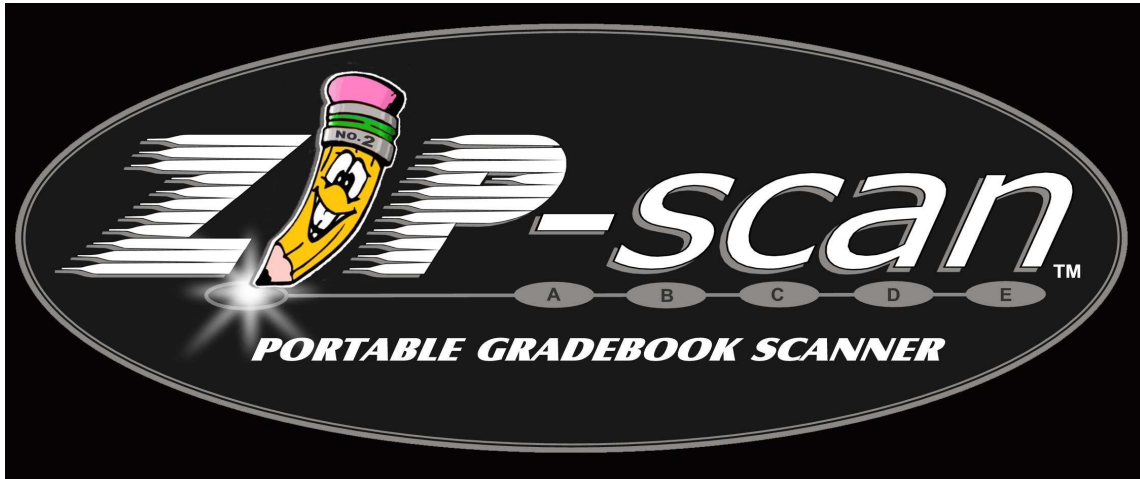


# ZIP-scan™ Test Wizard Quick User's Guide (Version B3)



For accurate results:

- Use a quality #2 pencil.
- Make a dark mark, covering the entire bubble.
- Recalibrate every time you use new batch of forms or new paper stock.

# Hardware Installation

The ZIP-scan does not require a power connection. It is connected directly to a Windows PC with either a USB cable or a RS-232 serial cable.

To configure a USB connection, put the CD-Rom titled “ZIP-scan Wizard/USB Port Drivers” in your PC drive.

Next plug the USB cable into your PC and the ZIP-scan. Your PC will automatically discover that a new USB device (called “USB Grader”) has been attached and you simply follow the prompts to install the special USB ZIP-scan driver on your PC. For Windows XP, do not worry about the Microsoft warning that is displayed, just click the “Continue Anyway” button. The installation process will repeat itself twice, which is the normal procedure. When done, unplug the cable from the ZIP-scan for a few seconds and then plug it back in to activate the new USB drivers. You may be instructed to reboot your PC.

Alternatively, you can connect the ZIP-scan to your PC using the 9-pin RS-232 serial cable. Simply connect each end of the cable to the 9-pin connector on the PC and to the ZIP-scan. This connection is immediately functional (no drivers needed).

Now open the Test Wizard Program and click on the “**Setup**” button. In the Set-up window, click on the “Autodetect Port” button and the serial port you attached the serial cable to will be identified. After the port is found successfully, click OK.

## Calibrating the ZIP-scan

With the cable connected to the ZIP-scan, undo the latch on the front of the ZIP-scan and open the top of the scanner up to a vertical position. The latch unlocks by pulling out on the bottom portion. It is **very important** that the ZIP-scan be positioned on a flat, level surface. The answer sheets must fall straight down through the sensors to be read properly. Many users position the scanner on the floor or on a low table where they can easily feed the sheets into the scanner while they are sitting in front of their computer screen.

The first time you use the ZIP-can and **every time you use a new batch of printed forms**, you must calibrate. Click on the setup button and then the “**Calibrate ZIP-scan Machine**” button and follow the instructions. Drop eight different unmarked answer sheets through the ZIP-scan machine. (Do not drop the same sheet eight times.) Note that the pages are dropped with the printing facing you, bottom of the sheet first. As a reminder, the test sheets have instructions and an arrow printed on the lower right edge. A number on the screen will count each sheet as it is dropped. After the last sheet, wait 10 seconds while the calibration results are automatically stored in the memory of the ZIP-scan. A message will appear on the screen confirming the calibration has been stored successfully.

If you witness errors in the scoring of a test, do the calibration again, using 8 separate unmarked answer sheets from the same batch. You are characterizing the paper that the answer sheets are printed on. As long as you are using forms that are printed on paper from the same carton, re-calibration should not be needed. The calibration is saved in the memory of the scanner so different PCs can be used.

## Preparation

You are now ready to start scoring tests. Click on “**OK**” on the Setup screen to go to the main “Welcome” screen. Click on the “**Start**” button.



# Enter Configuration Data

ID	Name
11411	Cherpiski, T
13141	Burt, Katina
24126	Nielsen, He
26126	Robertson,

The “**Enter Configuration Data**” window appears. Fill in the “**Test Name**” and the optional “**Test ID**”. These will appear on the summary, student reports, analysis pages and will be the name of the storage file. The Test ID will also be the default name for the files if you choose to export the data. You must enter the first part of the **FORM #** in the block provided. This number is printed on the right side of the answer sheet. An example standard form number is 50060100, indicating that there are 50 questions and 06 ID digits to identify the students taking each test. The next block on the screen is “**Number of Relevant Questions**”, which is the number of questions of the test to be corrected and can be any number from 1 to 300. If the number of test questions is greater than the number on the first form, the Test Wizard will automatically know how many sheets are needed. The **Answer Sheet CD** has .pdf files for additional test sheets for up to 300 questions.

