

Code of Practice – Use of the OMR (Optical Mark Reader) CAA

OMR papers or Student Answer Sheets for students with learning difficulties and disabilities, directly to the Internal Examiner or to his/her Department.

- 1.10. The Student Records & Examinations Office, on the day of the examination, will supply OMR papers for all students, other than students with learning difficulties and disabilities, who will be catered for in accordance with 1.9 above.
- 1.11. Candidates must provide their own pencils and erasers for the examination.

2. Following the examination, the procedures to be adopted are:

- 2.1. The Invigilator shall collect the student answer sheets/combined test papers at the end of the Examination, checking that they are in good condition (not folded, torn etc) and in the same orientation. Any scripts that are not in good condition should be put to the top of the pile. Where OMR Separate Answer Sheets are used for the exam, any question papers should be removed.
- 2.2. The Student Records & Examinations Office will have the OMR Separate Answer Sheets/Combined test papers ready for collection by the Internal Examiner (or representative) from the examinations venue after the exam has finished. The Student Records & Examinations Office will need to see an ID card prior to releasing any sheets.
- 2.3. The Internal Examiner will visually check the OMR forms to make sure the scripts are in good condition (see 2.1 above). If there are any unexpected issues with the content of the exam, these should be noted before being sent for marking.
- 2.4. The Internal Examiner will then take the Separate Answer Sheets /Combined test papers, together with the lecturer answer sheet/lecturer master copy (in the case of the combined test papers), to the Print Unit in Herbert Manzoni where they will be stored securely before processing
- 2.5. IT Services and the Print Unit will scan the papers (see Service Level Statement).
- 2.6. IT Services will email the results to the Internal Examiner. This is normally within a maximum of one working week from receipt (see Service Level Statement). Scanned papers will be returned to departments.
- 2.7. The Internal Examiner is responsible for any papers which cannot be processed using the OMR service.
- 2.8. IT Services will be available to assist in further analyses of results if required.

3. Resit examinations – changes from above procedure

- 3.1. Resit examinations are usually not optically marked, due to the low numbers of candidates.
- 3.2. When a resit examination previously used OMR there will be a requirement for OMR-style stationery in order to capture candidates' answers. IT Services will format papers as required and the Student Records & Examinations Office will be responsible for delivering the papers to the exam venue.

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Service Level Statement - Optical Mark Reader (OMR) Computer Assisted Assessment (CAA) Service for Coursework and Diagnostic testing.

- b. IT Services will either create the required layout or provide a Word template and support for the academic to prepare the layout themselves. In either case, IT Services will ensure the test paper is in the correct format, scannable and usable (taking DANS accessibility and Student Records & Examinations Office requirements into account). The process may take a number of draft versions.
- c. Once the academic is happy to proceed, IT Services will request the printing and delivery of the required number of test papers. One copy will be marked 'Lecturer Master Copy' upon which the academic will record the correct answers. One further blank copy will be used to create a scannable test template.
- d. The academic returns the taken test papers and lecturer master copy to the Print Unit who will either scan the papers and email the data to IT Services (within 3 days of receipt), or immediately deliver the papers directly to IT Services.
- e. IT Services will process the results within 1 working week of receipt and will produce the reports, notifying the academic by email as soon as the results are ready. Results will be delivered as email attachments (see below). Test papers are kept securely until they are returned by the Print Unit or internal mail.

Reports

The following report files will be sent as email attachments:

1. Results in student alphabetical order (PDF)
2. Frequency distribution of module marks (PDF)
3. Graph-based item analysis report (PDF)