Basic use Tutorial

1.6

ExamIO Team 10/4/2016

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ExamIO is a software based on the OMR technology (Optical Mark Recognition). Use ExamIO to design, correct and analyse automatically the test exams carried out by means of sheets of paper.

This tutorial has been created to speed up the landing to ExamIO. It has been written to explain step by step the basic use of ExamIO that one user will do when starting with ExamIO. Please, follow this guide step by step in order to use ExamIO in an easy way without stopping in advanced use options.

ExamIO basic use instructions

The steps to follow to create a test and its correction are as follows:

1.- Create the new test

- 2.- Export test to pdf for printing
- 3.- Print test
- 4.- Fill in printed tests by students

External Steps to ExamIO

- 5.- Scan filled in tests
- 6.- Add the tests solutions

7.- Add names of students to the test \rightarrow if you want the result to display the names of the students along with ID number

- 8.- Correct filled in tests
- 9.- View results

_							Usuario: jaume Créditos de corrección: 767
Tests de Usuario	Referenci	iz Fecha			6		· ·
> a_ver	1118	2014-11-06 01:39:27					
> casa	1117	2014-04-25 23:47:13					101 101 101 101 101 101 101 101
> Ejemplo	1120	2015-09-03 00:48:10				_	· monin · binoo
> Ejemplo	1121	2015-09-03 00:49:24)	
> Ejemplo	1122	2015-09-03 01:20:25			000		
> Example1	1111	2014-11-06 17:02:49					
> Example2	1112	2015-09-21 19:15:29		Editar	Soluciones		
> Example3	1113	2016-04-04 19:19:23			1.1.1		
> Example4	1119	2014-11-06 17:26:12	8			9	
> junio_2013	1115	2013-06-17 14:03:59					
> Marta	1125	2015-05-11 12:20:17		Corregir	Resultados		
> prueba	1114	2013-06-07 12:11:02					+ 000000 + 00000 + 000000 + 000000 + 000000 + 000000
> prueba	1116	2013-12-31 14:52:16					
> prueba2	1124	2014-12-03 13:23:03			Tel Prove		Sector Description
			7				Nombre test: prueba
				Nombres Com	binar Comprobar		Núm, de referencia; #1114

Each of these steps is detailed below in successive sections.

1. How to create a new test:

Tests de Úsuario	Deferen	cia Fecha	Créditos de corre	cción: 767
> a_ver	1118	2014-11-06 01:39:27		(TRESTREES)
> casa	1117	2014-04-25 23:47:13		
> Ejemplo	1120	2015-09-03 00:48:10		* (E E E E E E E E E E E E E E E E E E E
> Ejemplo	1120	2015-09-03 00:49:24		
> Ejemplo	1122	2015-09-03 01:20:25		* (0 (0 (0 (0) . * (0) * (0 (0 (0) 0) . * (0) * (0 (0 (0) 0) . * (0)
> Example1	1111	2014-11-06 17:02:49	• • • • • • • • • • • • • • • • • • •	* (0.0)(0.0)(0) * (0.0)(0)(0)(0)(0)(0)(0)(0)(0)(0)(0)(0)(0)(0
> Example2	1112	2015-09-21 19:15:29	Editar Soluciones	• (0 (0 (0 (0 (0 (0 (0 (0 (0 (0 (0 (0 (0
> Example3	1113	2016-04-04 19:19:23		* 000000 * 00 * 000000 * 00 * 000000 * 00
> Example4	1119	2014-11-06 17:26:12		* mmmmm * mmmmm
> junio_2013	1115	2013-06-17 14:03:59		4 40 40 40 40 40 40 40 40 40 40 40 40 40 40 40 40
> Marta	1125	2015-05-11 12:20:17	Corregir Resultados	 III (0) (0) (0) III (0) (0) (0) III (0) (0) (0)
> prueba	1116	2013-12-31 14:52:16	1 00000 1 00000 1 00000	 A11 (12) (12 (12) A11 (12) (12 (12) A11 (12) (12 (12) A11 (12) (12 (12)
> prueba2	1124	2014-12-03 13:23:03		 (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)
				Page () and
			Nombre test: pr	
			Nombres Combinar Comprobar	icia: #1114

