

Remark[®]

Test Grading

**Creating and Processing
Standard Tests
Quick Start Guide**



Thank you for using Gravic, Inc.'s Remark Test Grading application. This document is designed as a high-level introduction to help you get started with standard paper tests.

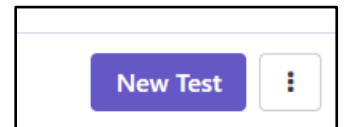
Creating a Standard Paper Test

Overview:

Once a class is set up, you can create a test to give to your new class. Remark Test Grading offers standard test forms and a test designer to build custom test answer sheets. By default, the answer sheets are pre-printed with the student, instructor, class, test, and page information at the top of the form. Alternatively, you can choose to include an area where students bubble in their student IDs instead of printing the names ahead of time. For the purposes of this guide, only standard test forms with printed names are covered.

Steps:

1. From the Class page, click the **New Test** button in the top right corner of your browser.
2. The application prompts you to enter a name for your test. Note that this test name displays on the students' answer sheets.
3. Use the default option of **I would like to use an existing answer sheet design**.
4. Click the down arrow and choose the design you would like to use. There are pre-loaded designs and you can also make your own in the application's settings.
5. Click the **Save Test** button. Note: If you need to make any edits to the test before you use it, click the **Save and Edit** button. This action will take you to the Test Designer, where you can change your test answer sheet.



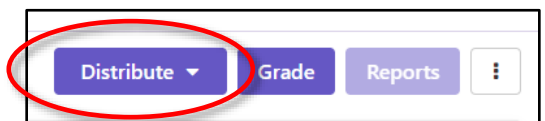
Printing Test Answer Sheets

Overview:

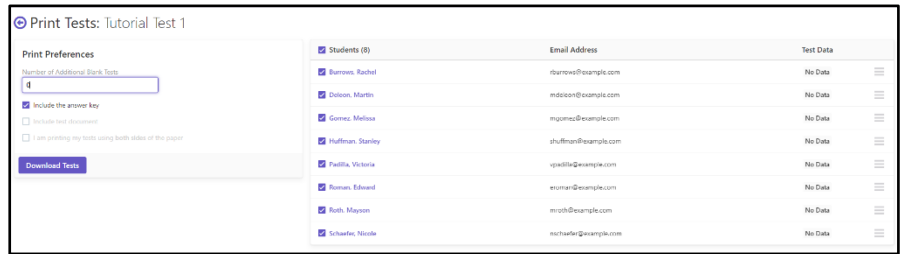
Now that your test is designed, you can print them on your office printer. You can optionally print a copy of the form that is designated as the answer key. A key can also be manually entered by the instructor if desired.

Steps:

1. With your test selected, click the **Distribute** button in the upper right-hand corner.
2. Select **For Paper**.
3. Choose the option to **Include the answer key** if you would like to bubble in an answer key and scan it with the students' tests.



- 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.



- Print the answer sheets from the PDF 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.

Administering Tests

Overview:

After printing the tests, administer the tests to your students. If you printed an answer key with the students' tests, fill in the correct answers.

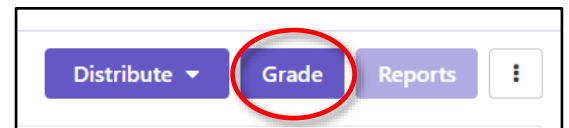
Grading Tests

Overview:

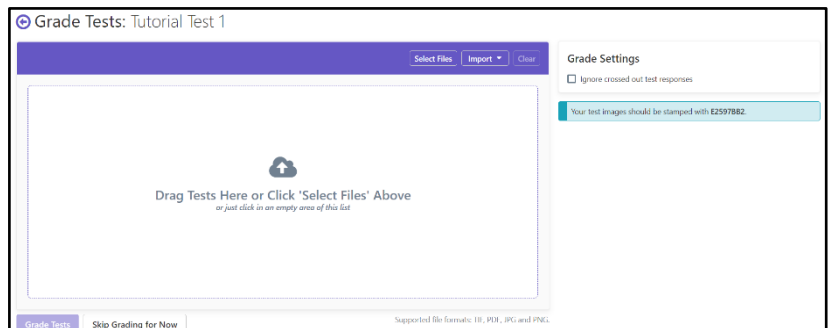
After your students have taken the test, it is time to grade them. You use your office copier or a common image scanner to scan the answer key and students' completed test forms to a supported image format (PDF, TIF/TIFF, JPG and PNG).

Steps:

- 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 resolution of 300 DPI.

