparation**

Before you come to ITSC …

1. **Booking**

ITSC operates a booking system for the Optical Mark Reader so that users will not be inconvenienced by having to wait and indeed they will not be interrupted by others during the operation.

To make a booking, please reserve via below Booking System: -

Please note that the scanner is available during [ITSC Service Desk opening hours](#).

2. **Prepare model answer**

For MC1 Form, you need to prepare a model answer form. Mark on the form the correct answers for all the questions in the test. Please note that each question should have only **ONE** correct answer.

3. **Prepare test forms**

Make sure that all forms are properly completed by respondents and are facing in the same direction.

4. **Bring storage media**

There is **NO Internet Connection** for this Windows XP PC and please bring along flash memory key to store your data files.
B. Scanner Corner
C. Power on Scan Device & Launch TestAnyTime

1. Power on the scan device if it has been shut down.
2. Logon PC with the following information:

![Login Screen](image)

Username: tat  
Password: TAT

3. Double click **TestAnyTime 3.9** icon from desktop
The TestAnyTime main page will be displayed (A backup process will be run if this is the first start of the day, click Yes to proceed)
D. SCAN MC1 Form

Select MC1 Form Template

1. From Test pull-down menu, select Open Test option or double click on the icon.

2. At the Open Test dialog, select the appropriate template and then click Open.

<table>
<thead>
<tr>
<th>No. of Questions</th>
<th>Template Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>93US02_Q15.dat</td>
</tr>
<tr>
<td>40</td>
<td>93US02_Q40.dat</td>
</tr>
</tbody>
</table>
3. The TestAnyTime main page with the selected template name will be displayed.
4. From the **Test** pull-down menu, select **Save Test As ...** option. Create a folder (may be on Desktop) e.g. ITSC and then save the project (itsc1234) into the folder.

5. Click “Save”.
6. After saved, the TestAnyTime main page should be displayed with the newly saved name.
E. Scan Model Answer

1. From Test pull-down menu, select and click Scan Model Answer option.

2. Place ONLY the model answer form onto the document scanner, facing up with head goes in first.

3. At the Scan Model Answer dialog, click Acquire button

4. The scanned model answers are then displayed. Double check on each scanned model answer.

5. Click Save to save the model answer.
6. Click **OK** and then **Yes** to go back to main menu.
F. **Scan Test Forms**

1. From **Test** pull-down menu, select and click **Scan Test Form** option.
2. Place the test forms onto the document scanner, facing up with head go in first
3. At the Scan Test Form dialog, click **Scan** to start scanning.
4. The scanned answer forms are then displayed.

5. After all forms are scanned, click **Stop** and then **Exit** to return.
6. Click **Yes** to go back to Main Menu
The questionable sheets will be sorted on the upper tray while accepted sheets will be allocated on the lower one.

Responded ID will be printed on the scanned form.
G. Check for Questionable Answers

In order to make the scanning process smooth, the system will continue the scanning when questionable answers are detected. At the end of the scanning process, users are recommended to check for questionable answers and make adjustments where necessary.

Items classified as questionable include:
- Incomplete Student ID Number
- Multiple-answered question
- Any answer that the system could not detect clearly

1. From **Test** pull-down menu, select and click **Manual Key Entry** option.

2. At the Manual Key Entry dialog, click “**Auto Load Record**”
3. Take appropriate correction to the question. Click “Next”

4. Then proceed to the next question or to go to the next record. Click “Yes”.
5. Until “This is the last record” Windows popped up.

6. Click OK and quit Manual Key Entry dialog box.
7. Click Yes to go to Main Menu.
H. Report Generation – Test Ranking Analysis

1. From Analysis pull-down menu, select Report Generator option.
2. The Report Generator dialog displays.

3. Select and double click Test Ranking Analysis to generate report.
Step 1: Specify Selection. By default, **Revision 1** is selected. Click **Next**.

Step 2: Specify Filter to select records for generating report. If you want to the report for all respondents, no filter entry is needed. Click **Next**.

Step 3: In the Please Select the Content Type pull-down menu, select All Respondents (Sorted by Respondent ID) and tick the check box for Section 1. Click **Next**.
Step 4: Fill in the report options. Make sure you select both "Show Selected filters" and "Include Flagged Respondents". Click Preview.
Step 5: Click **Export** button to export the report in your favorite format. E.g. Excel, PDF etc.. Click OK.
Step 6: Click **OK** to accept the default settings/layouts in Export Options.

Step 7: Save the exported file to the same location as in Section D, step 4

Step 8: Quit Preview. Quit to main display menu.
I. Report Generation – Test Questions Analysis

1. From Analysis pull-down menu, select and click **Report Generator** option.

2. The Report Generator dialog displays

3. Double click **Test Questions Analysis**.
Step 1: Specify Selection. By default, **Revision 1** is selected. Click **Next**.