On the right side of the screen is an option for “**Use Drop Sounds**”. The default is ON. When an answer sheet is dropped which has no

blanks (-) or ambiguous (?) responses, you will hear a pleasant sound. But if an answer sheet has a blank response or if more than one bubble for a question is marked, a sharp sound is made by the PC to identify the situation. You can either edit or accept the response. If you choose not to have sound, remove the check from this box.

Ignore the “**Answer Labels**” section in the middle for now. It will be discussed in the Advanced Features section later in this manual.

Ignore the “**Load Profile**” button at the top left for now. It will be discussed in the Advanced Features section later in this manual.

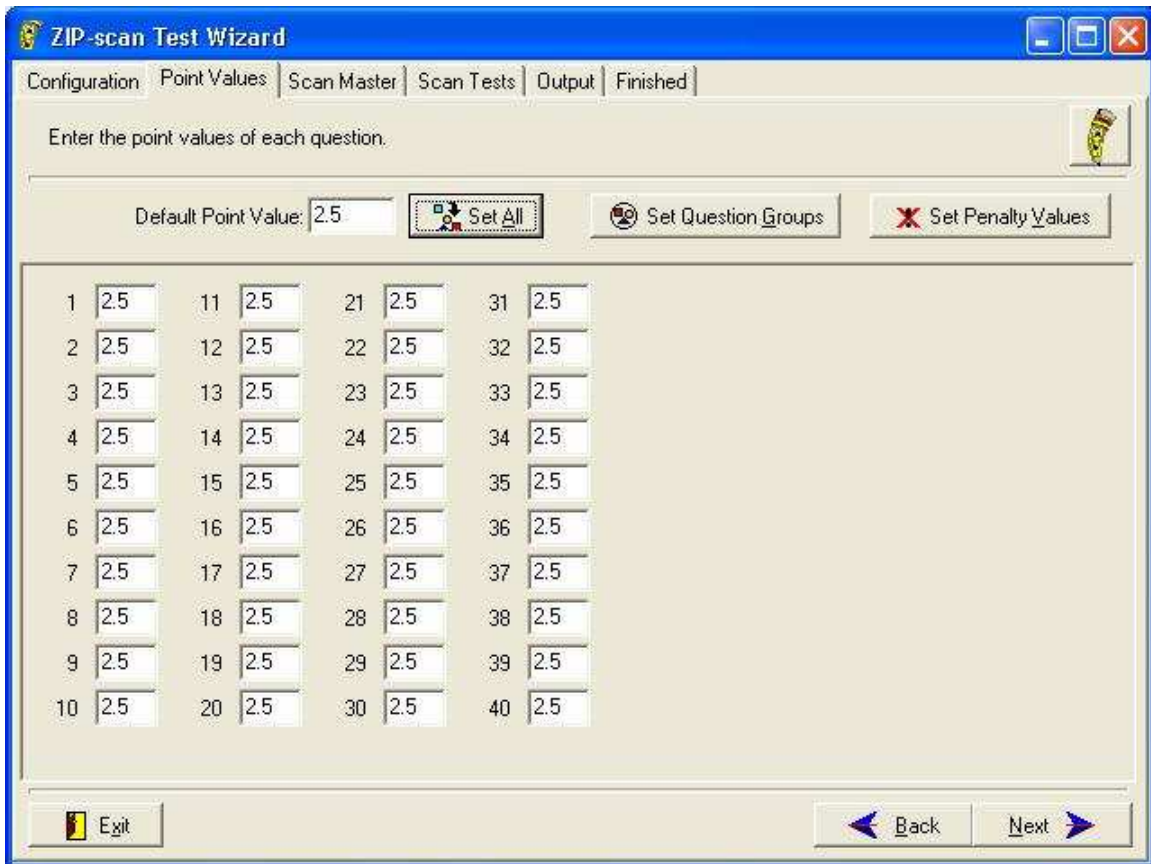
The “**Print**” section of the screen can be skipped initially. If you want the names of the students included automatically on the reports, you need to create a simple “.txt” data file (using the Word Pad program included in the accessories programs of Windows). This data file will list on each line of the file a student’s ID number, then a tab, then the student’s name. Use one line for each student. Click the “**Browse...**” button and find this file you created on the PC and click “**Save**”. If you are successful, the data will appear in the window on the Test Wizard screen with headings of “**ID**” and “**Name**”.

If you check the box in front of “**Print Student Report When Scanned**” and pick the printer you want to use, then each time you correct a student’s test, that student’s individual report will immediately print on the printer. This would allow the student to get their individual report off the printer and return to their desk to assess the results of their test.

Note: If the “**Next**” button at the bottom of the screen does not appear on your screen, you need to go into “Control Panel/Display/Settings/Advanced” and change the DPI setting to be “normal”.

## Point Values

Click on “**Next**” and the “**Point Value**” window appears. You can enter the same point assignment value for all questions, or you can customize the test to give greater value to some of the questions. Use the tab key to move to sequential blocks that will turn blue, and then just type in the new value.