1.2.- 1.2 Select test type:

1.- Select test model by checking the box of the test

-Standard model \rightarrow 1 row of boxes by question

-Model with correction now \rightarrow 2 rows of check box on the question (mark in the 2nd row cancels the mark of the 1st row)

2.- Click on "Next"

	IO Crear nuevo test	-	×
1	Modelo estándar	Modelo estándar con fila de correc	
	Modelo con enunciado para encuest		
	100 223 223 100 100 223 223 100 100 223 223 100 100 223 100 100 200 100 100 100		
	2	Siguiente	Atrás

ExamIO

1.3.- Configure test

1- Insert name for the test (up to the user)

2- Select number of questions

3- Select number of possible answers (boxes per question)

4- Check "Personal ID" checkbox \rightarrow Use call sign of student \rightarrow Mandatory use person identification number.

5- Check "Permutation ID" checkbox \rightarrow Use Code and Group \rightarrow Encode permutation \rightarrow Imperative to correct tests with mark.

6- Customize titles (optional)

7- Customize Logo \rightarrow Checking box "Insert Logo" \rightarrow Right button mouse over listing \rightarrow displayed menu to Add/Remove logos

	Configuración básica	Vista Previa
	Configuración de test	Escribir el titulo del test
L	Nombre Test Núm. Referencia Prueba 1114	Namble 1 C
	Núm. pregur Núm. respuestas	
	Identificativo de personas y permutación	
Ļ	Título de ID de persona U ID PERSONAL -> ID Título código Título qupo	
5	PERMUTACIÓN ID -> CÓDIGO GRUPO	
	Personaliza títulos Título Test	
5	Escribir el título del test Título Info 1 Título Info 2 Título Info 3	
	Nombre Apellidos Fecha	
	Personaliza logo Insertar logo	
	_output4.jpg	
		Provered by Example
	Personaliza enunciado	8 Guardar Atrás

*Reference number is written in the bottom/left of the test for visual verification if necessary:





5



In turn, reference number appears in the list of the main screen of ExamIO tests:

	_		Créditos de corrección: 767
Tests de Usuario	Referen	icia Fecha	
> a_ver	1118	2014-11-06 01:39:27	
casa	1117	2014-04-25 23:47:13	
> Ejemplo	1120	2015-09-03 00:48:10	
> Ejemplo	1121	2015-09-03 00:49:24	
Ejemplo	1122	2015-09-03 01:20:25	
Example1	1111	2014-11-06 17:02:49	
Example2	1112	2015-09-21 19:15:29	Editar Soluciones
> Example3	1113	2016-04-04 19:19:23	
Example4	1119	2014-11-06 17:26:12	
> junio_2013	1115	2013-06-17 14:03:59	
> Marta	1125	2015-05-11 12:20:17	Corregir Resultados
> prueba 🛛 🧲	1114	013-06-07 12:11:02	
> prueba	1116	2013-12-31 14:52:16	
> prueba2	1124	2014-12-03 13:23:03	
> prueba3	1123	2016-04-10 18:28:34	Nombre test: prueba
			Nombres Combinar Comprobar Núm. de referencia: #1114

