



Lakehead
UNIVERSITY

Technology Services
Centre

Remark Exam Processing

How to scan in an exam

On the Xerox 5955 model

Technology Services Centre Computer Helpdesk

For any questions on this guide, its processes or exam related questions,
Please contact the Helpdesk 807-346-7777 or helpdesk@lakeheadu.ca

Notes on sheets to be included and scanned

See Annexes for specific examples.

Answer Key – there MUST be at least one answer key, to a maximum of 4. The standard Remark Examination Sheet is used for this. These must be clearly marked appropriately as the answer key(s) and if more than one, the Test Form Versions must be indicated by faculty.

Student Sheets – the student answer sheets to be marked must all be facing the same way, front of exam upwards, there is an indicator cut on the bottom right corner of the sheet to allow for easy orientation of the sheets. Order does not matter.

Intake Sheet – this sheet provides the needed instructor and exam information for proper processing. It will be emailed separately to the helpdesk@lakehead.ca email account as it is a fillable form. This can be emailed before or after scanning in the exam. Once emailed, this can be printed and used instead of the cover sheet if desired.

Cover Sheet – this sheet is similar in nature to a fax cover sheet, it allows the Helpdesk to ensure the exam is associated properly with the right course and instructor.

Before Scanning in Exam

Check that you have the following documents in order and all oriented the same direction (using the cut corners on the exam sheets as guides). The order these sheets are scanned in is critical.

1. Cover Sheet, OR Intake Sheet (if provided, only ONE sheet per exam, even if there are multiple answer keys)
2. Answer Key(s) (1-4)
3. Student Sheets

Scanning Exams

Scanning can only be done on the new Xerox all in one systems.

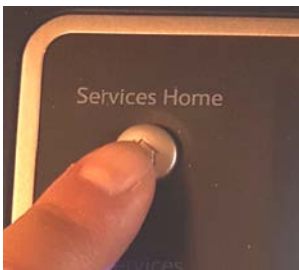
Login to the Xerox system as normal.

1. Stack the sheets in the required order on the ADF (automatic document feeder). The orientation should be landscape, the short edge into the scan feeder, the cut corners will be in the bottom right and the text on the page should be upright. There is no cover sheet or intake sheet shown in this example only so you can see the cut

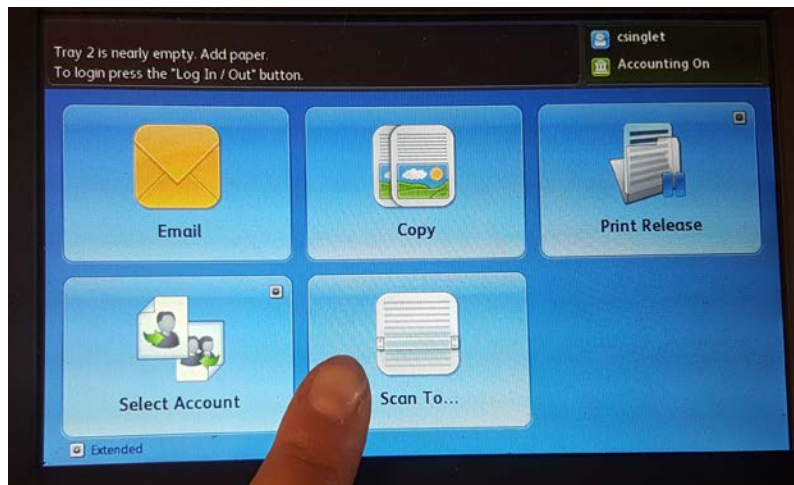
corner of the student sheets and the proper orientation.



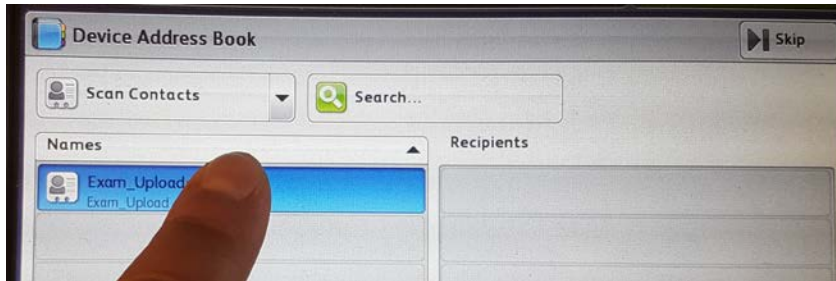
2. Select Scan to Folder:
 - a. Services Home



