Remark Test Grading

Getting Started Tutorial for Paper Tests

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Thank you for using Gravic, Inc.'s Remark Test Grading application. This document is designed as a high-level introduction to help get you up and running quickly. In this tutorial we will focus on using Remark Test Grading for paper tests. A separate tutorial is available for online tests. Further documentation is available for using specific features.

This tutorial covers the following information:

- Creating a term
- Creating a class
- Importing a class roster
- Creating a 25-question paper test
- Printing tests
- Grading tests
- Running reports

Let's get started!

Step One: Creating a Term

> **Note:** This step only applies if you are the administrator of your account. If you are not the administrator, then it is likely that your school administrator has already set up a term for you, and you can skip to Step Two.
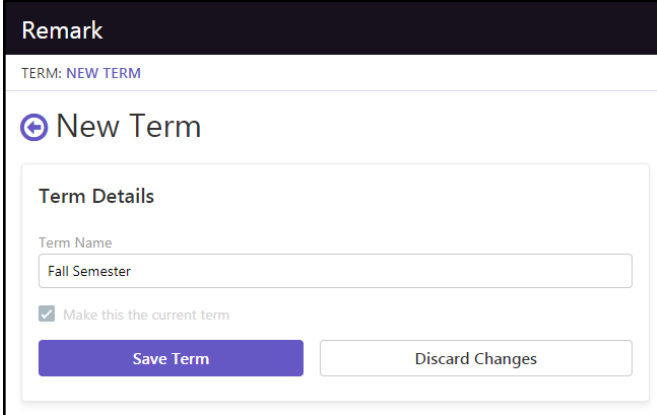
Overview:

When you first log into your Remark Test Grading account, the application prompts you to make a new term. A term is the duration of time in which a class is delivered. Some of the most common terms are a full academic year, a semester, a trimester, or a quarter; however, your term name and length are defined by the parameters that you set for your account. For this tutorial we will use semesters.

Steps:

1. In the **Term Name** box, enter the name that you would like to assign to your term. For this example, the term name is "Fall Semester".
2. Check the box **Make this the current term** so that the new term is the active term.
3. Click the **Save Term** button to proceed. Remember that term names can always be edited later in the Account Dashboard.

Once you save your term, the My Classes page appears. It is now time to create one or more of your classes.

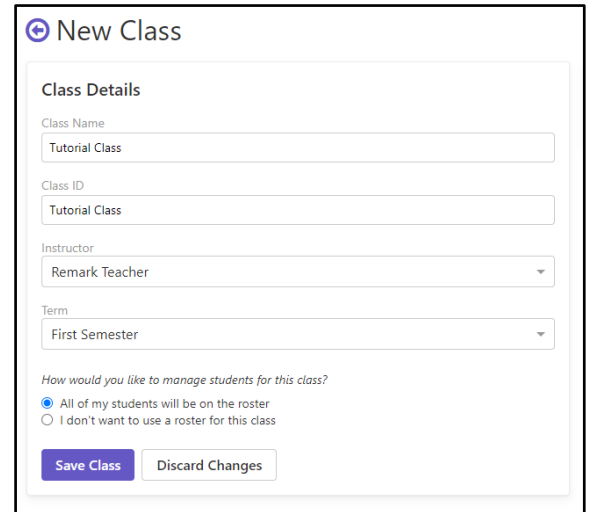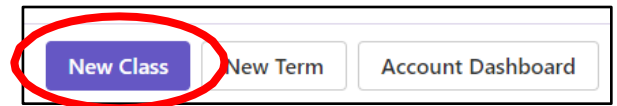## Step Two: Creating a Class

Overview:

You first need to create classes that contain your student rosters. If your Remark Test Grading Account administrator imported your classes, you are all set. If you need to create a class, continue with the steps below. For this tutorial we will create one class.

> **Note:** If you are in a school where the school administrator has already imported your classes, you will see your classes listed on the page above. If you see your classes listed you can skip Step Two and Step Three and go directly to Step Four.

