

# TG Scan

Overview

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Answer Sheet

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## TG Scan

TG Scan is an add-on utility for Test Generator that facilitates importing test answer-sheet data into TG's database.

### Scanners and Answer Sheets

TG Scan is hardware independent and will work with scanners that support the TWAIN Specification 1.9. This includes scanners with Automatic Document Feeders (ADF) or simple flat bed scanners.

For more on TWAIN visit <http://www.twain.org/>.

An answer sheet is included with TG Scan -- you *do not* have to purchase answer forms -- a plain paper answer sheet will work.

TG Scan's installer will place a copy of the form under C:\Program Files\Test Generator\Admin\Upgrades. The file is called **form\_1.doc**.





## Printing

Ideally, the answer sheets should be printed on a laser printer. Printer Settings:

- Layout: Portrait
- Paper type/quality: Plain
- Color: Black & White
- Print Quality: Best, High or at least 300 dpi
- Paper Size: Letter (8.5 x 11 in.)

We suggest printing a sample form and then scan the answer sheet into TG to ensure that the image quality is acceptable.

Of *critical* importance is the barcode. TG Scan must be able to read the barcode. If the barcode resolution is low, or if the entire bar code is not showing, then the answer sheets will not read by TG Scan.

Acceptable



Not Acceptable  
barcode incomplete



# Using TG Scan

## Process

**Step 1:** Create, edit/evaluate a test in Test Generator.

**Step 2:** Activate the test (Test Settings > Test Properties > Activation tab).

**Step 3:** Enroll test takers in the Class (Course) under which the TG test was created.

Assumption: at this stage, the test taker profiles have been created or imported into TG.

Note: A test taker must be enrolled in the course in order for their test results to be scanned into the test created in Step 1.

**Step 4:** Print the test.

From an open test, File > Print Questions or...

File > Print Preview > Questions. You can save the print preview to a text (\*.txt) file or an rtf file. Option: the test can then be opened/edited in a word processor if you wish to add other text enhancements to your test.

**Important.** *Do not* alter the test content in any way (question/answer text, number of questions/answers). If you need to modify the test, modify it in TG, and then save (Save As) the test *before* adding any text enhancements.



# Answer Sheet: Student ID

**Step 5:** Test takers will fill out the Answer Sheet. Test takers will fill in the Student ID. The Student ID is a nine-digit string that is part of the test-taker's User Profile in TG. The Test # and Date are both optional.

**User**

Last Name:       User Type:  
 First Name:        Administrator  
 Middle:        Instructor  
     Student

Scores | Login | Personal | Permissions | Notes

Address:   
 City:   
 State:   
 Zip:   
 Phone:   
 Primary ID:   
 Secondary ID:   
 Email Address:

Disable User (Use the View menu to show these users)

Detail from TG User Profile

**Student ID**

		0	0	0	0	0	0	0	0	0
1	1			1	1	1	1	1	1	1
2	2	2	2			2	2	2	2	2
3	3	3	3	3	3			3	3	3
4	4	4	4	4	4	4	4		4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9

Detail from Answer Sheet



# Filling in Answers

**Step 6:** Your test takers will read the test questions and then fill in the appropriate answer box on the answer sheet.

2)  $2 + 7 = ?$

A  5  
 B  9  
 C  14

3) In our decimal number system the value of a digit depends on its place, or position in the number. Each place has a value that is ten times the place to its right.

What value does the 5 digit have in the number 5,280?

A  5 represents tens  
 B  5 represents hundreds  
 C  5 represents thousands  
 D  5 represents hundred thousands

Printed Test (detail)

CUSTOM TITLE - 1 LINE  
 SUBTITLE - 1 LINE  
 PLEASE ENSURE HEADER SIZE STAYS THE SAME

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CUSTOM DESCRIPTION - PLEASE ENSURE THAT THE SIZE OF THE AREA STAYS THE SAME

Student ID	Test #	Total Grade (mm/dd/yyyy)																																																																																																																																																																																																																																																										
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**Response**

1	2	3	4	5	6	7	8	9	10
1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	2 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	3 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	4 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	5 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	6 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	7 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	8 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	9 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	10 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
11 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	12 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	13 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	14 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	15 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	16 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	17 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	18 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	19 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	20 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E

CUSTOM FOOTER DESCRIPTION  
 PLEASE ENSURE THAT THE SIZE OF THE FOOTER STAYS THE SAME





## Scanning Answer Sheets

Once the test has been completed and the test and answer sheets have been collected, the Answer Sheets can be scanned into TG.

