

Code of Practice – Use of the OMR (Optical Mark Reader) CAA (Computer Assisted Assessment) Service for Undergraduate and Postgraduate Exams

1. Prior to the examination please adhere to the following procedures:

- 1.1. The Internal Examiner should be aware of the OMR service procedures. Training and support is available from IT Services. The OMR website, available from LEARN, provides OMR service contact details.
- 1.2. The Internal Examiner shall inform the Student Records & Examinations Office of his/her intention to use the OMR system for an exam. This should be done via the Examination Information Sheet and coordinated by departmental administration staff.
- 1.3. IT Services and the Student Records & Examinations Office will exchange details of OMR examinations as they are received.
- 1.4. All pink examination forms for OMR Combined format exams should be sent to the Student Records & Examinations Office. Once received, they will instruct the Print Unit to print the exam paper.
- 1.5. All combined format papers should be sent to IT Services (t.c.baseley@lboro.ac.uk or j.c.brewin@lboro.ac.uk) for OMR formatting and verification, prior pink examination forms being completed.
- 1.6. IT Services will supply the Print Unit with pdf versions of OMR combined exam papers, the Master lecturer's sheets and quantities (including spares) required, once Internal Examiners have confirmed the papers have been correctly finalised. Once printed, the student papers will be delivered to the Student Records & Examinations Office.
Similarly, OMR Separate Answer Sheets, which do not contain the exam questions, will be requested for printing according to departmental instructions.
- 1.7. IT Services will supply the Master lecturer sheets, together with an information pack, to the Internal Examiner in advance of the exam.
- 1.8. The Internal Examiner shall verbally instruct candidates in the OMR procedure prior to the exam, using information available on the OMR website. No further verbal instruction shall be given to candidates in the Examination Hall. Instructions on how to complete OMR exams are printed on the papers.
- 1.9. The Internal Examiner, after seeking advice from the University Disability and Additional Needs Service, shall cater for the requirements of any students, with disabilities or additional needs, taking the examination. Upon request, the Student Records & Examinations Office will supply additional combined

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.

Availability

OMR requests should normally be placed by email to IT Services. (t.c.baseley@lboro.ac.uk or j.c.brewin@lboro.ac.uk). A response to the request will be made within 3 working days. Requests can also be made via the IT Services Helpdesk.

Procedure for creating and handling OMR stationery.

The service for optically marked CAA tests provides either separate answer sheets or combined test papers. These sheets or test papers will be marked using the following procedures:

1. Separate answer sheets
 - a. The academic provides two weeks notice (phone/email) of a test taking place. Required information is:
 - i. Date of test
 - ii. Module code of test
 - iii. Number of students taking test
 - iv. Number of questions in test (e.g. 45)
 - v. Number of options per question (e.g. A-E)
 - b. The appropriate stationery will be issued promptly.
 - c. On receipt of the completed papers IT Services will process forms 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.
2. Combined question-and-answer test papers
 - a. The academic provides two weeks notice (phone/email) of a test taking place (noting any departmental deadlines with respect to higher stakes assessments). Required information includes:
 - i. Date of test
 - ii. Module code of test
 - iii. Number of students taking test
 - iv. Unformatted Word file comprising test questions and options, including any test rubric and marking scheme information.

- 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)
4. Excel spreadsheet data, comprising 6 worksheets:
 - a. Item analysis
 - b. Marks in student alphabetical order
 - c. Marks in mark order
 - d. Marks in ID order
 - e. Marks in mark order (alternative data)
 - f. Marks in ID order (alternative data)
5. Individual student forms detailing the student's exact responses, as scanned, are available on request.

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