Steps:

1. Select the **New Class** button in the upper right corner. This will then take you to a new page, where the application prompts you to input your class details, including the name, ID, instructor, and term for your class.

2. The instructor and term are predefined. Enter the name of your class in the first line: "Tutorial Class." The class name is automatically copied into the Class ID box as you type, though you can change this at your discretion.

3. Use the default option of "All of my students will be on the roster."

4. Click the **Save Class** button once you are finished entering the necessary details.

Step Three: Importing Class Rosters

Overview:

Remark Test Grading allows you to add students to your classes in three ways:

- Importing a class roster from an Excel or CSV file
- Choosing your students from a list of existing students
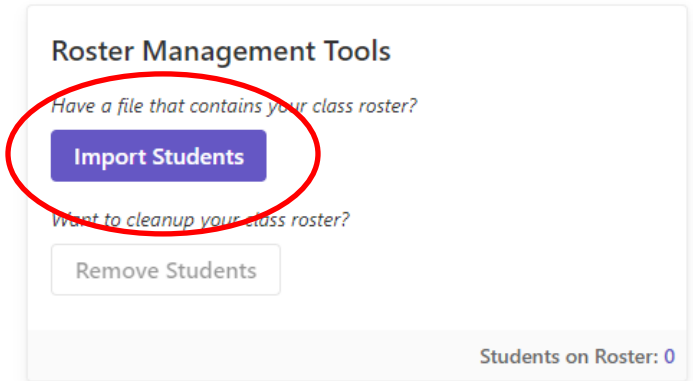- Manually entering students

The fastest and easiest way to enter this information is by importing an existing file that contains the student information. For the purposes of this tutorial, we will demonstrate the import feature. The other options for entering student information are available to you based on your account permissions set by your Remark Test Grading Administrator.

The class roster import feature requires you to have a class roster in an external file. In this example, we have created an import file for you, and are using the example Microsoft Excel spreadsheet shown on the right.

	A	B	C
1	ID	First	Last
2	1010	Edward	Roman
3	2020	Melissa	Gomez
4	3030	Nicole	Schaefer
5	4040	Mayson	Roth
6	5050	Stanley	Huffman
7	6060	Rachel	Burrows
8	7070	Martin	Deleon
9	8080	Victoria	Padilla
10	9090	Janice	Richards
11			
12			

Steps:

1. Before proceeding, download a copy of the sample import file we have provided,

2. Continuing from the Create Class steps, on the **Edit Class Roster** page look on the right side for **Roster Management Tools** and then click the **Import Students** button. (Note: If you returned to the Class page, click the Edit link to get back to the roster area.)

Roster Management Tools

Have a file that contains your class roster?

Import Students

Want to cleanup your class roster?

Remove Students

Students on Roster: **0**

For your information, these are the file requirements, which we have taken care of for you in the sample import file:

| Field	Required	Optional	Keyword for import file
Student ID	X		ID
First name	X		first
Last Name	X		last
Middle Name		X	middle
Email Address		X	email