2.- Export printable test

1.- In the home screen, click Export to PDF -

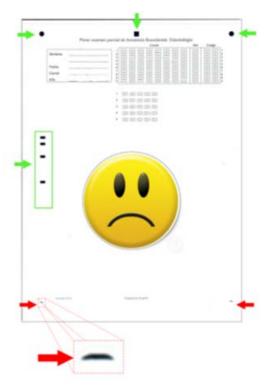
			Créditos de corrección: 767
ests de Usuario		cii Fecha	
a_ver	1118	2014-11-06 01:39:27	
casa	1117	2014-04-25 23:47:13	
Ejemplo	1120	2015-09-03 00:48:10	
Ejemplo	1121	2015-09-03 00:49:24	
Ejemplo	1122	2015-09-03 01:20:25	
Example1	1111	2014-11-06 17:02:49	
Example2	1112	2015-09-21 19:15:29	Editar Soluciones
Example3	1113	2016-04-04 19:19:23	
Example4	1119	2014-11-06 17:26:12	
junio_2013	1115	2013-06-17 14:03:59	
Marta	1125	2015-05-11 12:20:17	Corregir Resultados
prueba	1114	2013-06-07 12:11:02	
prueba	1116	2013-12-31 14:52:16	• 6065 • 6055 • 80800 • 80800 • 80800
prueba2	1124	2014-12-03 13:23:03	
			Nombre test: prueba
			Nombres Combinar Comprobar Núm, de referencia: #1114

3.- Instructions to print tests:

1. Use blank sheets (without colouring or recycled).

TEST WRONGLY PRINTED

- 2. Print the test only on one side \rightarrow Not to print or write anything behind
- 3. Be sure that all the reference marks appear correctly within the sheet margins:



TEST CORRECTLY PRINTED

4.- Instructions to correctly fill in the tests:

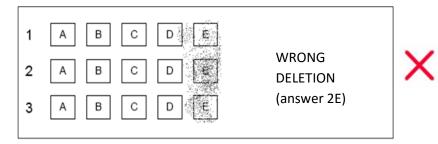
• Use pen: Blue, Red, Green, black or dark pencil HB2 or superior(3B, 4B,...,9B)



• Fill in identification and answer boxes completely

@		
A C D E	CORRECT	\checkmark
A C D E A C D E	WRONG	×

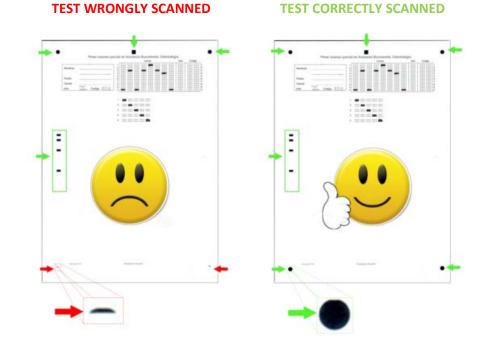
• With pencil \rightarrow Avoid incorrect boxes deletion



- With pen \rightarrow Delete with typex
- Do not write or paint out of the boxes.
- Report these instructions before the test!!!

5.- Instructions to scan correctly the tests:

- Scan on colour ALWAYS → DO NOT scan in grayscale or in black and white
 - Scan at 300 dpi (dots per inch) or higher.
 - Create 1 image file for each sheet of test.
 - Output format: jpg, png o bmp
 - Make sure all reference marks correctly appear in within the leaf margins:



- The scanned test must be equal to the test on paper. If colours or tonalities do not match the real test paper, or spots or dirt appear, the scanned tests won't be valid. → You will have to repeat the scan until the test scan is a correct representation of the paper tests.
- Save all scanned images in a single folder.
- Test the scanning process before the real exams!!!!!

6.- Add the test solutions:

Each version of the test that is done by exchanging the order of questions is coded with a combination of code and group boxes. Each one of these combinations is called a permutation. The objective of carrying out different permutations lies primarily in adding an extra difficulty to the students that want to copy from neighbour students. For each one of the permutations of the test (test variants defined by code and group), we will add the solution indicating for each question, what is the correct box. This will enable the identification of the correct and incorrect questions to obtain the final mark. To do this:

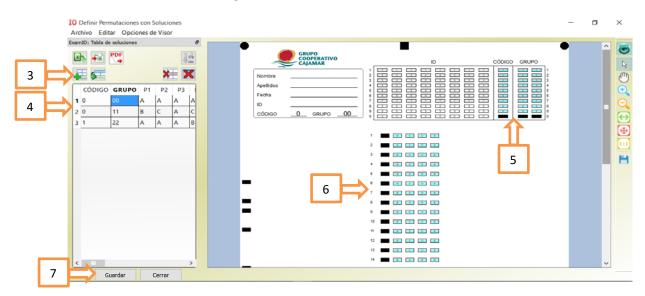
1.- Select test to correct in the list of tests by clicking with the mouse