The Answer sheets are placed in a sheet feeder. Next, open TG and select the appropriate test in the tree view (1). Also, notice the Scan Results button (2) at the bottom of the window. Press the Scan Results button.

The screenshot displays the Test Generator software interface. On the left is a tree view showing a hierarchy: George Bennett > Classes and Tests > Course > Sample Test (marked with a blue '1'). Below the tree view is a callout box labeled "Test Generator tree view". The main window is titled "Test" and shows "Name: Sample Test" and "Description:". Below this are tabs for "Activation", "Scores", "Sharing", and "Students". The "Scores" tab is active, showing a "Students Scores" table with columns: Last, First, Date Taken, Obj. Score, and Essay Score. The table is currently empty. Below the table is a callout box labeled "Scores window for 'Sample Test'". At the bottom of the window are buttons for "Score Essay", "Rescore Test", "Certificate", "Scan Results" (marked with a blue '2'), and "Delete".

Last	First	Date Taken	Obj. Score	Essay Score
------	-------	------------	------------	-------------

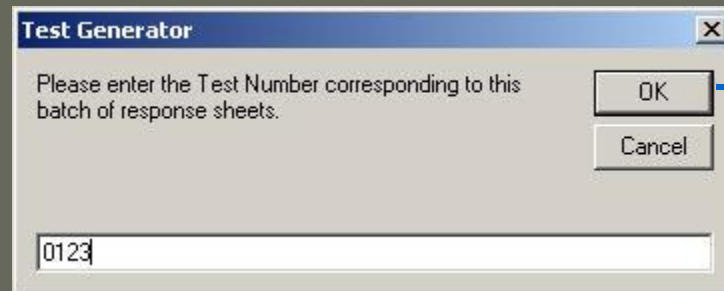
## Process

TG will prompt you for a Test Number.

Enter the number that appeared on the printed test.

In this exercise, enter any four-digit number you wish.

Next, click the OK button to view the TG Scan Test Information screen.

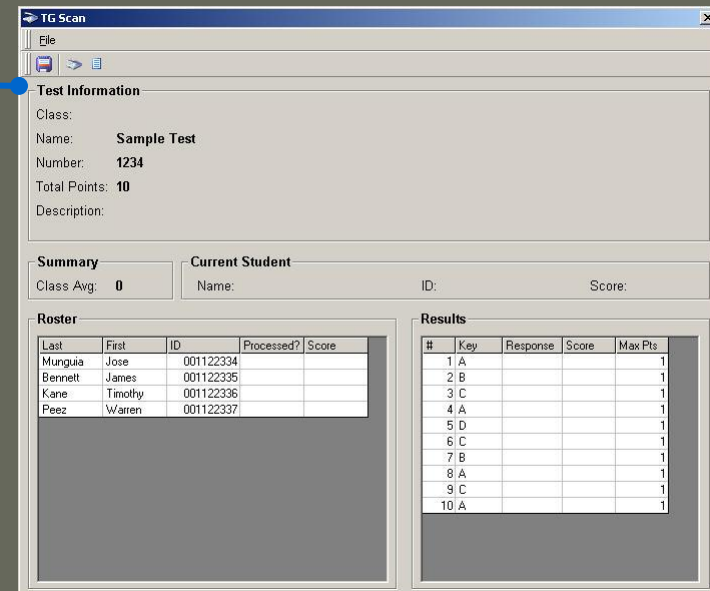


**Test Generator**

Please enter the Test Number corresponding to this batch of response sheets.