3. Confirm that your file format matches these guidelines, and then click in the **Choose Import File** box. This allows you to select the file from your system. Select our sample file or the one you created.
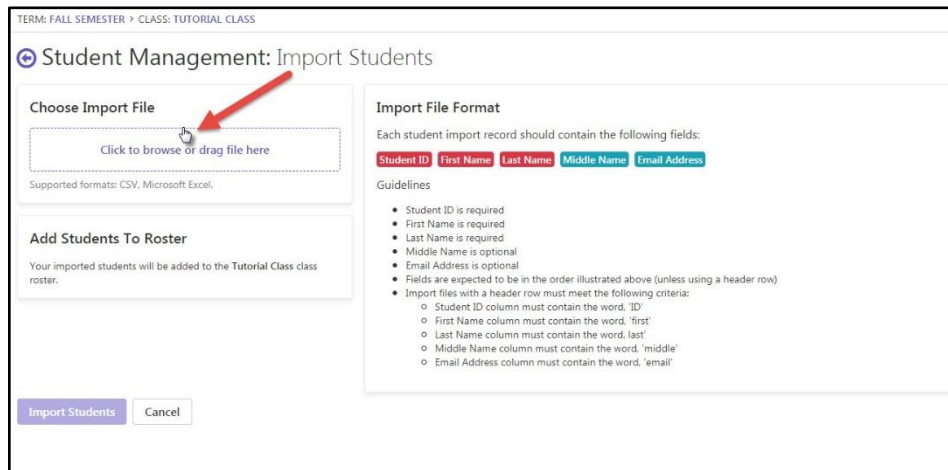
4. Before the import begins, Remark Test Grading provides a review page. Be sure to review this page for accuracy before proceeding.
5. Click **Import Students** to start the import process.
6. Once the import is complete, select the **Finished** button. Keep in mind that you can add or delete members of your class at any time.
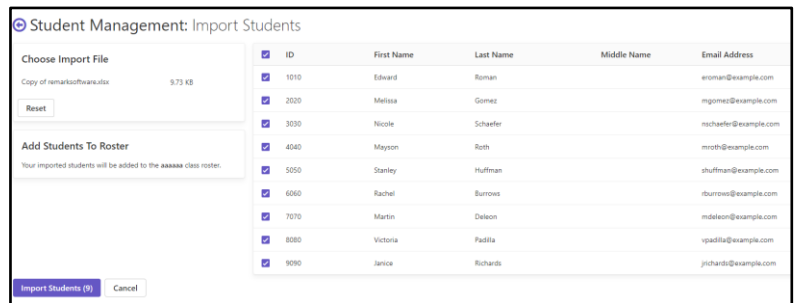
You are now ready to start creating tests for this class.
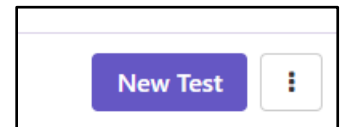
Step Four: Creating a Paper Test

Overview:

Special Note: Remark Test Grading allows you to create paper and online tests. To simplify this tutorial, it only focuses on paper tests. If you would like to conduct online tests, there is a separate tutorial here.

Now that you have a class, you can create a test to give to your new class. Remark Test Grading uses a test designer to build a test answer sheet to meet the parameters of your test. By default, the answer sheets are pre-printed with the student, instructor, class, test, and page information at the top of the form. You can choose to include an area where students bubble in their student IDs instead of printing the names ahead of time. Using the test designer, you can insert the appropriate number of test questions and answer choices, optionally include question text, add lines and images, and much more. For the purposes of this tutorial, we create a simple 25 question multiple choice answer sheet using answer choices A-E.

Steps:

1. From the Class page, click the **New Test** button in the top right corner of your browser. Note that you can choose pre-defined answer sheets if you do not wish to create one from scratch.

2. The application prompts you to enter a name for your test. Enter "Tutorial Test 1." Note that this test name displays on the students' answer sheets.

3. Use the default option of **I would like to design the test from scratch**.

4. Click the **Save Test** button. This action will take you to the Test Designer, where you will design your test answer sheet.

5. To begin building your test, simply select the drop-down menu labeled **Add**. This allows you to insert various question types. For this sample, we will strictly be using Multiple Choice questions.

6. Select the **Multiple Choice** option and the application takes you to the multiple choice editor for your test. From here, you can:
   - Enter the number of questions: "25."
   - Enter the number of answer choices: "5."
   - Enter/select the answer choices: "ABCDE."
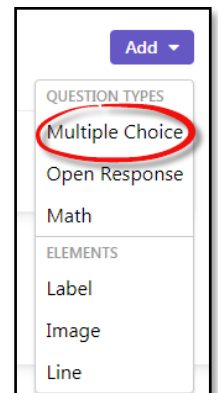
7. While there are different ways to lay out the questions, for this tutorial we will use **Display the answer choice bubbles only**, where you will have 25 questions with 5 answer choices one after the other. The assumption is that you will distribute the test questions separately.

8. Click **Save Section**.

9. The above selection creates a 25-question multiple choice section with 5 answer choices, A-E. As you add items to the test, the Test Preview on the right-hand side of the page updates to show you what your test currently looks like. You can use the Add drop down menu to add more items to your test, however for this example we are finished at this point.

