



Acuity
Score and Scan Processing Guide

For Image Based Scanners
Using vCapture Express for Acuity

Version 1.0

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Chapter 1: Overview

Introduction to Acuity Scanning and Scoring

Although Acuity is a product that supports online testing and enrichment activities, you may find it necessary or desirable to do some or all of your testing using paper and pencil. You can then scan student answer documents and load the test results into Acuity for scoring and reporting of test results. This scanning and scoring capability provides the flexibility to combine the results of both online and paper/pencil testing for reporting purposes.

To achieve maximum benefit when scanning, you will use Acuity for some tasks and the free, downloaded vCapture for Acuity software to print pre-coded answer sheets, scan test results and upload the results to Acuity for reporting. This guide will lead you through the scanning process from start to finish.

Purpose for this Guide

This guide will lead you through the sequence of steps that need to be completed to accomplish your goal of scanning student test scores and loading them into Acuity for reporting using an image based scanner. When necessary, additional supporting details will be provided by reference to in-depth documentation in other guides.

This guide is divided into chapters based on where you are in the scanning process: from selecting a scanner, to one-time setup instructions, to task that must be completed prior to each test administration and finally to tasks that must be completed after each test administration.

Overview of Creating, Scanning, Scoring, and Verifying Data

Before you begin the process of scanning and scoring, there are a number of activities that must take place.

First you must acquire and install a compatible scanner and download the appropriate scanner software. Then you must acquire test booklets, and print answer sheets for all of your students to mark their responses.

In addition, student information must be entered in Acuity. You must create a test assignment and assign the tests to your students. Finally, you must administer the test. Once you have the students' completed answer documents, you are ready to start the scanning and scoring process.

vCapture Express for Acuity is designed to work seamlessly with the Acuity. Once the students' answer documents are ready to be scanned, the scanning software "reads" the students' responses and creates a data file which you then upload into Acuity. You are in control of data integrity during the scanning process, and will be able to choose how to resolve any remaining data issues after the file has been uploaded into Acuity.

Chapter 2: Selecting a Scanner

Scanner Options

CTB/McGraw-Hill supports two types of scanners: Optical Mark Read scanners (OMR) or Image Scanners. This document provides the steps for using and image based scanners. If you are using an OMR scanner, please refer to the *Acuity Scan and Score Processing Guide for OMR Scanners*.

The following image scanners are recommended:

- Fujitsu
- Brother

Note: Although the above brands of scanners are recommended, most TWAIN compliant scanners will work. Pre-testing is recommended to verify compatibility. Image scanners must be TWAIN compliant

TWAIN is a standard software protocol and applications programming interface (API) that regulates communication between software applications and imaging devices such as scanners and digital cameras. Most imaging devices have TWAIN compliant drivers that come with the scanner.

Considerations when selecting Image scanners:

- ADF image scanners are recommended for faster scanning.
- Image scanners cost less, but are less accurate than OMR scanners.
- Scanning speed range from 15 to 100 pages per minute depending on the Image scanner.
- No additional software needs to be purchased for Image scanning with Acuity. However, you will be required to download the free VCapture Express for Acuity software.
- Answer sheets can be printed on demand from within the scanning software provided by CTB/McGraw-Hill.
- Student data can be pre-coded or pre-slugged on to answer sheets for greater accuracy.

Chapter 3: Initial Setup

The following steps must be completed before you can begin the scanning process:

1. Install scanning drivers and connect the scanner to your PC
2. Install the scanning software vCapture Express for Acuity.
3. Choose a scanner within vCapture

Install Scanner

Both the scanner and the scanner software must be installed per the manufacture's instructions.

Download and Install vCapture Express for Acuity

vCapture Express for Acuity is an application that is used to support image based scanning in Acuity. This application can print pre-populated answer sheets, and scan data from completed test forms and upload the results to Acuity for reporting. The vCapture software should only be installed on the computer attached to the scanner.