0123

OK Cancel



**TG Scan**

File

**Test Information**

Class:  
Name: **Sample Test**  
Number: **1234**  
Total Points: **10**  
Description:

**Summary**      **Current Student**

Class Avg: **0**      Name:      ID:      Score:

**Roster**

Last	First	ID	Processed?	Score
Munguia	Jose	001122334		
Bennett	James	001122335		
Kane	Timothy	001122336		
Peez	Warren	001122337		

**Results**

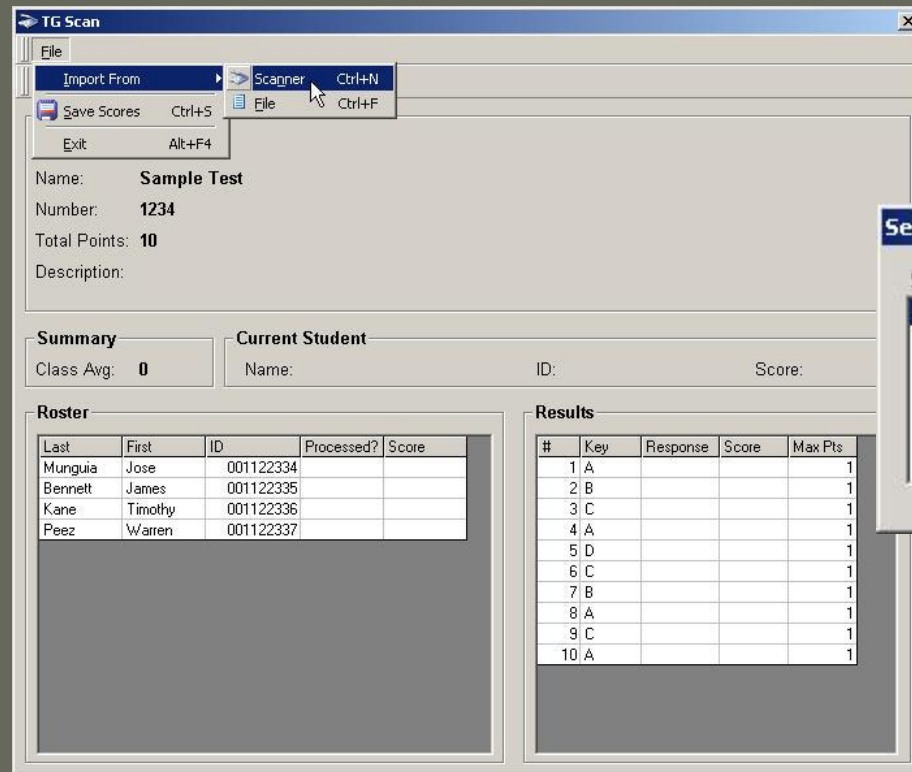
#	Key	Response	Score	Max Pts
1	A			1
2	B			1
3	C			1
4	A			1
5	D			1
6	C			1
7	B			1
8	A			1
9	C			1
10	A			1

Test Information Screen

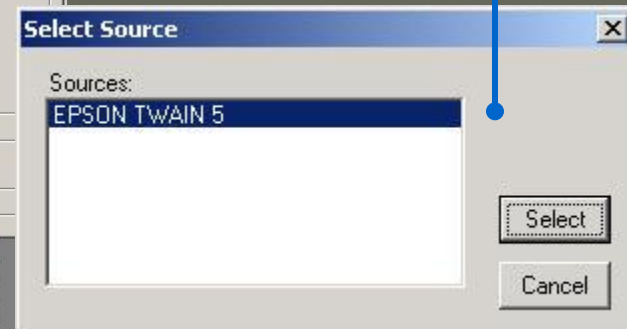


# Process

Select File > Import From > Scanner...



...this will display a Select Source window and the active scanner.



Click Select to begin scanning the Answer Sheets.

## Process

Once an answer sheet has been scanned in successfully, the test-taker's results will be displayed in the Test Information screen.