10. When you finish designing the test, select the **Finished** button to save it. A visual representation of the form is below.
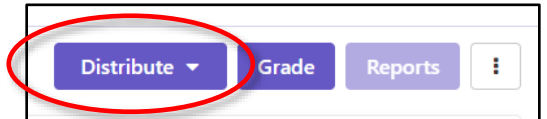
Step Five: Printing Test Answer Sheets

Overview:

Now that your test is designed, you can print them on your office printer. By default, each test is printed with student name, class name, test name, instructor name and page number. You can optionally print a copy of the form that is designated as the answer key. We will do so to demonstrate how an answer key can be bubbled in by the instructor and scanned with the students' completed test forms. A key can also be manually entered by the instructor if desired.

Steps:

1. Select the **Distribute** button in the upper right-hand corner.

2. Select **For Paper**.
3. Choose the option to **Include the answer key**. We will bubble in the correct answers and scan the answer key with the students' tests.
4. Remark provides a list of all of the students in the class. By default, all students are selected since it is the first time you are printing this test. Click the **Download Tests** button and then the application displays the forms in a PDF viewer.
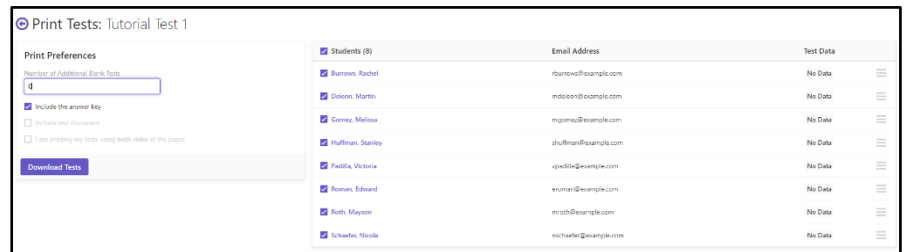
5. Print the answer sheets using your office printer. Before printing, ensure that any options to scale the page, such as "Fit" or "Shrink Oversized Pages" are **not** turned on. You always want to print forms at 100% of their size.

You are now ready to administer the test.

Step Six: Administer Tests

Overview:

After printing the tests, you would administer the tests to your students. To continue with this tutorial, you should print your test forms in Step Five and bubble in answers for them as if the students had taken the test. For the purposes of this tutorial, you can bubble in random responses on both the answer key and student test forms. Leave some bubbles intentionally blank or mark multiple bubbles on the student answer sheets so that you can see how reviewing the data works later in this tutorial.

Step Seven: Grade Tests

Overview:

After your students have taken the test, it is time to grade them. You use your office copier or a common image scanner to scan the answer key and students' completed test forms to a supported image format (PDF, TIF/TIFF, JPG and PNG).
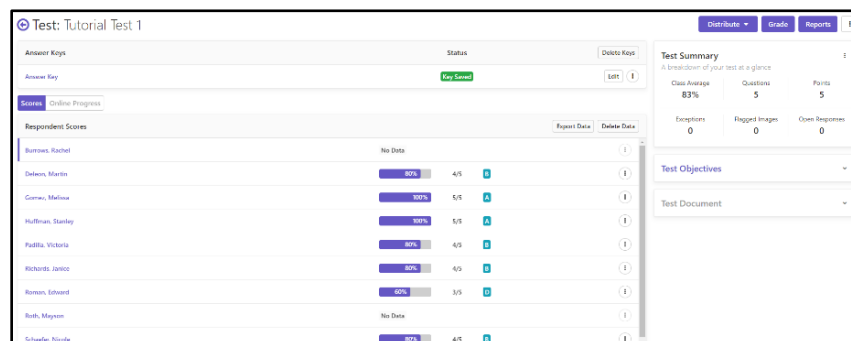
Steps:

1. Scan the completed tests to an image file using your office copier or image scanner. Take note of where you saved the image file created during scanning. We recommend scanning in black and white mode at 300 DPI.