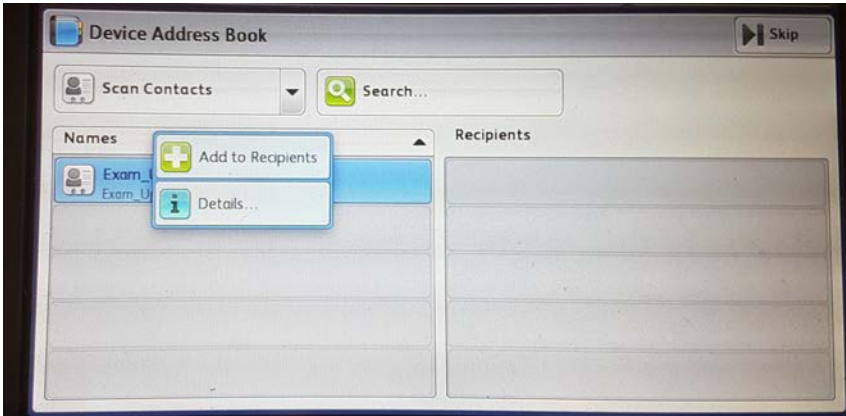
- b. Scan To...



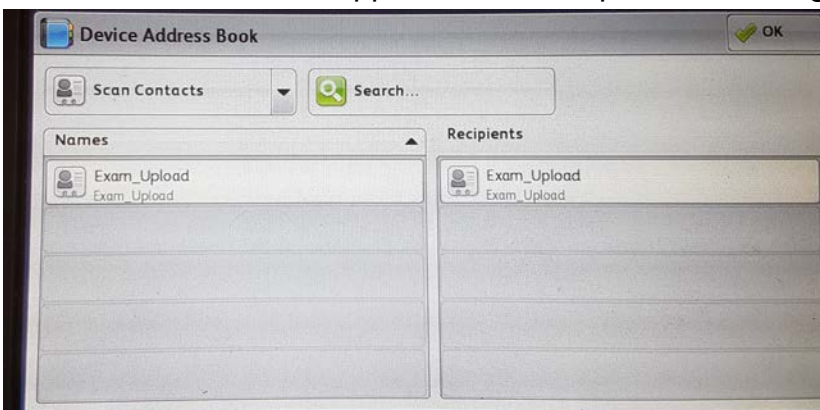
c. Exam_Upload



d. Add to Recipients.