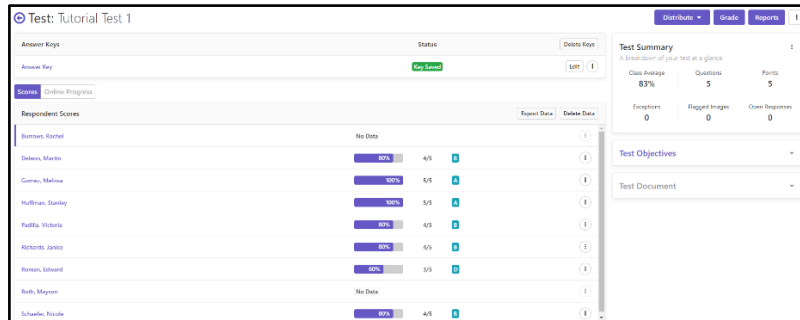


- With your test selected, click the **Grade** button in the upper right-hand corner of the application.
- Drag the scanned image file to the **Drag Tests Here** area (or alternatively click the **Select Files** button and select your image file containing the scanned test forms). Note that you may need 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.



- Once the test is in the queue, select **Grade Tests** and Remark Test Grading begins importing and grading the tests.

- 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.



Note: if you didn't scan an answer key you can click the Create button in the answer key row to enter your answer key.

You are now ready to review data (optional) 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.).

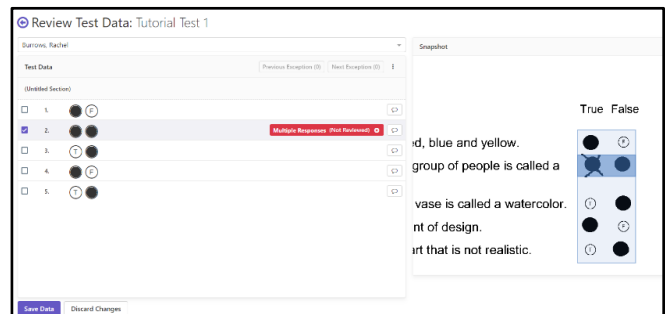
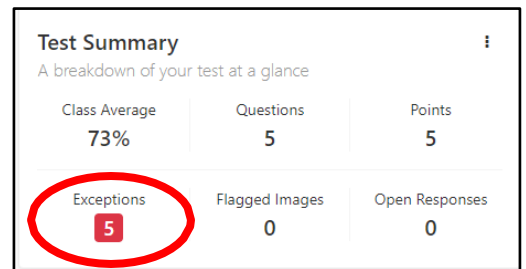
Reviewing Data (Optional)

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, which 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.

Steps:

- 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.
- 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.
- Use the **Previous Exception** and **Next Exception** buttons to navigate the exceptions.



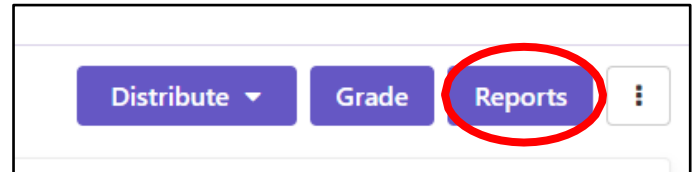
- When you are finished reviewing, click the **Save Data** button to return to the test details page. Any changes made to the student's data appear in the updated grade results.

You are now ready to run reports.

Generating Reports

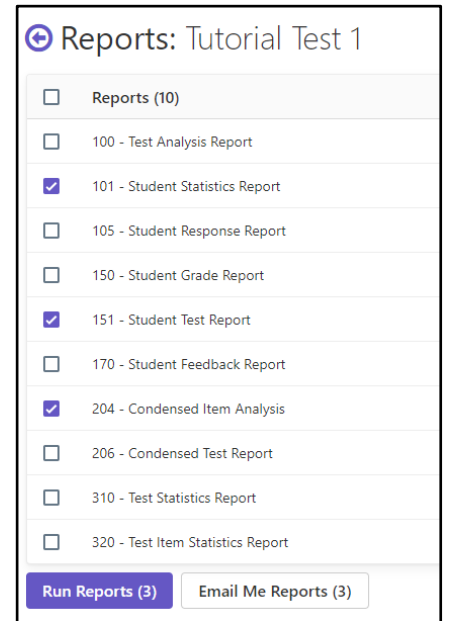
Overview:

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:

- From the test details page, select the **Reports** button located in the upper right corner.
- Locate the reports on the left-hand side of your browser. Select the box for each report you wish to run.
- 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.



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.