2. Click the **Grade** button in the upper right-hand corner of the application.
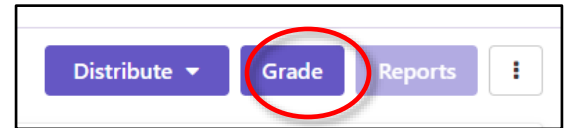
3. Drag the scanned image file to the **Drag Tests Here** area (or alternatively click the **Select Files** button and select your image file containing the scanned test forms). Note that you may need to set the **Custom Files** button to **All Files** to see your file. You will notice that there is a blue box that says **Your test images should be stamped with XYZ**. This set of characters is unique to every test and helps to ensure that you are selecting the right set of test images for this test.
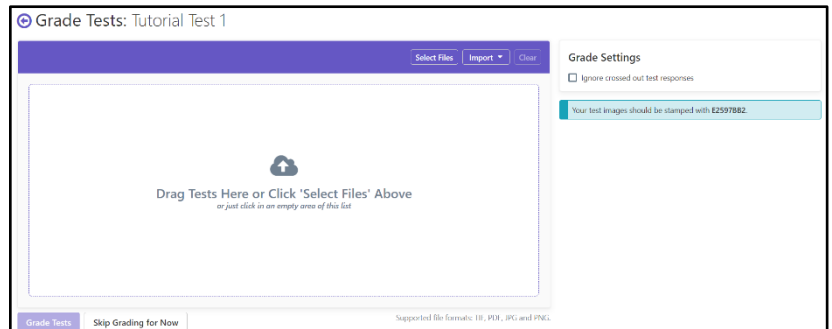
4. Once the test is in the queue, select **Grade Tests** and Remark Test Grading begins importing and grading the tests.

5. As the tests are processed, you are redirected to your test landing page. Here, you see a list of all of the students and their scores based on the answer key you scanned. You can also see a test breakdown for the entire class.

You are now ready to review data and run reports.

Note: If there is a problem reading your test images, you will see a yellow badge under Flagged Images. You should review the images to see why Remark could not read them (e.g. wrong class, images are skewed or offset, etc.).

Step Eight: Review Data

Overview:

Remark Test Grading has the ability to flag various exception cases found during the grading process. Exceptions include multiple and blank responses. As exceptions are encountered, a badge appears next to a student's name and indicates the number of exceptions found on his or her answer sheet. You can either select the student's name to see a particular form or click the badge under the word "Exceptions" in the test Summary area. This allows you to go through all of the tests, review the exceptions, and make changes to the results using your discretion. Note that reviewing exceptions is optional.

Note: When filling out your forms, if you filled in multiple marks for a question, or if you did not fill in answers for a question, you will see exceptions to be reviewed. If your forms have no exceptions you will not have anything to review and can skip this step.

Steps:

1. Locate the **Exceptions** area in the **Test Summary**. If you see a red number under the word Exceptions, this indicates that you have exceptions in your data. Click the red badge.
2. Using the bubbles on the left and the image on the right, determine whether you can make any adjustments. For example, if a student marked two responses but crossed out one, you can select the intended response. If you do not want to make any changes to the response, you can leave it as is or click the red exception to clear it.
3. Use the **Previous Exception** and **Next Exception** buttons to navigate the exceptions.
4. When you are finished reviewing, click the **Save Data** button to return to the test details page. Any changes made to the student's data appear in the updated grade results.

You are now ready to run reports.

Step Nine: Generate Reports

Overview:

Now that your tests are graded, you can run various reports based on class, student and items. You can select one report at a time or generate multiple reports at once. The reports are generated in PDF and Excel formats, so you can download, print or email the reports to yourself or your students. Note that you can only email reports to students from Remark Test Grading if you included their email address in the class roster.

Steps:

1. From the test details page, select the **Reports** button located in the upper right corner.

2. Locate the reports on the left-hand side of your browser. Select the box for each report you wish to run. For this tutorial, select the "Student Statistics," "Student Test" and "Condensed Item Analysis" reports.