The screen will display a box for every question on the test. You can assign different point values to every question or the same by setting the default and clicking on the “Set All” button. Then edit just those individual questions that are to be different.

Click on the “**Set Penalty Values**” button and you will get the screen below listing every question on the test and the penalty point value that you wish to deduct when they provide a wrong answer for a question. The value is positive on the screen, but it will be deducted when there is a wrong answer to discourage guessing on the test. If the question answer is blank, then there is no deduction to the score.

The “**Set Question Groups**” button will be discussed later in the Advanced Features section of this manual.

ZIP-scan Question Penalty Setup

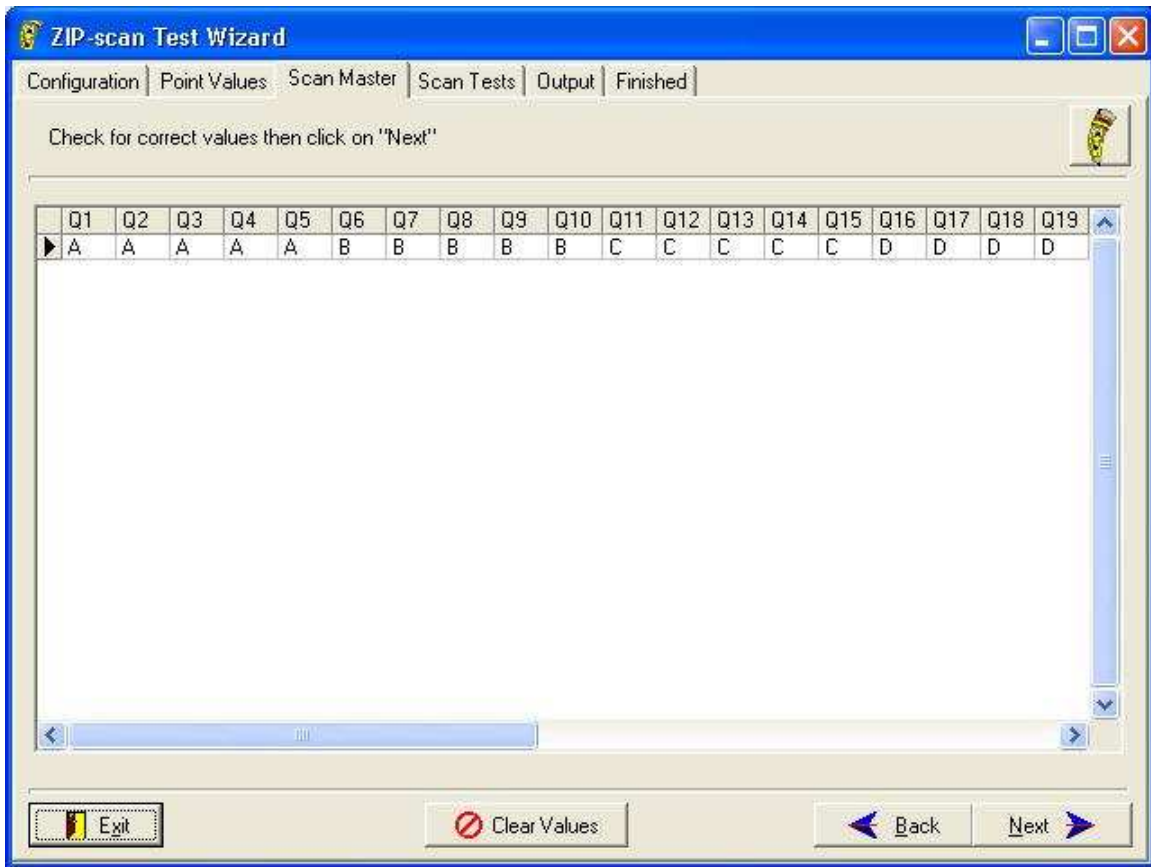
Default Penalty Value:

1	0.5	11	0.5	21	0.5	31	0.5
2	0.5	12	0.5	22	0.5	32	0.5
3	0.5	13	0.5	23	0.5	33	0.5
4	0.5	14	0.5	24	0.5	34	0.5
5	0.5	15	0.5	25	0.5	35	0.5
6	0.5	16	0.5	26	0.5	36	0.5
7	0.5	17	0.5	27	0.5	37	0.5
8	0.5	18	0.5	28	0.5	38	0.5
9	0.5	19	0.5	29	0.5	39	0.5
10	0.5	20	0.5	30	0.5	40	0.5

## Scan Master

Click the “Next” button and the “**Scan Master**” window now appears. Drop the master answer sheet, or multiple sheets in sequential order, through the ZIP-scan. The student ID number section can be left blank, as it is not read.

The “**Check for Correct Values**” window appears as below. Check the displayed data for accuracy. If there is a problem, you can manually edit this screen, or click the “**Clear Values**” button and rescan the master answer sheet (or multiple sheets). When the data is correct, click on “**Next**” and the “**Drop Test Forms Through Scanner Now**” window appears.



## Scan Tests

Drop the first student test sheet (or sequential multiple sheets if the test has more than 50 questions) through the ZIP-scan. The **“Scan Tests”** window appears with the scored results and the name for that student displayed at the top of the screen if you created the name file.