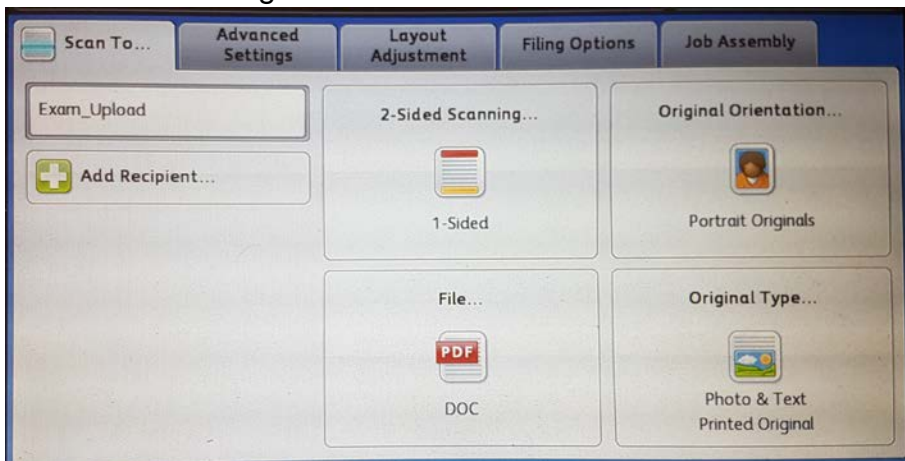


e. The folder will now appear under Recipients on the right side

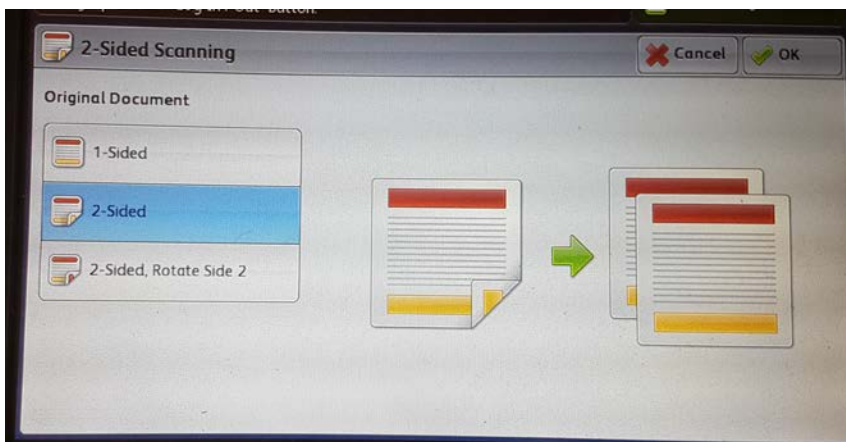


f. Press OK

3. 2 Sided Scanning

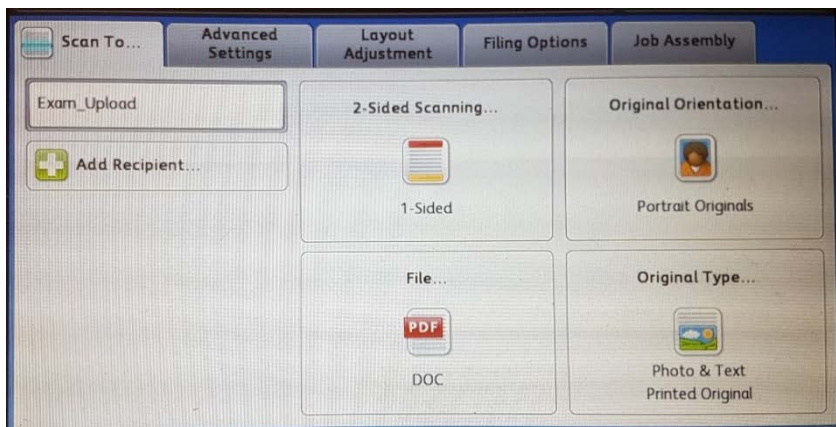


a. 2-Sided

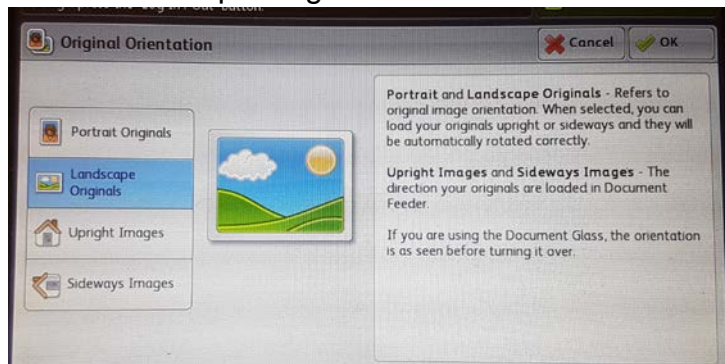


b. Press OK

4. Orientation



a. Landscape Originals



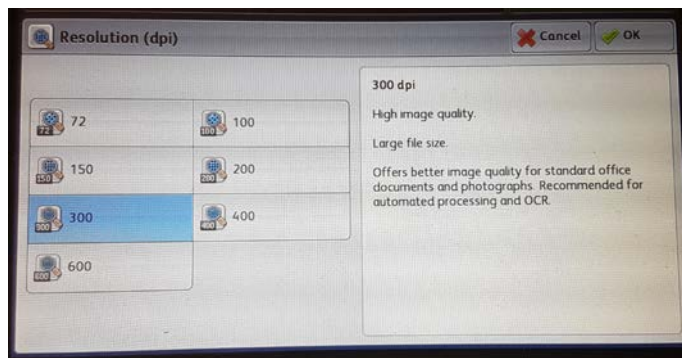
b. Press OK

5. Advanced Settings



a. Resolution

b. Set to 300dpi

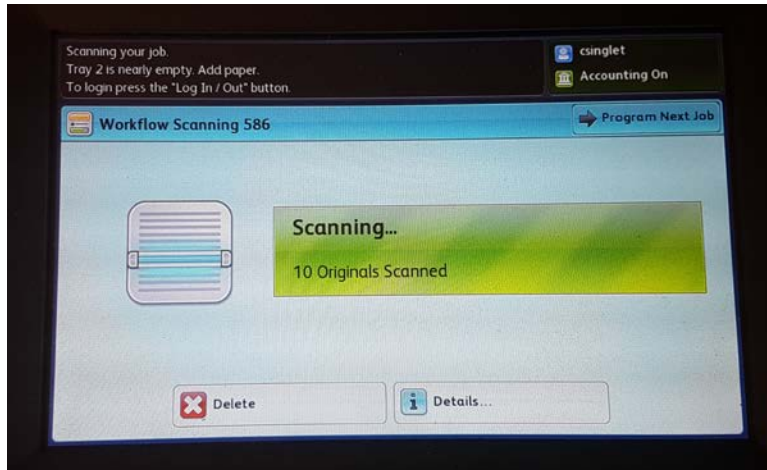


c. Press OK

6. Start



7. Screen will display a Scanning progress bar and the sheets will feed through the ADF.



8. Once the exam has completely run through you have two options:
 - a. Logout of the Xerox system
 - b. Place another exam on the ADF in the correct order and orientation and press Start. The settings do not need to be changed, they will remain from the previous scan. This creates a separate file for the new exam and is a good way to enter multiple exams at one time.
9. Once scanning of exam(s) is complete, either the instructor or the staff scanning will need to notify the Helpdesk there is an exam ready to process. There is no automated notification process for this. A call or the emailed intake sheet to the Helpdesk is sufficient.




Remark Exam Scanning Cover Sheet

Instructor Name: Firstname Lastname

Course Code: EDUC-1111-FAO

Date: 28 Sept 17

Annex B – Sample Answer Key




I.D. NUMBER

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EXAMINATION SHEET

CODE

WA



NAME: ANSWER KEY CRSE-1000-WA

TEST FORM

☒ A
 ☐ B
 ☐ C
 ☐ D
 ☐ E

☐ F
 ☐ G
 ☐ H
 ☐ I
 ☐ J

☐ K
 ☐ L
 ☐ M
 ☐ N
 ☐ O

☐ P
 ☐ Q
 ☐ R
 ☐ S
 ☐ T

☐ U
 ☐ V
 ☐ W
 ☐ X
 ☐ Y

Correct = ● Incorrect = ✕ ○ ⊖

1	<input checked="" type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
2	<input checked="" type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
3	<input checked="" type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
4	<input checked="" type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
5	<input type="radio"/>	A	<input checked="" type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
6	<input type="radio"/>	A	<input checked="" type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
7	<input type="radio"/>	A	<input checked="" type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
8	<input type="radio"/>	A	<input checked="" type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
9	<input type="radio"/>	A	<input type="radio"/>	B	<input checked="" type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
10	<input type="radio"/>	A	<input type="radio"/>	B	<input checked="" type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
11	<input type="radio"/>	A	<input type="radio"/>	B	<input checked="" type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
12	<input type="radio"/>	A	<input type="radio"/>	B	<input checked="" type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
13	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input checked="" type="radio"/>	D	<input type="radio"/>	E
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21	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
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82	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
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86	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
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88	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