The screenshot displays the TG Scan application window. It features a menu bar with 'File' and a toolbar with icons for file operations. The main content area is divided into several sections:

- Test Information:** Displays details for a 'Sample Test' with ID 1111, totaling 10 points.
- Summary:** Shows a class average score of 8.
- Current Student:** Identifies the student as Jose Munguia with ID 001122334 and a score of 8.
- Roster:** A table listing students and their scores.
- Results:** A detailed table showing individual question responses and scores.

Two callout boxes provide additional context: one points to the Results table, and another explains the 'Y' in the Roster's 'Processed?' column.

Last	First	ID	Processed?	Score
Munguia	Jose	001122334	Y	8
Bennett	James	001122335		
Kane	Timothy	001122336		
Peez	Warren	001122337		

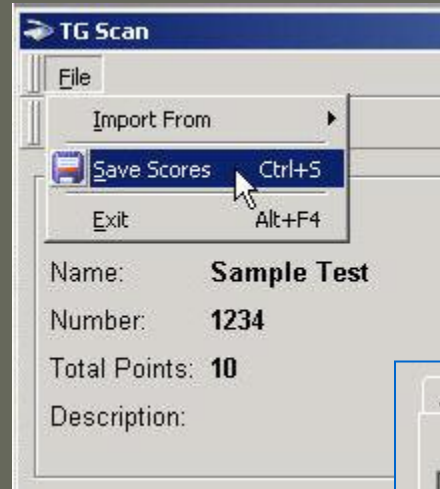
#	Key	Response	Score	Max Pts
1	A	A	1	1
2	B	B	1	1
3	C	C	1	1
4	A	A	1	1
5	D	D	1	1
6	C	A	0	1
7	B	B	1	1
8	A	A	1	1
9	C	C	1	1
10	A	B	0	1

Test results and scoring appear in the Results table, below.

The "Y" in the Processed? column indicates that Jose Munguia's results have been imported.

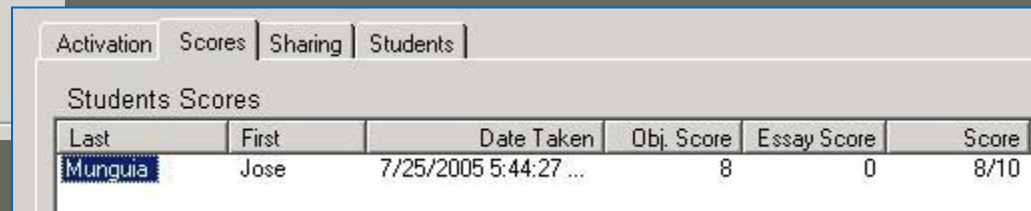
## Saving Results

Once the answer sheets have been scanned in, save the results by selecting the menu item, File > Save Scores, or by clicking the Save Scores icon in the toolbar.



TG Scan (detail)

This will record the test results to TG's database and a summary view of these results will be visible under the Test's Scores tab.



Activation | Scores | Sharing | Students

Students Scores

Last	First	Date Taken	Obj. Score	Essay Score	Score
Munguia	Jose	7/25/2005 5:44:27 ...	8	0	8/10

Scores tab (detail of imported test)



# Answer Sheet



## Answer Sheet

The TG Scan answer sheet (**form\_1.doc**) is the only answer sheet provided in the evaluation copy of TG Scan. Other answer sheet formats can be created. Please contact us with your requirements.

### XML Parser

In order to run TG Scan, you will need to download and install Microsoft's XML Parsing Utility: [Microsoft XML Parser \(MSXML\) 3.0 Service Pack 7](#).