Wrong answers are flagged on the left side of the screen with the correct answer indicated. A pleasant beeping sound indicates that there are no blanks or duplicate bubbles marked per question. If a question mark “?” appears for an answer, this indicates that two bubbles were marked for an answer, making it “ambiguous”. Either erase or darken one of the answers and drop the sheet again. The ZIP-scan will automatically choose the darkest bubble. If a dash mark “-” appears for an answer, no bubble was marked, and the question on the test sheet is “blank”. Alternatively, you can also edit responses directly on the screen, or delete entire records. When changing an answer on this screen, be sure to put the cursor into another field to cause the newly edited information to be saved.



**ZIP-scan Test Wizard**

Configuration | Point Values | Scan Master | Scan Tests | Output | Finished

Drop Test Forms Through Scanner Now      **Matthews, Alexandra**      Score: 79/100, 79%

Errors

IDNo	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14
13141	B	A	A	A	A	B	C	D	C	B	C	C	C	C
11411	A	A	A	A	A	B	B	B	B	B	C	C	C	C
90167	A	A	A	A	B	A	B	B	B	C	C	B	B	D
29178	A	A	A	A	A	B	B	B	B	A	B	C	C	C
95115	A	A	A	A	A	A	B	B	B	B	C	C	C	C
26126	A	A	A	A	A	B	B	B	B	B	C	C	C	C
24126	A	A	A	A	D	B	B	B	B	B	D	C	C	C
54125	A	A	C	A	A	B	B	B	A	C	C	C	C	C
80167	A	A	A	A	A	B	B	B	B	B	C	C	C	C
61520	A	A	A	A	A	B	B	B	B	B	C	C	C	C
46320	A	A	B	A	A	B	B	B	B	B	C	B	D	C
42126	A	B	A	A	A	B	B	B	B	C	C	C	C	C
55114	A	A	A	A	A	B	B	B	B	A	C	C	C	C
35141	B	A	A	B	A	B	B	B	B	B	C	C	C	C

Q V A  
1 B A  
4 B A  
15 B C  
17 E D  
21 D E  
26 E F  
31 F A

Exit   Edit Master Answers   Delete Record   Back   Next

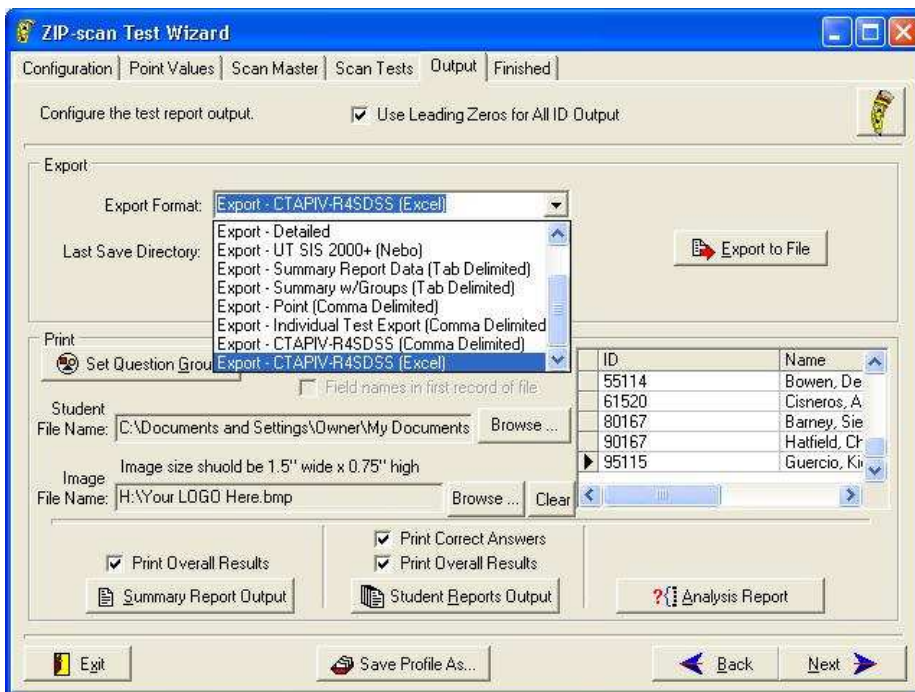
**Note: The bubbles need to be darkly marked and completely filled in by the students. At the end of a test, it would be wise to allow the students extra time to review their answer sheets and darken any bubbles as needed.**

Continue to drop each student's test sheet, or multiple sheets, through the ZIP-scan. Each student's results will be automatically included in the summary screen displayed with each student's score and ID/Name displayed at the top of the screen. Student tests will be scored as fast as you are able to drop them individually through the ZIP-scan. When you have dropped the last test, click "**Next**".

# Output

The “**Configure the Test Report Output**” window is displayed. This screen has many features that you need to become comfortable using. You can practice using each of the options over and over and you will always return back to this screen. You will not lose this screen until you are done and you click on the “Next” button at the lower right corner. You can actually make some changes and see how the changes effect the reports.

The “Export” has a drop down menu of different reports that can be chosen. Choose the report you want in the window, and then click on the “**Export to File**” button. Browse to the desired folder and click “**Save**”. The test file will have the default “**Name and ID Number**” you assigned first configuration page at the beginning, or you can change it. Each time an “Export to File” selection is made, this file is immediately created. It is then fun to immediately go to this location using Windows Explorer (hold down the key on the bottom of the keyboard that has a windows symbol on it and press the “E” key to open an Explorer session). This Export Feature enables multiple tests formats to be saved.