89	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
90	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
91	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
92	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
93	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
94	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
95	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
96	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
97	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
98	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
99	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E
100	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	E

Annex C – Sample Intake Sheet

The front is the only section that should be completed by the instructor.



EXAM INTAKE AND BATCH HEADER FORM



Instructor's Name:	Firstname Lastname
Course Number and Section:	CRSE-1001-WA
Department:	Education
Subject:	Course building
Phone Number:	1234
Instructor's Username:	username

Exam Information, all fields mandatory

Exam Date:	17-Jul-17
Number of Answer Keys:	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Number of student sheets:	35
Multiple Answer Questions: (write the question #'s)	#21, 25-30, 50
Treat Multiples as:	<input checked="" type="radio"/> AND <input type="radio"/> OR <input type="radio"/> N/A
Special Instructions:	My GA/TA (name here) will pickup the paper exam.

Report Options, check all that apply


PDF*	Excel
<input checked="" type="checkbox"/> Full PDF Report Batch Reports included: Test Analysis, Student Statistics, Class Frequency, Student Response, Student Grade, Condensed Test.	<input checked="" type="checkbox"/> Gradebook <small>*In consideration of limited resources, if a paper copy of the PDF reports is required check here.</small>

ATTENTION: This sheet must be scanned in SECOND, immediately following the answer key(s).

Last Updated 31 May 2017

Technology Services Centre Helpdesk
807.346.7777 (internally dial 7777)
helpdesk@lakeheadu.ca | <http://helpdesk.lakeheadu.ca>

Annex D – Sample Student Exam Sheet




I.D. NUMBER

0	0	0	0	0	0	0
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EXAMINATION SHEET

CODE

10A



NAME: Firstname Lastname

TEST FORM

☒ A
 ☐ B
 ☐ C
 ☐ D
 ☐ E

Correct = ● Incorrect = ✕ ✓ ⊖

1	<input checked="" type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
2	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
3	<input checked="" type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
4	<input checked="" type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
5	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
6	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
7	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
8	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
9	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
10	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D	<input type="radio"/> E
11	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D	<input type="radio"/> E
12	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
13	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
14	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D	<input type="radio"/> E
15	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input checked="" type="radio"/> E
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