Supported Operating Systems: Win 2000, Vista, Win 7 and 8#

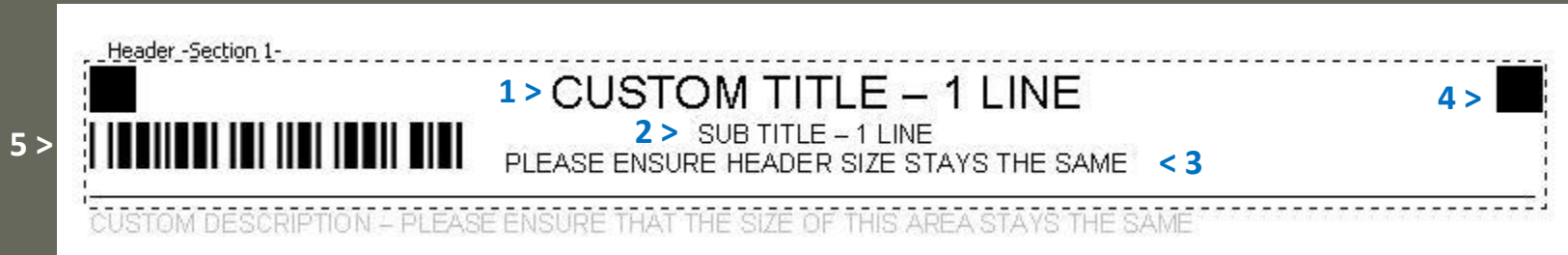






## Answer Sheet Header

The document, **form\_1.doc**, header contains graphic and text elements.



### Header text elements

- 1- CUSTOM TITLE - 1 LINE -- Arial, 18pts, centered
- 2- SUB TITLE - 1 LINE -- Arial, 10 pts, centered
- 3- PLEASE ENSURE HEADER SIZE STAYS THE SAME -- Arial, 10 pts, centered

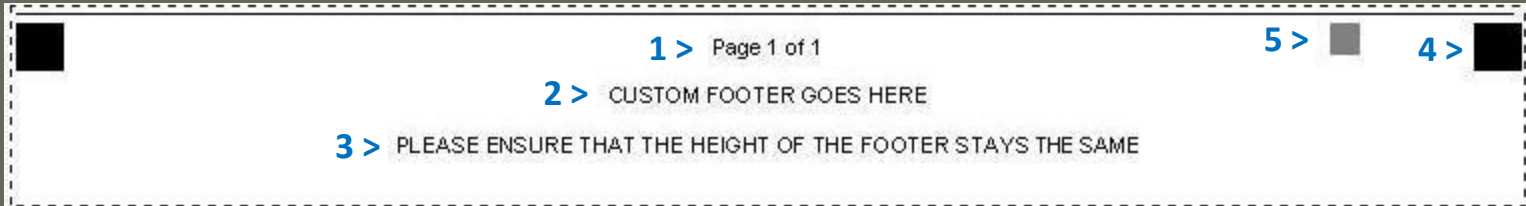
### Header graphic elements

- 4- Two orientation blocks/squares – Height: 0.25“, Width: 0.25”
- 5- Barcode – Height: 0.25“, Width: 2.01“, Lock aspect ratio, Relative to original picture size.



## Answer Sheet Footer

Form\_1.doc's footer also contains graphic and text elements.



### Footer text elements

- 1- Page 1 of 1 -- Arial, 8pts, centered
- 2- CUSTOM FOOTER GOES HERE -- Arial, 8 pts, centered
- 3- PLEASE ENSURE THAT THE HEIGHT OF THE FOOTER STAYS THE SAME –  
Arial, 10 pts, centered

### Footer graphic elements

- 4- Two orientation blocks/squares – Height: 0.25“, Width: 0.25”
- 5- One small block – Height: 0.16“, Width: .16”

Note: this block is *not* in the footer window. It is actually at page level, positioned to the left of the right-most orientation block.



## Custom Description

The Custom Description section of the Answer Sheet allows for 3 lines of text. The style sheet is Interface Table Text, Arial, 10 pts.

CUSTOM DESCRIPTION – PLEASE ENSURE THAT THE SIZE OF THIS AREA STAYS THE SAME

## Response boxes

The response boxes allow for up to 100 questions and includes five answer boxes, A through E. The test takers will darken the answer box that corresponds to that particular question.

Responses																													
	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# FAQ



## FAQ

### **Q: What is TG Scan (TGS)?**

TG Scan is a software utility that works with Test Generator. It facilitates the importation of test answer-sheet data into TG's database.