2.- Click on "Solutions" button

1

				Usuario: jaume Créditos de corrección: 767
Tests de Úsuario	Referencia Fech	a	2	· · · · ·
> a_ver	1118 2014	-11-06 01:39:27		
> casa	1117 2014	-04-25 23:47:13		
> Ejemplo	1120 2015	-09-03 00:48:10		
> Ejemplo	1121 2015	-09-03 00:49:24		
> Ejemplo	1122 2015	-09-03 01:20:25	🦯 🔶	• • • • • • • • • • • • • • • • • • •
> Example1	1111 2014	-11-06 17:02:49		 ・ 回日日田田 ・ 回日日日田 ・ 回日日日日 ・ 回日日日 ・ 回日日 ・ 回日 ・ 回日日 ・ 回日 ● 回日
> Example2	1112 2015	-09-21 19:15:29	Editar Soluciones	* # # # # # # # # # # # # # # # # # # #
> Example3	1113 2016	-04-04 19:19:23	AM 1 174	
> Example4	1119 2014	-11-06 17:26:12	💓 🛄	
> junio_2013	1115 2013	-06-17 14:03:59	Internal Internal	
> Marta	1125 2015	-05-11 12:20:17	Corregir Resultados	- The first start s
> prueba	1114 2013	-06-07 12:11:02		
> prueba	1116 2013	-12-31 14:52:16		
> prueba2	1124 2014	-12-03 13:23:03		
Ev	am <mark>IO</mark>			
EXC				
		Repeat for ea	ch permutation needed	
ck on "Nev		ation" \rightarrow A new r	ow will be added into the	
ck on "Nev		ation" \rightarrow A new r	ow will be added into the	
ck on "Nev ect added	row by cl	ation" \rightarrow A new r icking with the m	row will be added into the nouse \rightarrow Permutation selection	
ck on "Nev ect added	row by cl	ation" \rightarrow A new r	row will be added into the nouse \rightarrow Permutation selection	

7.- Click on "Save" to save the changes and close.





7.- Add names of students:

This section explains how to add the names of the students to the database to associate them with the identification number (ID) detected in the tests. It is useful if you want the names of the students appearing in the results. If you don't want this feature, you can go to the next section.

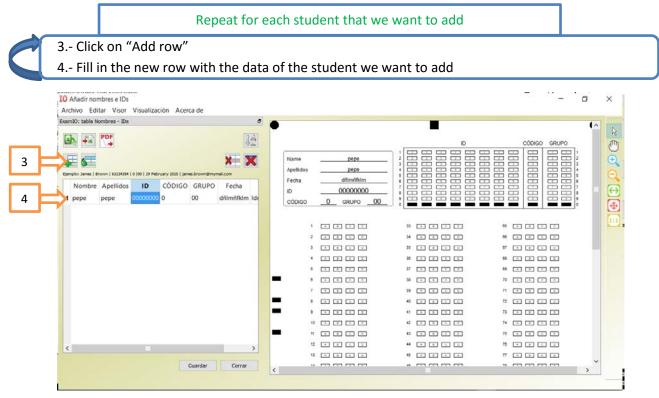
If you want to perform the association between names and identification numbers:

1.- Select test to correct in the list of tests by clicking with the mouse.