The “**Export**” block has:

“**Generic and GradeSpeed**” are identical grade book formats. This format is the most popular and simple. The text file lists on each line the student’s ID Number, a tab, and then their score on the test. This format can also be used for WinSchool® and Grade Machine® grade book programs. Please test your grade book program to see if it works with this simple format and let ZIP-scan know your results.

“**GradeQuick**” by Jackson Corporation uses a fixed spacing file format. The student ID begins in the first space of each line and the student’s test score begins in the tenth space of each line.

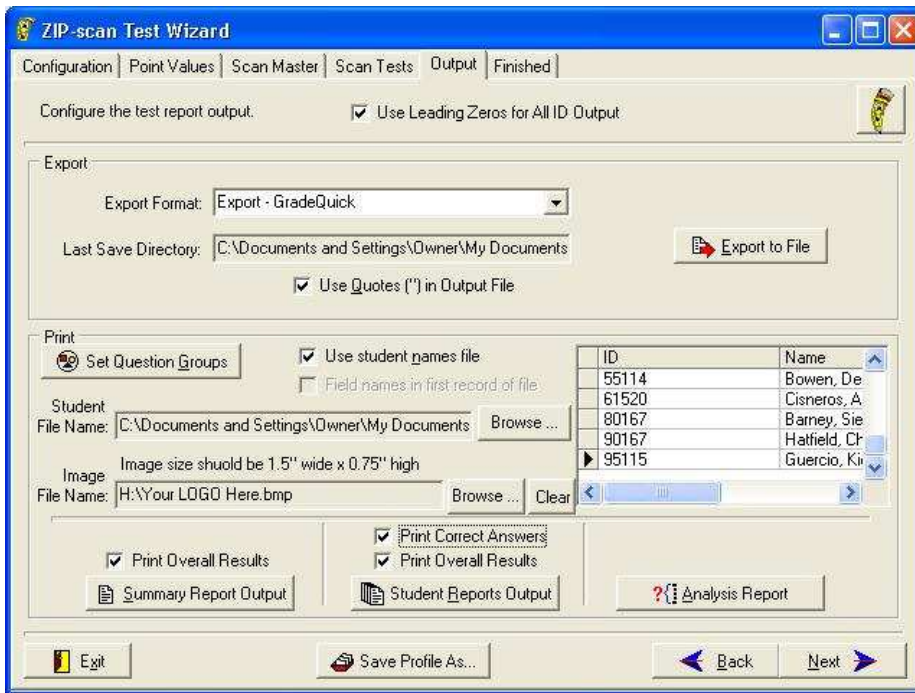
“**Detailed Export**” creates a comma delimited data file. It lists by ID number every answer that each student made to every question in sequence. Some instructors use this type of electronic file for their own test correction and analysis using Excel® or other program.

“**UT SIS 2000+**” is an export for Utah schools. Contact ZIP-scan for details.

“**Summary Report Data (& w/Groups) (Tab Delimited)**” creates a text data file listing of the Summary Report that has each student’s ID number, name, score, and percentage in a tab format that can be imported into Excel® or other programs. To import the file, start the Excel program and click on “Open” and navigate to the data file you want to import and double click on the file. Follow the prompts to select either tab delimited or comma delimited and take the default selections. The data will then appear in individual cells of Excel.

“**Individual Test Export**” creates a “.csv” (comma separated value) data file listing every student with their ID, their name, their score, and their answers to every question and if their answer is wrong, then the correct answer is listed. This data is automatically imported into Excel if you have Excel on your PC. This file was created for the instructor that wants the test results in detail for their own Excel analysis. This files is very adaptable using Excel.

“**CTAPIV**” is a special program for Benchmark Test Analysis and it will be covered in the Advanced Features Section of this manual.



The “**Print**” block has a helpful, optional feature that enables all the student’s names to be included on the reports. To do this, you need to create a simple “.txt” file using Word Pad, or similar method. Input each student’s (ID Number) (tab) (Student Last or First Name) (space) (Student First or Last Name as desired) for all the students who will be taking tests. Check the box “Use Student Names File” and the Test Wizard program will compare the student ID numbers on the tests that were scored and will automatically include the name of each student on the reports. The “**Browse**” button finds the file that contains the student’s name and ID number information. The window on the screen will fill in with data to confirm that the data has been successfully selected. The name file must have a “.txt” extension. (A .doc file is not acceptable.)

“**Image File Name:**” Enables your logo that you have created or have available to be included at the top of your reports on the right of the title opposite the ZIP-scan logo. You simply “**Browse...**” to the location of your logo in a “.bmp” format and double click on it to have the Test Wizard automatically include the logo on the reports.

Note the “**Set Question Groups**” button is discussed in the Advanced Feature Section. You can create the groupings, view the results and then make changes to the groupings and view the results of the changes in the output reports over and over.

At the very top of the screen in the middle is a box which if unchecked will not use leading zeros for the ID number when printed on the reports. This only applies when you are using less digits than the test form has space to permit. In this instance the student can fill in their ID number at the beginning, middle, or end of the block of bubbles for ID number. But, for the name data file to function, you must use leading zeros for the ID number in the name file listing.

At the very bottom of the screen in the middle is the “**Save Profile As...**” button which is discussed in the Advanced Features Section.