3. Click the button to **Run Reports**. The selected reports are displayed in the report viewer to the right. From here you can view, save or email the reports. We encourage you to view each of the reports at your leisure and determine which ones fit your needs. Note that you can also format various parts of the reports by clicking the **Report Style** button on an individual report.
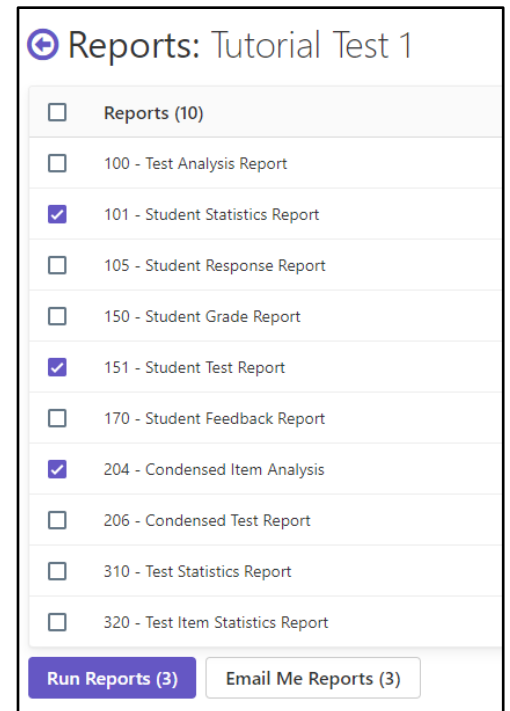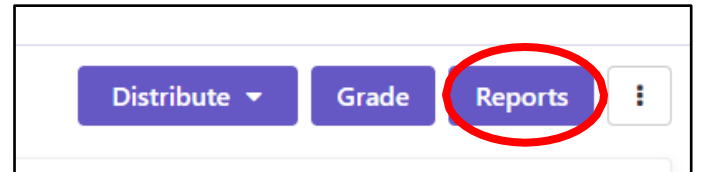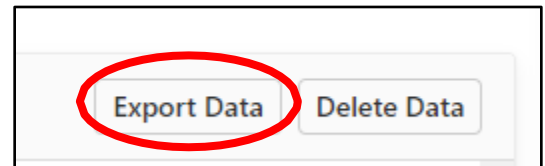
Step Ten: Exporting Data and Grades

Overview:

Remark Test Grading provides the ability to export raw data and grade information. The raw data export is helpful if you wish to conduct further analysis outside of the application or want to share this information with someone who does not have access to Remark Test Grading. The student grades can be exported to popular gradebook, student management, and learning management systems. Some of the formats include Microsoft Excel, Microsoft Access, Blackboard, Canvas, Moodle, CSV, TXT and more. From the page below you can pick the data you want exported and can either download it as a data file or email it to yourself.

Steps:

1. From the test details page, click **Export Data** from the Scores area to view the export options (if you are still in the reports, click the back arrow next to your test name to return to the test details page). The Export Data button is just above the student section on the right.

2. To export the raw data, choose the "Comma Separated (csv)" format and then click the **Download Data** button. The file is downloaded from your web browser (and is in the Downloads folder on your computer). You could now open this file in Excel or another application of your choice (this is out of scope for this tutorial).

3. To download a gradebook file, choose the "Standard CSV" format and then click the **Download Gradebook** button. The file is downloaded to your web browser (and is in the Downloads folder on your computer). You could now import this file into your gradebook program (this is out of scope for this tutorial).

Conclusion

You have completed the Remark Test Grading Getting Started Tutorial, where you learned the basics of:

- Creating and setting a term
- Creating classes
- Building tests for your classes
- Grading completed tests
- Reviewing any exceptions
- Running reports
- Exporting data

Now that you know the fundamentals, there are many other features of the product you can try on your own.

We hope you enjoy Remark Test Grading and that you find it to be a powerful and flexible tool to assist you with the important task of grading your tests.

If you have questions about using the application, please contact Remark Support by filling in the support contact form or email us at support@gravic.com.

We are very interested in your feedback. Should you have product suggestions, thoughts or ideas, please submit our contact form or email us at sales@gravic.com.