2.- Click on "Names" button

			Créditos de corrección: 767	
Tests de Usuario	Referen	cii Fecha		1
> a_ver	1118	2014-11-06 01:39:27		
> casa	1117	2014-04-25 23:47:13		
> Ejemplo	1120	2015-09-03 00:48:10	- 0000 - 0000	• 10 0 0
> Ejemplo	1121	2015-09-03 00:49:24		* 05.01.0 * 05.01.0
> Ejemplo	1122	2015-09-03 01:20:25		* 25310 * 65 01 0 * 65 01 0
> Example1	1111	2014-11-06 17:02:49		- 00-00-0 - 00-00-0 - 00-00-0
> Example2	1112	2015-09-21 19:15:29	Editar Soluciones	
> Example3	1113	2016-04-04 19:19:23		- 10 00 0 - 10 00 0
> Example4	1119	2014-11-06 17:26:12		
> junio_2013	1115	2013-06-17 14:03:59		
> Marta	1125	2015-05-11 12:20:17	Corregir Resultados	
prueba	1114	2013-06-07 12:11:02		
> prueba	1116	2013-12-31 14:52:16	* 0000 * 0000 * 00000 * 0000 * 00000	
> prueba2	1124	2014-12-03 13:23:03		
			Nombre test: prueba	
			Nombres Combinar Comprobar Núm. de referencia: #1114	

If we want to manually add the names and IDs of the students:



If we want to import a student list from Excel:

3.- Externally to ExamIO, you can create an Excel file with the following fields: name, surname, ID, code, group, date, Mail:

	te 🥑	alibri BI <u>I</u> -	Font	<u>0</u> • <u>A</u> • 1				iter -	- % • 138	og Cond	fitional Format as Cel atting - Table - Style Styles	I Insert Delete F	ormat 2 Clear -	Sort & Find Filter - Selec Editing
A	P16 A	- (B	c	f _x D	E	F	G	н	I.	J	K L	M	N O	p
	Nombre	Apellidos	ID	CÓDIGO	GRUPO	Fecha	Mail							
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3														
0														
2														
2														
4														
4														
6														
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4.- Fill in the Excel with data from students: the first 3 columns (name, surname, ID) must always be filled. The last 4 (code, group, date, Mail) are optional:

Ĩ	1 × 1	Calibri	- 11 -	A* * *	= =	ā	 ₽.	Wrap Text	Genera	ı	Ŧ		1		-	•	Σ AutoSum •	27	A
Pas	te	в и ц.	- 🖽 - 🎐	- <u>A</u> - 1		Ŧ	e (# 🔛)	vlerge & Center -	97 -	% , 38			onal Format a		Insert Dele	te Format	2 Clear *	Sort & Filter *	
lipt	board 15		Font	15			Alignment	5		Number	6	ronnau	Styles	arytes	Cell	s :	Ec	liting	Jeleri
	P21	+ (- <i>f</i> s																
á	A	В	с	D	E		F	G	н	1		J	к	L	м	N	0	Р	
	Nombre	Apellidos	ID	CÓDIGO	GRUPO	F	echa	Mail											
	lel		1	0) (0	01-ene-16	5											
	lol	Ioll	22	0		0	01-ene-16	i											
	2e3e	3e	33	0) (0	01-ene-16	,											
	Pepe	paco	2848	0) (0	01-ene-16	i											
	affe	svsvd	11111111	() (0	01-ene-16												
	affe	svsvde	45865230	C) (0	01-ene-16	5											
	Jaume	Gallego	12005986	0) (0	01-ene-16	i											
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3																			

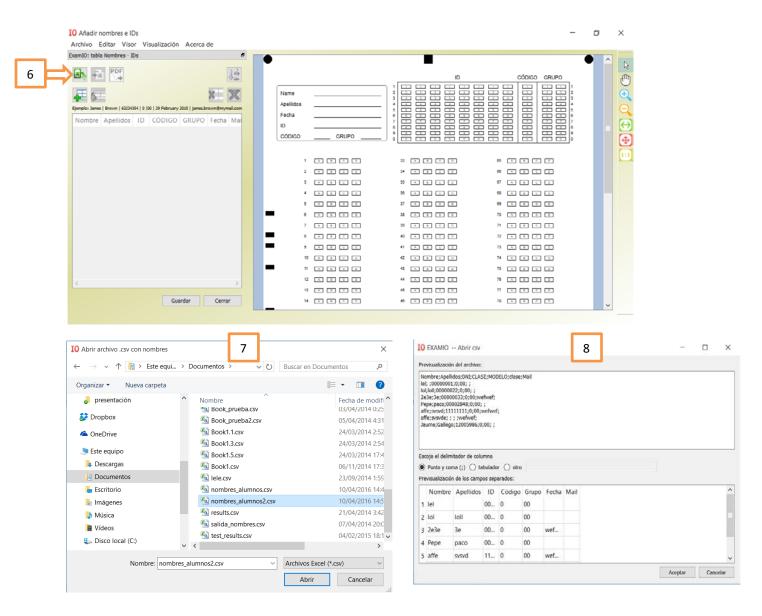
5.- Export Excel .csv format, where each field is separated by ";" and each row appears as a new line in the document. Excel gives us this option, saving the file as a .csv format (MS- DOS):

