

## **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

### **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.

**October 2013**

**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)