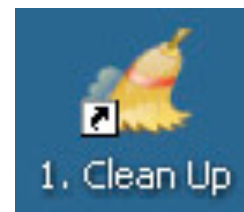


Compiling Remark test results for students who have written a test in the Testing Centre

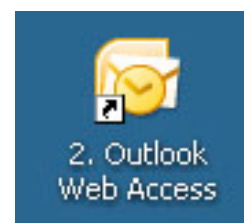
Testing Services has scanned in your answer keys and emailed the file to your Outlook account. This file, along with the file that contains the answer keys that you have scanned, must now be loaded into Remark's "To Be Processed" folder.

Ensure that previous test results have been properly removed from the system.

1. Double-click on the Clean Up desktop icon.



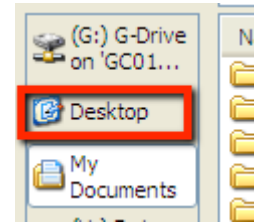
2. Double click on "Outlook Web Access" and log on using your Outlook username and password.



3. In your inbox, locate the emails containing your scanned answer sheets. One should be from Testing Services. Double-click on either the e-mail from Testing Services or the one you have scanned.
4. Right-click on the file attachment; select "Save As..." from the menu that appears. Change the name of the file to "TestingServices". Save to the "To Be Processed" folder, and click the Save button.



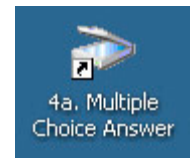
If you are not in the "To Be Processed" folder, click on the Desktop icon on the left-hand menu, double click the "To Be Processed" folder.



5. You will now have two files in the "To Be Processed" folder. Both of these files will be processed in Remark.

Close down all open windows, including your Outlook email

You are now ready to have Remark process your test results. Double-click on the Multiple Choice Answer desktop icon. The grading process runs automatically, and may take a few minutes. You may be required to review any errors (or extra marks) made on the answer sheets by your students.



If you encounter any problems during the step, it may be due to a scanning problem.