 Hide Folders 	Tools - Save Cancel
Autores:	: jaume Etiquetas: Agregar una etiqueta
Save as type:	XPS Document (*.xps) OpenDocument Spreadsheet (*.ods)
File name:	PDF (*.pdf)
Documentos	Excel Add-In (*.xlam) Excel 97-2003 Add-In (*.xla)
淎 Descargas	SYLK (Symbolic Link) (*.slk)
	CSV (MS-DOS) (*.csv) DIF (Data Interchange Format) (*.dif)
a OneDrive	CSV (Macintosh) (*.csv)
😂 Dropbox	Text (Macintosh) (*.txt) Text (Macintosh) (*.txt)
	Microsoft Excel 5.0/95 Workbook (*.xls) CSV (Comma delimited) (*.csv) Formatted Text (Space delimited) (*.prn)
presentación	XML Spreadsheet 2003 (*.xml)
In The second se	Text (Tab delimited) (*.txt) Unicode Text (*.txt)
	Excel 97-2003 Template (*.xit)
Organizar - Nu	Excel Template (*.xitx) Excel Macro-Enabled Template (*.xitm)
← → · ↑ 💽	Single File Web Page (*.mht;*.mhtml) Web Page (*.htm;*.html)
🔣 Save As	XML Data (*.xml)
	Excel 97-2003 Workbook (*.xls)
	Excel Macro-Enabled Workbook (*.xlsm) Excel Binary Workbook (*.xlsb)
	Excel Workbook (*.xlsx)

If we look at the Notepad-generated .csv file, it has the following structure:

After this, go back to the section "Names" of ExamIO and import the created .csv file:

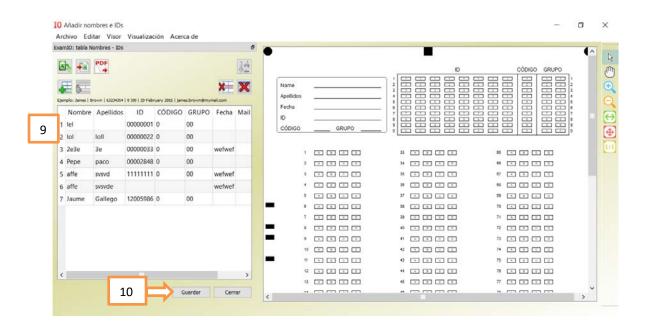
- 6.- Click on the "Import from Excel" button
- 7.- Select the .csv file created in step 5.
- 8.- The window "Open csv" will be opened. Click on "OK to finally import the data".



ExamIO

9.- After that, the list of names is charged in table names and IDs.

10.- Click on "Save". The names are already associated to the selected test.