### **Q: Does it require a separate installation?**

Yes, TG Scan is packaged in an installer file: TG2\_TGScan-r2.4.##\_Installer.exe

### **Q: Does TGS ship with a scanner?**

No, TGS does not ship with any hardware. The assumption is that you already have a scanner or plan on purchasing one.

### **Q: Do you recommend a particular type of scanner?**

No. TGS is hardware independent and will work with scanners that support the TWAIN Specification 1.9. This includes scanners with Automatic Document Feeders (ADF) or simple flat bed scanners. For more on TWAIN visit <http://www.twain.org/>.



## FAQ

### Q: What operating system is TG Scan compatible with?

TG Scan will work with Microsoft Windows 2000, XP, Vista and 7 and up.

### Q: Are there any other components needed to run TG Scan?

You will need [Microsoft's XML Parser \(MSXML\) 3.0 Service Pack 7 \(SP7\)](#)

### Q: Which TG solutions support TG Scan?

TG Scan can be used with TG Desktop, LAN, or TG Web.

### Q: Is TG Scan included with the TG Demo download?

No. TG Scan is a separate utility. For more information please [contact us](#) or email [support@testshop.com](mailto:support@testshop.com).



## FAQ

### **Q: Which question types does TG Scan support?**

TGS supports multiple choice, checkboxes and true-false question types.

### **Q: Do I have to purchase answer sheets from you?**

No. TGS includes an answer sheet template. The template is included with the TGS installation. For more details, please read the Overview and Answer Sheet sections of this tutorial.

### **Q: Can the Answer Sheet be modified?**

The header and footer text information can be modified per the guidelines described under the **Answer Sheet** section of this tutorial. However, the basic layout of the form should not be altered. This includes the orientation squares, barcode, IDs or Response sections of the form..



## FAQ

### **Q: Once the data is "captured" where is the data saved?**

The test data is saved in Test Generator's database. In TG Desktop and TG LAN\_msa, the data is saved in a Microsoft Access database. In TG LAN\_sql and TG Web, the data is saved in a Sql database. The currently supported databases include: MS SQL, MySQL and Oracle..

### **Q: Can this information be exported and viewed/edited in another format?**

Yes, the report data can be exported into various file formats. This can be done by clicking the **Export** button under the reports print preview window, and selecting from among the various output formats available in the drop-down menu.

Note: while there are many formats presented, not all of them will display nicely formatted information. PDF, CSV, Excel, RTF, Text and Word are a few that you may want to try. We suggest experimenting with the different formats and choosing one that suits your particular needs.





## FAQ

### Q: Once the data is "captured", where is the data saved?

Once the data is imported into TG, you can view the data using one of the following:

A- Under the tree view, select your test and then click the Scores tab on the right side of the screen. This *summary* view includes LN, FN, Date, Score and Attempt.

B- Student scores report

C- Class scores report

D- Test scores report

E- Study Guide report

F- Question Reference report

For more detailed reporting information, select the Reports module in TG's tree view and click the F1 key. This will display the contextual help topic, **Reports Overview**.



## FAQ

### **Q: If I don't find the report I'm looking for, or if I would like the report data presented in a different layout, what are my options?**

If you are using TG Desktop or LAN and have the IT resources available to customize reports, we would be happy to provide you with a data "map" that could be used by IT to generate reports in MS Excel, MS Access or Crystal Reports.

If you are using TG LAN\_sql or TG WEB, you have access to the data and can run Sql queries using a report generator of your choice.

If you don't have the resources or the time, we can customize a report for you. We would need a detailed description of what you want. Once we receive that information, we will give you a report customization quote, and proceed with development once we receive signed authorization and a down-payment.

We are available to discuss this with you in more detail at your convenience. [Contact us](#), or email [support@testshop.com](mailto:support@testshop.com).



## Thank You

We appreciate your review of this tutorial. We look forward to working with you. Please let us know if we can be of assistance.

### Support

If you experience any problems or need additional help please email [support@testshop.com](mailto:support@testshop.com), or [contact us](#).

