# Remark® Office OMR – Quick Start for Tests

Welcome to the Remark Office OMR software! This quick start guide provides an overview of the process when working with the test grading features of the software.

Here are the basic steps for processing a test in Remark Office OMR and getting test results:

1. **Create a test or test answer sheet, or choose one of the included answer sheets.**
   a. **Using Included Templates:** If you would like to use our answer sheets, first launch Remark Office OMR. The standard templates are then copied to your Documents library under Remark Office OMR\Templates\Gravic (use Windows Explorer to find this folder). Word versions of the files are included if you want to make modifications. Ensure that your changes still meet our form design guidelines. If you change the forms, be sure to reset the template image to match using Tools|Reset Images in the Remark Office OMR Template Editor.
   b. **Creating Forms:** You can create your own test answer sheets in Word® or anywhere you are comfortable. Be sure to follow our form design guidelines when creating your forms and utilize our free form review service to check them over before using them. There are also other sample answer sheets on our website: www.remarksoftware.com if you need some help getting started.
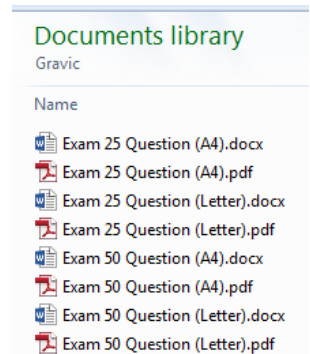
2. **Create a template for your form in the Remark Office OMR Template Editor.**
   You can access the Template Editor from the Remark Office OMR Data Center or by clicking Start|Programs|Remark Office OMR|Remark Office OMR Template Editor. Creating a template tells the software where to look for data on your form and what to output. You only have to create the template one time per form. You can set up testing parameters, such as allocating points earned (the default is 1 point per correct response), setting up extra credit and allocating points for subjective (non-multiple choice) or rubric style questions. Don't worry about setting up an answer key yet… you will do that later in the process. Remember to use the same quality form as you will be distributing to respondents when you set up your template (e.g. if you photocopy forms, use a blank photocopy for the template).
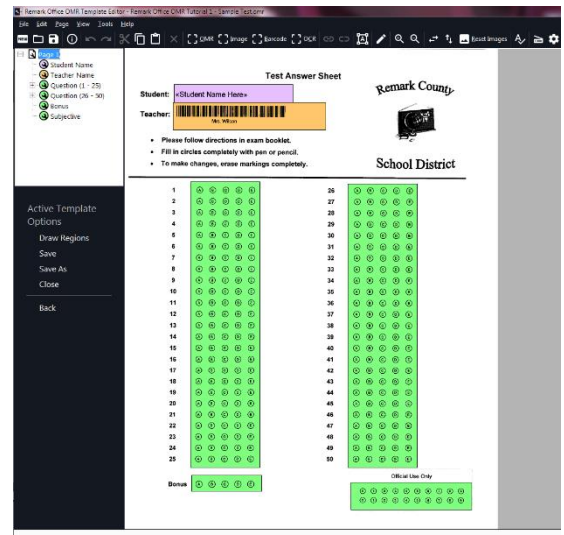
   Don't forget to test your form and template before administering the test to make sure it works well (print a few out and fill them out like your students will and then scan them in).

Tip: If you want to have a few standard answer sheets, create the documents then create one template and copy it to make the other templates. You can reset the template image (Tools|Reset Images from the Template Editor) to another form and then make modifications instead of starting from scratch each time.

3. **Administer the test.**
   Have your students take the test.