At the bottom of the screen, there are three reports that can be generated. Each report has options to view a selection, print a selection or create a .pdf file to save the information in Adobe Acrobat format for later viewing or printing. Please note that you can go back and forth to each selection as needed while you are in this final screen of the Test Wizard.

Above the “**Summary Report**” button is a check box, which when not checked will delete the printing of the overall summary. Some instructors are totally focused on the question grouping results and do not want the overall results to be included in the report.

Above the “**Student Report**” button is a similar check box, which when not checked will delete the student’s overall test results leaving only the grouping results. Also, you can uncheck the “Print Correct Answers” box, then the correct answers will not print next to the “X” on the student reports which marks the answers which are wrong. This allows the student to try again to chose the correct answer.

The “**Analysis Report**” screen provides the ability to select the sections you wish to include in the report. Also, there is an “**Export Data**” option to have the file exported in a tab-delimited format for use in Excel or similar programs. Note that the actual export does not occur until an Output Option for the Analysis Report is used. For example: do the “**View**” option to trigger the generation of the export file.

When you are completely done, click the “**Next**” button at the lower right corner of the screen and you will be able to return to the first Test Wizard screen to begin correcting a new test.

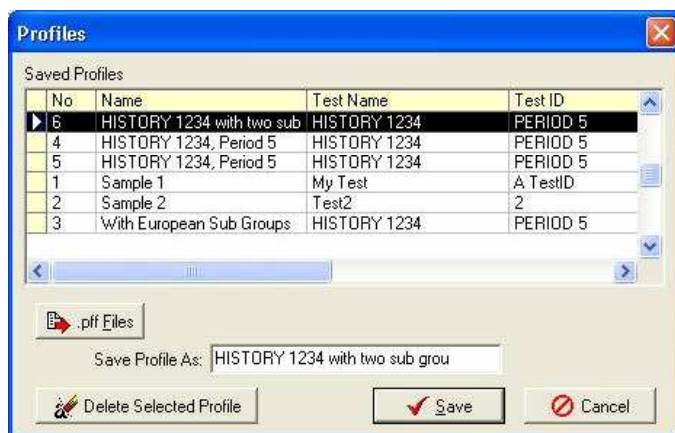
# Advanced Features Section

## Load/Save Profile

The “**Save Profile as...**” and “**Load Profile**” selections enable you to save a setup of a test with all the selections you have made including the correct answers. This is very helpful if you will be giving the same identical test in the future to different classes.

Instructions:

Do a regular test correction per the standard instructions. On the Output Screen, click on the button at the bottom center of the screen titled “**Save Profile As...**”



The Saved Profiles Screen pops up and you assign a name in the “Saved Profile As:” blank space for the test you just corrected. The Test Name and Test ID information are automatically filled in. This profile has all the setup selections and the master answers to the test you have just processed.

Now that you have a saved Profile, the next time you need to correct the same test, simply click on the “**Load Profile**” button on the first “**Enter Configuration Data**” screen, and the setup information will be filled in automatically. Click “**Next**” to view the data, edit if needed, and move quickly to the “**Drop Student’s Tests**” screen to begin dropping the student’s tests through the ZIP-scan.

You can share a profile with another location by using the button “**.pff Files**” which causes the option for “**Save Selected Profile to .pff File**” to appear. When selected, you are able to give a name to the file and select a location on the hard drive where it will be saved. You can then email this .pff file to the other location and they can use the same “**.pff File**” button to “**Load Profile From .pff File**” option to import the profile.

## Answer Labels

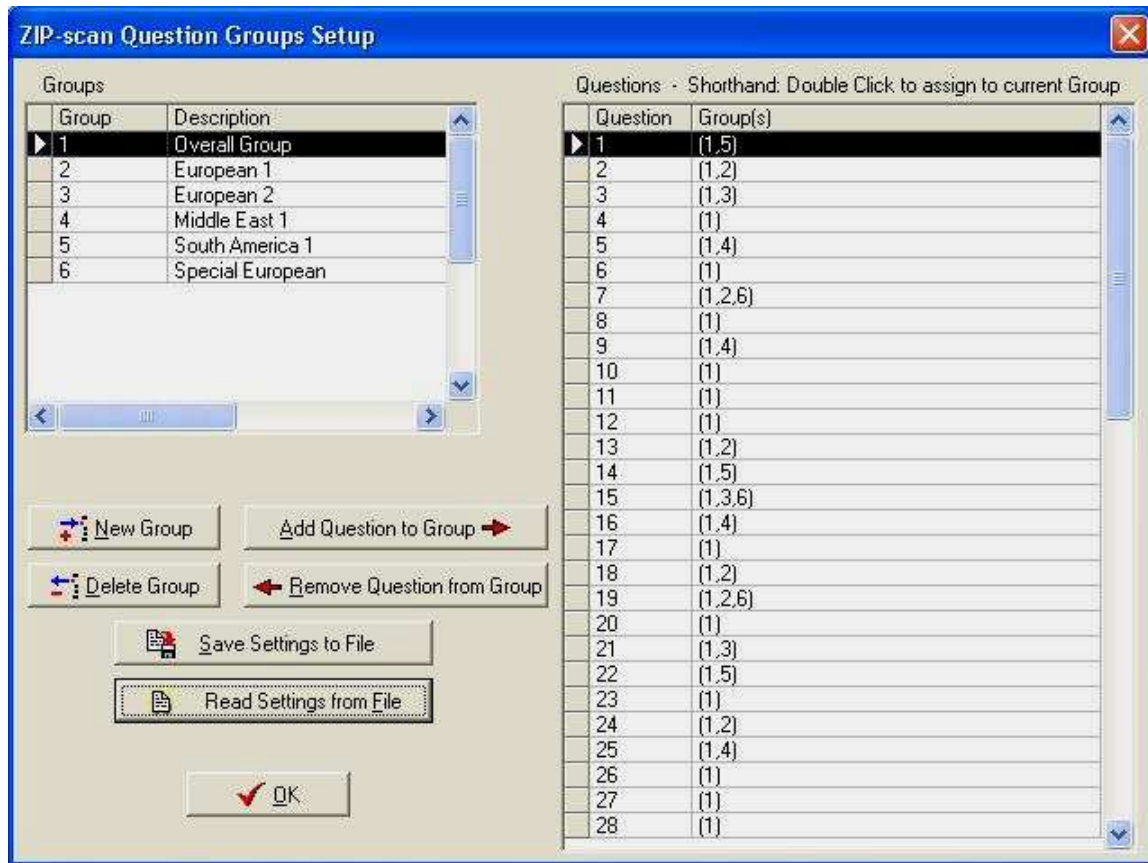
The **Configuration** screen has a block where the labels on the even and odd questions can be revised. There are tests that are created by the “Houghton Mifflin Publisher” which use answers labeled ABCDE for even numbered questions and FGHIJK for odd numbered questions. To support this test format, you are able to fill in these values in this section and these custom answer lettering will be used for the test reports that are generated. Special test forms will be required and you need to contact ZIP-scan about obtaining masters of these test forms.

