OMR Data Processing

ITS offers Optical Mark Reader (OMR) services using an OpScan 8 scanner running the Remark OMR Classic Grading Software.

OMR Services - General Information

- Blank OMR forms are free and available in the URI Library at the IT Service Desk.
- Turnaround time for processing is **48 hours** (This is due to COVID precautions); processing is done **Monday through Friday only**.
- Due to FERPA regulations, data and report files will only be emailed to a URI email address.
- You will need a response scanner sheet for each student taking the exam and one for each answer key.
- You will need a filled out and signed Optical Mark Reader (OMR) Services Request.

Filling out the OMR Scanner Sheets

We cannot stress enough the importance of correctly and neatly filling out the scanner sheets! The machine is very unforgiving of stray marks or other error conditions. Be sure to instruct your respondents carefully on how to fill out the OMR sheets:

- Use a #2 pencil - no pens!
- Fill in the circles completely.
- In the name field, all embedded blanks must be blackened (i.e., between first name, middle initial, and last name).
- In numeric fields, leading zeros should be filled in and all numbers right-justified.
- In the question response fields, only one circle may be filled in. Be sure to completely erase any stray or duplicate marks.

The Answer Key(s)

An answer key will be required for grade processing.

- If you are administering multiple versions of the exam, fill out an answer key for each version in ascending order (i.e., answer key #1 first, answer key #2 next, and so on, up to a maximum of four) and submit them immediately preceding the respondents’ sheets.
- If you are programming your own exam analysis, it is recommended that the key be part of the OMR captured data.
- Fill out the key scanner sheet as if it were one of the respondent's sheets.
  - In the NAME field enter: **answer key**.
  - For the actual question responses, be sure that only one circle is filled in for each exam question.
  - If you have more than one answer key, indicate which key in the GRADE LEVEL field on the back of the form.
  - **Multiple or missing values in the key may terminate the automatic grading routine!**

Instructing respondents on filling out the scanner sheet

**Name:**

In the **Name** field, enter your last name first, leave a blank, and then your first name. Be sure to blacken the blanks between the two sets of character strings.

**Identification Number:**

Enter your 9-digit URI Student ID number. This is **required** if you want to upload to Brightspace.

**Course section (optional): Used for multiple Sections.**

**DO NOT WRITE IN THIS SPACE field:** This field is divided into two rows (0-9). Treat the row under IN THIS SPACE as a left (tens) column and the upper row under DO NOT WRITE as a right (ones) column.

(For example, if students from multiple sections are taking the same exam, they must fill in the appropriate section number. A student from
section 5 must enter 0 on the row under IN THIS SPACE, and 5 on the row under DO NOT WRITE.)

Test Version:

GRADE or EDUCATION field: The first column (1-4) is for entering the number of the answer key that the student is using.

NEW PROCESS: Requesting Automatic Exam Grading

Automatic Exam Grading Options are now part of the Services Request sheet

Submitting jobs for processing

1. Have respondents complete the OMR scanner sheets correctly and neatly; see Instructing respondents on filling out the scanner sheet.
2. If you are administering an exam, complete one or more separate scanner sheets as the answer keys. Answer keys must be on top of the response sheets.
3. Fill out the Optical Mark Reader (OMR) Services Request form with all required information. Missing information will result in non-processing of the exam.
4. Complete and drop off all the above forms in the Library at the IT Service Desk
   1. All exams must be in an envelope. One will be provided if you do not have one.
   2. Sign the drop-off entry in the log book provided
5. Surveys are submitted without answer keys and require no grading. A data file will be emailed to you.

OMR processing output

The Remark OMR software produces the following reports which will be sent via email:

<table>
<thead>
<tr>
<th>Old report name</th>
<th>New report name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Report Listing</td>
<td>Student Statistics Report</td>
</tr>
<tr>
<td>Histogram</td>
<td>Student Score Histogram</td>
</tr>
<tr>
<td>Item Analysis</td>
<td>Detailed Item Analysis</td>
</tr>
<tr>
<td>Individualized Reports</td>
<td>Student Grade Report</td>
</tr>
</tbody>
</table>

Additionally, you will receive excel spreadsheets of the data file and grade report.

How to upload the grades into Brightspace can be found in our Knowledgebase Article

Your job is complete and ready for pickup when you receive the email from OMRGRADE@uri.edu with the grade report. If you discover a problem, please contact us via e-mail at OMRGRADE@uri.edu

You may call 874-4364 in 48 hours to confirm that your job has been processed.

OMR job retrieval

Once jobs are completed the scan sheets and any printouts may be picked up in the Library at the IT Service Desk.

1. You will need to sign on the pickup line in the log book.
2. Please bring an ID as our workers will need to verify your identity to release the exam.
Preparing Your OMR Grading Data for Upload to Brightspace

This article explains how to prepare your raw OMR grading data for uploading to the Brightspace gradebook.

1. The data from OMR grading does not contain a header row.
2. Column A will now be the value listed in the Name field of the General Purpose Sheet. Since the values in this column will not match anything in Brightspace, you can delete it.
3. Column A will be the value listed in the IDENTIFICATION NUMBER. Please add a row above row 1 of your sheet. Please type OrgDefinedId in cell A1.
   - NOTE: In order to upload to Brightspace, you’ll need to have the students fill out their 9-digit URI ID numbers in the IDENTIFICATION NUMBER field on the GENERAL PURPOSE ANSWER SHEET.
4. Column B is the value of points out of 100. You can name this Exam.
   - NOTE: You will be given a chance to create a grade book item or import this into an existing grade book item when you import the file.
5. Column C is the value of how many questions were correct. This column also has no equivalence in Brightspace. You can delete this column.
6. Type a # in the first row C1
   - For smaller list you can grab the lower right hand corner and pull down to the last cell that has student data in the list.
   - For larger lists you can right-click on the C column, then click on ctrl+d. This will fill in the whole column with #.
You will have to delete the # where there is no student data.

- Replace C1 with **End-of-Line Indicator**

Save the file as a .csv.

Now you are ready to upload to Brightspace.

See KB article: [https://uri.makekb.com/entry/199/](https://uri.makekb.com/entry/199/)