4. **Scan your filled in test sheets.**
   You can either scan test answer to an image file (this is common if you use a muti-function printer) or scan them directly into Remark Office OMR with a TWAIN scanner. If you want to bubble in an answer key, scan it along with the rest of your tests, putting it at the top of the stack of forms. This is the easiest way to get an answer key into the software.
   If you are scanning outside of Remark Office OMR, we strongly recommend you use the TIFF format for your images. When you are ready to process the tests, click the Read link from the task pane and choose to read from a scanner or import your images. Follow the steps in the Read window to complete the process.
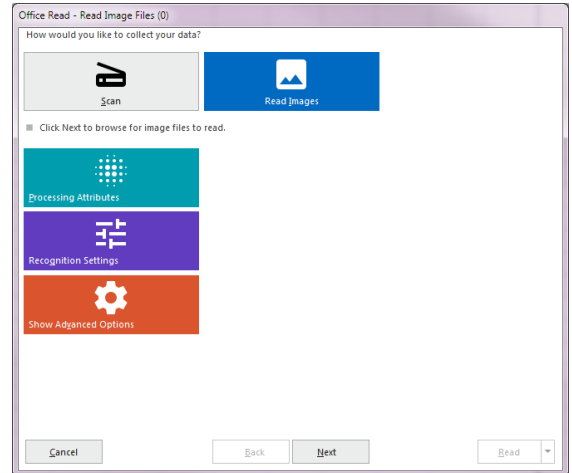
5. **Review the results.**
   If there are any problem areas, such as blank responses or multiple responses, they are flagged in the data. Run Review Exceptions from the task pane to clean them up.
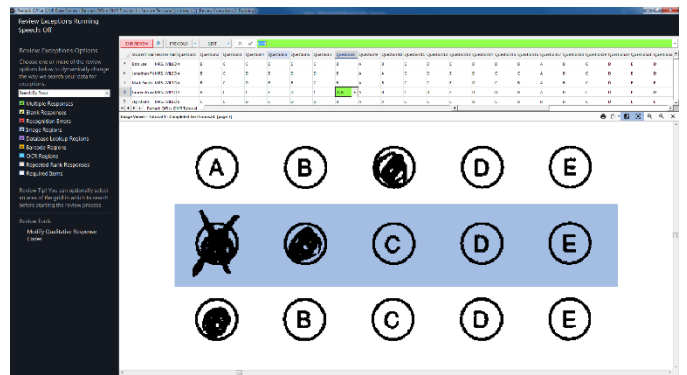
6. **Grade your test.**
   If you scanned an answer key as your first form, click the **Quick Grade** button. The tests are graded according to the scanned answer key and any grading options you set up in the template. If you want to do more advanced grading or didn't scan an answer key, click the **Advanced Grade** button, where you can turn off grading for questions, change point values, allow multiple correct responses, set up learning objectives, set benchmarks and modify your grade scale.
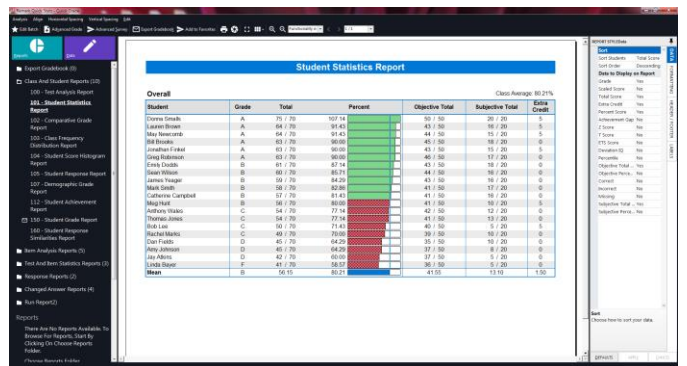
7. **Export data and test results.**
   If you want to get the data or reports out of Remark Office OMR, click the File|Save options. For data, there are several formats included in the list, including CSV, which is the most commonly accepted format in other programs. For graded results, you can choose to export full reports to PDF or Excel, or you can export the grades (with or without the actual data) to various formats including CSV and Excel.

More Resources

This quick start is meant to help you understand the steps to take when using Remark Office OMR for test grading. For more detailed information about the software, please use the following resources:

- **Tutorials:** Start|Programs|Remark Office OMR|Documentation|Tutorials or from within Remark Office OMR, click Help|Tutorials.
- **User's Guides:** Start|Programs|Remark Office OMR|Documentation or from within Remark Office OMR, click Help|Documentation.
- **Help File:** Within Remark Office OMR, press F1 on your keyboard or click Help|Contents.
- **Training Videos:** https://remarksoftware.com/support/training/modules/
- **Knowledgebase and FAQs:** http://remarksoftware.com/support/kb/