To activate this option, simply fill in the information in the block on the **Configuration** screen.

Some tests may utilize numbers instead of letters or use “T” and “F” for true and false responses. This type of custom labeling of the response formats is also supported.

# Set Question Groups

This feature gives you greater visibility on how the students performed in different areas of the test. These groupings will be reported on the “Summary Report” and the “Student Reports” after the overall results unless you delete the printing of the overall results.



## Instructions:

The Questions Grouping feature can be selected in the beginning on the Point Values screen, or at the end, on the Output screen. Click on the “**Set Question Groups**” button and a window titled “ZIP-scan Question Groups Setup” opens.

On the right is a listing of the question numbers with all questions permanently assigned to Group 1: Overall Group. The buttons provided enable you to create new groups and then assign specific question numbers to the new group by double clicking on each question number.



There are no limits on the number of groups or the number of questions in a group. You can also assign a question to more than one group. After the question grouping assignments are completed, save the settings to your PC so that you can use them again. Be sure to remember which file location on your PC the Test Group Settings (.TGS) have been saved for future reference.

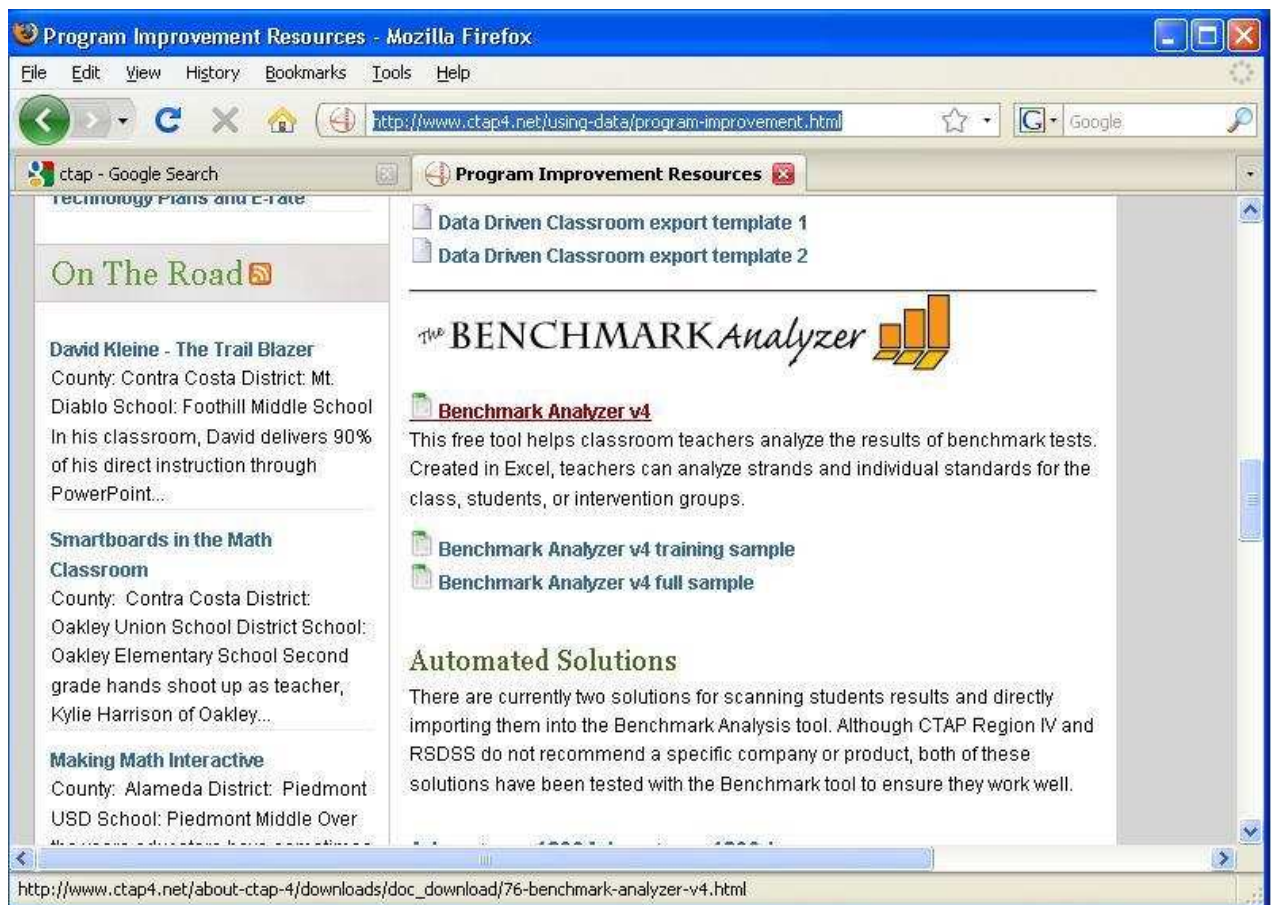
Note that while you are in the Output Screen, you can revise the settings, and view how the test data looks in the Summary and Student Reports. And, you can revise the settings over and over until the results in the viewed reports is correct.