8.- Instructions to correct the tests::

- 1.- Select test to correct in the list of tests by clicking with the mouse.
- 2.- Click on "Correct" button

Tests de Úsuario	Referen	ncia Fecha		Créditos de corrección: 767
> a_ver	1118	2014-11-06 01:39:27		
> casa	1117	2014-04-25 23:47:13		
> Ejemplo	1120	2015-09-03 00:48:10		+ D000 + 0000 + 00
> Ejemplo	1121	2015-09-03 00:49:24		
> Ejemplo	1122	2015-09-03 01:20:25		+ 0.0.000 + 00.000 + 00 + 0.0000 + 000 + 00 - 0.00000 + 0000 + 00
> Example1	1111	2014-11-06 17:02:49		
> Example2	1112	2015-09-21 19:15:29	Editar Soluciones	
> Example3	1113	2016-04-04 19:19:23		
> Example4	1119	2014-11-06 17:26:12	2 📥 🦭 👔	
> junio_2013	1115	2013-06-17 14:03:59		
> Marta	1125	2015-05-11 12:20:17	Corregir Resultados	
> prueba	1114	2013-06-07 12:11:02		
> prueba	1116	2013-12-31 14:52:16		- 0000 - 0000
> prueba2	1124	2014-12-03 13:23:03		terrer terrer
				Nombre test: prueba
			Nombres Combinar Comprob	Núm. de referencia: #1114

3.- Select input folder where all scanned tests are placed \rightarrow to do this, select one of the scanned tests within the directory.

4.- Select folder to save the results \rightarrow It can be the one proposed by default by ExamIO, or another one selected by the user

5.- Press "Correct" button to begin the correction.

			Usuario: jaume Créditos de corrección: 767	
ests de Úsuario	Referencia	Fecha	Test: prueba ; #1114	
a_ver	1118	2014-11-06 01:39:27		
casa	1117	2014-04-25 23:47:13		
Ejemplo	1120	2015-09-03 00:48:10	Dir. tests escaneados 3 Seleccionar	1
Ejemplo	1121	2015-09-03 00:49:24		_
Ejemplo	1122	2015-09-03 01:20:25		
Example1	1111	2014-11-06 17:02:49		
Example2	1112	2015-09-21 19:15:29		
Example3	1113	2016-04-04 19:19:23	Directorio de resultados 4 Seleccionar	
Example4	1119	2014-11-06 17:26:12		
junio_2013	1115	2013-06-17 14:03:59		_
Marta	1125	2015-05-11 12:20:17		
prueba	1114	2013-06-07 12:11:02		
prueba	1116	2013-12-31 14:52:16		
prueba2	1124	2014-12-03 13:23:03	5 Corregirt	
			Atrás	Ι.

The correction will start at a speed of 3 seconds per test (approx.).

IO Exam	?	\times
Correcti	ing Test	ts!!!
		37%
C	ancel c	orrection

At the end of the correction process, A new window will appear with a list of tests that have been fixed, and those who have not corrected.

6.- Click on "Go to results" to open the results.

IO Examio resumen de la corrección	I		- 🗆 X
		✓ Mostrar marcas de referencia	Ayuda
Tests corregidos 7 Archivos exam_OK_png_format.png exam_OK_bmp_format.bmp exam_margin_paintings.jpg exam_ID_group_error.jpg exam_ID_filling_error.jpg exam_filling_color.jpg	Imágenes no corregidas: 1 Archivos exam_no_corner,jpg		
			6 Ir a resultados

The results inspector will be opened, to analyse and review the results:

			📐 🖱 🔍 🔍 💽 🔟	Recalcular Notas
Nomi Apelli	CÓDI GRUF Nota Apto	Ruta Resp. Resp. Preg. F	go y Grupo no coinciden con ninguna permutación defini	Descartar preguntas
13237900		C:/U	and web	Edit. Result.
13237900		C:/U 8		Gestionar Alertas (?)
3237900		C:/U E		
3237900		C:/U E		Alertas (?) como preguntas erróneas
3237900		C:/U B		 Alertas (?) como preguntas en blanco
3237900 3237900		C:/U E		
				Mostrar Alertas

9.-View results

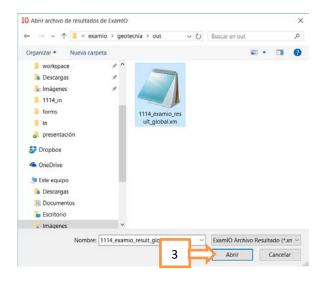
After the correction of the tests, the "Results Inspector" will open. Also you can open the test results file as many times as you need. To do this:

1.- Select test to correct in the list of tests by clicking with the mouse.