Step 2: Click **Next** unless you want to apply filtering.

Step 3: Click on “Item” tab to select Section 2 and all questions. Click **Next**.
Step 4: Fill in the report options. Make sure you select both “Show Selected filters” and “Include Flagged Respondents”. Also, you can select “Show Choices in Letter”. Click Preview.
### Test Questions Analysis - Sort the Questions By Record Order

| No. of Questions: 16 | No. of Correct: 15 |

<table>
<thead>
<tr>
<th>Question</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>Correct Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>6</td>
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<td>4</td>
<td>5</td>
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<td>5</td>
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<td>C</td>
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<td>4</td>
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<td>2</td>
<td>1</td>
<td>6</td>
<td>C</td>
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<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>C</td>
</tr>
<tr>
<td>11</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>C</td>
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<td>13</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>C</td>
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<td>1</td>
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<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>C</td>
</tr>
</tbody>
</table>

**Answer Key:**
- 1: C
- 2: C
- 3: B
- 4: C
- 5: A
- 6: C
- 7: C
- 8: C
- 9: C
- 10: C
- 11: C
- 12: C
- 13: C
- 14: C
- 15: C
- 16: C
Step 5: Click Export button and select your favorite format for the report.

Step 6: Click **OK** to accept Export Options.

Step 7: Save the exported file to the same location as in Section D, step 4.

Step 8: Quit Preview and quit to main display menu.
J. **Export Data**

After scanning the test forms, you may export the data to various file formats for filing purpose or for further analysis. Available file formats are as follow:

- ASCII (Fix Length) format
- dBase / FoxPro format
- MS Excel format
- MS Access format
- CSV (Comma Separated)
- XML Format

To export data:

1. From Test pull-down menu, select and click **Export Data** option.

2. At the Export Data dialog:
   
a. Select **Export By Revision** option and tick check box for Revision 1.

b. At File Type, select appropriate file format that you want to export to.
c. Select Export As option.

**Export as Choice ID:** Exported data contains students' answer to each question. Data will be exported as 1, 2, 3, 4 and 5, representing A, B, C, D and E respectively.

**Export as Choice Description:** Exported data contains students' answer to each question. Data will be exported as A, B, C, D and E.

**Export as Score:** Exported data contains students' score for each question. (1 represents correctly answered)

Selective checkbox options: Model Answers, Total Marks, Percentage

d. At the **Export File Name** area, browse and save the file. You are recommended to save to the same location as in Section D, Step 3.

e. Click **Export**.

f. Click ok. Exit and yes to Main Menu.
Examples on the layout of the exported data

(Mapping on student's answer: 1 - A, 2 - B, 3 - C, 4 - D, 5 - E)

Export As Choice ID, MS Excel Format

<table>
<thead>
<tr>
<th>respondent_id</th>
<th>P01_IDNo</th>
<th>P01_MC_1</th>
<th>P01_MC_2</th>
<th>P01_MC_3</th>
<th>P01_MC_4</th>
<th>P01_MC_5</th>
<th>TotalScore</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000001</td>
<td>111111111</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>0000000002</td>
<td>222222222</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>0000000003</td>
<td>333333333</td>
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<td>4</td>
<td>4</td>
</tr>
<tr>
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<td>444444444</td>
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<td>4</td>
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<tr>
<td>0000000005</td>
<td>12332123</td>
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<td>2</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Export As Choice Description, MS Excel Format

<table>
<thead>
<tr>
<th>respondent_id</th>
<th>P01_IDNo</th>
<th>P01_MC_1</th>
<th>P01_MC_2</th>
<th>P01_MC_3</th>
<th>P01_MC_4</th>
<th>P01_MC_5</th>
<th>TotalScore</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000001</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000002</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>C</td>
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<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td></td>
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</tr>
<tr>
<td>0000000005</td>
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<td>B</td>
<td>D</td>
<td>E</td>
<td>E</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Export AS Total Score, MS Excel Format

<table>
<thead>
<tr>
<th>respondent_id</th>
<th>P01_IDNo</th>
<th>P01_MC_1</th>
<th>P01_MC_2</th>
<th>P01_MC_3</th>
<th>P01_MC_4</th>
<th>P01_MC_5</th>
<th>TotalScore</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000001</td>
<td>111111111</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>0000000002</td>
<td>222222222</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>0000000003</td>
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<td>0</td>
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<td>3</td>
</tr>
</tbody>
</table>

**NOTE**: In order to ensure the PC functions properly and effectively, ITSC will perform the PC house-keeping periodically without further notice. Users are STRONGLY recommended to save the scanned data in storage devices like flash drives or external HDD. You may also save your project file (XXXX.dat) for future reference.