## Benchmark Testing Report

The Benchmark solution is in cooperation with the California Northern CTAP4 organization. Go their website ([www.ctap4.net](http://www.ctap4.net), for the Program and Improvement section) at the following URL

<http://www.ctap4.net/using-data/program-improvement.html>

In the middle of the page, there is “The BENCHMARK Analyzer”:



The screenshot shows a Mozilla Firefox browser window titled "Program Improvement Resources - Mozilla Firefox". The address bar displays the URL <http://www.ctap4.net/using-data/program-improvement.html>. The page content includes a sidebar with a section titled "On The Road" and several articles. The main content area features a section titled "The BENCHMARK Analyzer" with a bar chart icon. Below this, there is a link to "Benchmark Analyzer v4" and a description: "This free tool helps classroom teachers analyze the results of benchmark tests. Created in Excel, teachers can analyze strands and individual standards for the class, students, or intervention groups." There are also links for "Benchmark Analyzer v4 training sample" and "Benchmark Analyzer v4 full sample". At the bottom of the page, there is a section titled "Automated Solutions" with a description of scanning student results.

Double click on the first line item “Benchmark Analyzer v4” and download the basic Excel file for the Benchmark Analyzer. This file allows you to edit and assign up to 100 questions each to a specific standard, and the standards can be edited as desired for each of the grades. You will be able to edit if you remove the protection on each specific page. To do this, open the Excel file page to be edited, then in the “Tools” drop down menu, point to “Protections” and select the “Unprotect Sheet” option. A window will appear and you type in the password: “improve”. Remember that the password will need to be entered to unprotect each of the five pages if you need to do editing. The first page, “Standard Entry” is often the only page that needs editing.

The CTAP4 organization created the Benchmark Analyzer to support the Curriculum Associates Benchmark Tests that are used in the Northern California schools. To assist with using these tests, there are at the end of this Internet page a whole series of Excel files which are pre-configured and can be downloaded. If you are using the Curriculum Associates Benchmark Tests you will want to use these Excel files for exporting the ZIP-scan test results.

When the data is filled in by the ZIP-scan, the “Student Score” Excel page will look like the illustration below. There is space for up to 100 students on the upper row and for up to 100 questions in the left column. The students are identified by ID number and name. The letters listed in the file are the wrong answers that were selected by each of the students when the question was answered incorrectly. If the cell is empty, the student got the answer correct.

## Test Wizard Instructions for Exporting the Test Results into the Benchmark Analyzer Excel File

1. Have the downloaded Excel file or the edited Excel file saved in a folder on the hard drive.
2. The Excel file that is to have the ZIP-scan data exported into must not be open on the PC.
3. You have corrected all the tests and are on the “Configure the test report output” screen.
4. For the “Export Format” open the drop down selections and scroll to the last format option.

Q	Stnd	#	%	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Q1	7.7 YY	12	86%			D																									
Q2	1.2 WA	12	86%														A														
Q3	8.8 ZZ	13	93%		C																										
Q4	2.1 RC	13	93%		D																										
Q5	2.2 RC	12	86%		C						A																				
Q6	2.3 RC	9	64%					A		C		C	A																		
Q7	2.3 RC	12	86%			D		B																							
Q8	2.4 RC	12	86%								B																				
Q9	2.4 RC	12	86%								D																				
Q10	2.5 RC	13	93%																												
Q11	2.6 RC	11	79%					F	B																						

5. Select the “Export – CTAPIV – R4SDSS (Excel)” format option.
6. Click on the “Export to File” button at the right and navigate to the folder that has the Excel file that you want the test data exported into.
7. Select the .xls file and click the “Open” button, then click the “Save” button.
8. A message appears “A file named: RESUME.XLW already exists in this location. Do you want to replace it? Click: “YES”
9. The test data will be imported automatically into the selected Excel file format and the name of the test data file will be added to this Excel file name and it will be stored in the same folder as the Excel format pattern file is stored. You can watch the movement of the scroll tab on the student names as an indicator of status. It can take several minutes if the file is large.
10. Go to the Excel data file location and confirm that the test data was imported correctly.