2.- Click on "Results" button



3.-A new window will appear where we can select the output (.xm) generated in the correction file:



Once selected, "Results Inspector" window will be shown. There we can perform the main actions:

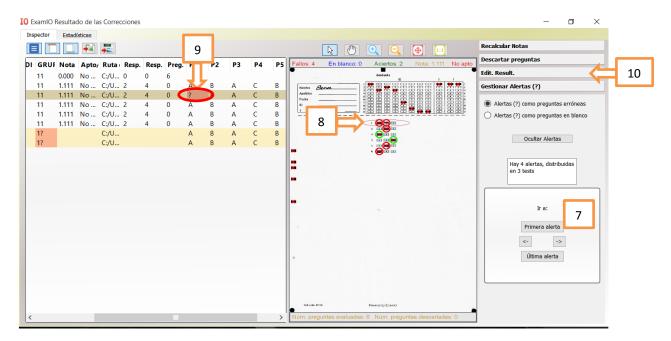


- Visual review of results → Scroll through the list of corrected tests to see if the correction has been performed correctly.
- 5. The correct answers will appear in green. Wrong ones in red.
- 6. Show alerts to resolve them → Alerts are questions where several marked boxes have been detected.

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After opening alerts, tests showing errors will be highlighted.

- 7.- Click on "First Alert" to go to the first detected alert.
- 8.- In the Viewer, the alerts will be highlighted with a large ellipse encompassing all the question boxes.
- 9.- The alerts in the list of corrected tests will be denoted with the question symbol "?".
- 10.- Click on "Edit Results" \rightarrow To resolve alerts by checking and unchecking boxes.



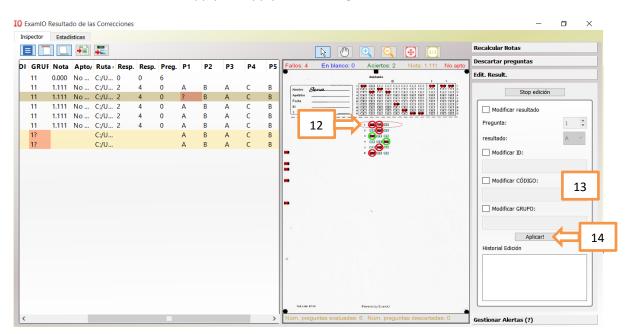
11.- Click on "Edit Results" button \rightarrow Enable results manual edition

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The Edit menu will open. The boxes that appear in blue color, can be clicked with the mouse to be selected.

12.- Click with your mouse on the question that you believe the student wanted to mark (in this example, A box), annulling the detection of less marked box (in this case, box B).

13.- Moreover, You may edit both questions and fields of: ID, code and group writing them in the text fields. In this case: 14.-Click "Apply" to apply these changes to text fields.



- 15.- After mouse clicking, the alert will be corrected marking only the selected box.
- 16.- The alert denoted in the table as "?" changes to mark the checkbox selected in step 15.

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After editing the results, we can modify the score of the correct, wrong, and blank questions. To do this:

- 17.- Click on "Recompute Marks"
- 18.- Select the value from 0 to 1 to score the correct, wrong, and blank answers.
- 19.- Click on "Recompute" button to apply the changes to all tests

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The mark for each test will appear normalized in a range between [0-10].

After obtaining the corrected results and with the desired score, we can proceed to export the results to Excel and the images of corrected tests if you want to give to the students. To do this:

- 20.- Click on "Export to Excel" \rightarrow we will get the results in an Excel file
- 21.- Click on "Export tests (images)" → we will get the images of the corrected tests

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* The results can open and edit as many times as necessary.

* In case you need to modify the solutions or add names of students, such changes can be made at any time. Such changes will be applied to automatically to the results once the output file is opened.

We hope that this tutorial will be very useful in the educational and evaluation work you are carrying out.

Thank you very much for trusting in ExamIO!!!