

Office of the Registrar Optical Mark Read Scanning Service

Office of the Registrar's Service

The Office of the Registrar at Northwestern University provides OMR scanning of exams and surveys to professors and their assistants.

We offer simple multiple choice test scanning which returns both the answers the students chose, as well as the number correct. We do not provide statistical analysis for exams.

The scanning process produces two fixed-length field plain ASCII text data files. One data file which reports name, ID number, and number of questions correct, a second data file reports for each student a row with a scanning serial number, name, ID, additional individual data as collected, individual answers to each question, and again, a final tally of the number of correct answers for each student.

Both files can easily be imported into statistical software or Microsoft Excel for analysis and record keeping.

Each scanned form is imprinted with a serial number, date, and number correct during the scanning process.

We offer the NCS General Purpose Answer Sheet 4521 for 200 questions or fewer. We offer scanning for this form only. This form is available from the Office of the Registrar for \$.10 each. To order answer sheets, send an email to the address below, include your contact information, quantity, **and a CUFS number including object code.**

The OMR scanning service is offered by appointment only. Scanning service appointments are offered at 15 minute intervals between 9:00 – 11:00 AM and 1:00 – 4:00 PM.

Faculty or their assistants who wish to use the service should email Bill Berry, at the following email address:
w-berry@northwestern.edu

To make an appointment, **please choose a day and an appointment time during the scanning appointment hours**, for example: 9:15 (-9:30), or 3:45 (-4:00). If that appointment slot is taken, you will be offered another slot as close to the one you chose as possible. You may take that slot, or request another. **Please allow a three business day lead time for scanning appointments.**

Please provide the following information:

The name of the instructor
School
Department
Name of the course
E-mail and phone number for the instructor

Bring a USB drive or CD-R to transport your data files, or we can email them to you.

NOTE: Please take care in handling the answer forms, folds, tears, stains, and irrelevant pen or pencil marks impede scanning and can result in a failure to read.

Instructions for Importing OMR Data files into Microsoft Excel

You will be provided with two data files: filename.dat, and FILENAME.SDF. The *.dat file is the larger file, it consists of:
1. scanning serial number, 2. name, 3. ID number, 4. individual answers, 5. number correct.

```
      1 v v          2v          3v          4 v
710000001001042903001 5323 #0001 Y P XXXXXN XXXXEY M   F160606999922997 44433144333212133344114433133311444
5v   v
0020
```

The *.SDF file consists of : 1. ID number, 2. name, and 3. number correct

```
XXXXXXN XXXXEY M   999922997   0020
```

To import a data file into MS Excel:

Open MS Excel, from within the Excel application choose Open from the File menu. For the “Files of type:” in the dialog box, choose “All Files(*.*)”. Choose your data file, e.g. the “filename.dat” file. Text Import Wizard – Step 1 of 3 opens.

Choose “Fixed width”, click on the “Next” button.

Text Import Wizard – Step 2 of 3 opens. Set column breaks using the lines with arrows. For individual answers you need to place a line with an arrow between each answer to separate them into columns. Note: there is a long space between the individual answers and the correct answer count column. When you’re finished setting column breaks, click Next.

Text Import Wizard – Step 3 of 3 opens. For “Column data format” click on the text radio button. Highlight the first column with your mouse, scroll the columns to your right, hold down the shift key and click on the final column. Click finish.

In the spreadsheet, select all, use the Format menu > Column>Autofit Selection. Save your spreadsheet file.