System Requirements for vCapture

vCapture Express for Acuity works with the following operating systems:

- Windows 2000
- Windows XP

Minimum supported requirements are as follows:

- TWAIN scanner drivers for connected scanner
- 256 MB RAM
- 100 MB free hard drive space
- Pentium 3 or greater – 500 Mhz or more
- True Color Vide Card (24 Or 32 bits – 16.8 million colors) – 1024x768

Install vCapture Express

1. Within Acuity, Click **Additional Help** on the Main Menu.
2. Click **Additional Help** link to access the Acuity Client Resource Center.
3. Click **Product Resources** on the Main Menu.
4. Click **Download Acuity Scanning Tools**.

Acuity
Assessment Focused on Learning

▸ Welcome ▾ Product Resources ▸ Professional Development ▸ Acuity Community ▸ Customer Support

Product Resources

- [FAQ](#)
- [Implementation](#)
- [Technology Requirements](#)
- [Download Support Documents](#)
- **Download Acuity Scanning Tools**
- [Research Foundations](#)

Download Acuity Scanning Tools Print Page

The following downloads are available to support your Acuity™ implementation.

Image Based Scanning Software
vCapture Express, is used with image based scanners to scan completed Acuity assessment forms.

Optical Mark Recognition (OMR) Scanning Software (5.3MB | ZIP)
This scanning software is for use with Acuity answer sheets purchased from CTB and scanned using optical mark recognition scanners.

5. Click **Image Based Scanning Software** link.
6. Complete the form with your information.

Scanning Software Downloads

This form will enable you to download an application called vCapture Express, that is used with image based scanners to scan completed Acuity assessment forms. To download the software and view installation instructions, please complete all fields below and select "Submit." (Note: The file is an 86MB .exe file (PC platform only) which may require a long time to download.)

For technical assistance: Tel: 800.282.4705 | Email: support@acuityforschool.com

All fields are required.

First Name

Last Name

Title

School/District/
Institution

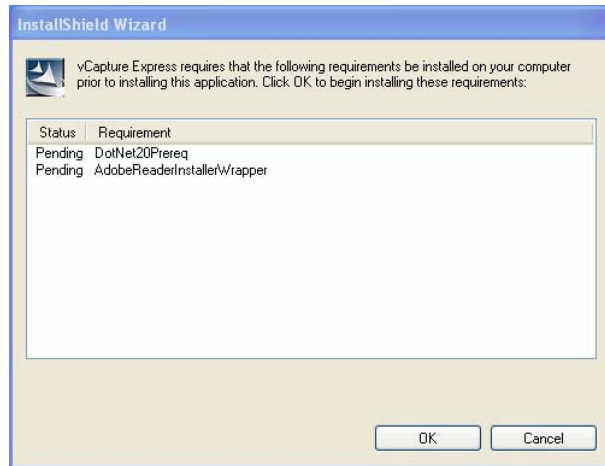
Phone

Email

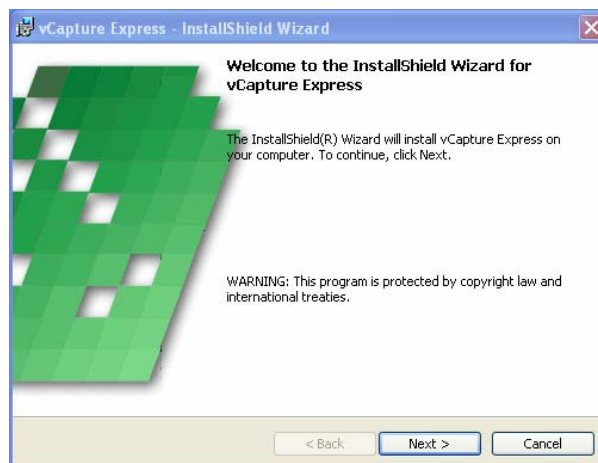
Number of Computers
vCapture Will Be Installed On

7. Click **Submit**.
8. Click **vCaptureExpressSetup.exe** link
9. Click **Save** to save the executable on your computer to install later or Click **Run** to begin the installation. Note, if you need to install this program on multiple computers, you can download the software on to your desktop and then copy the software onto a CD or thumb drive for distribution.
10. vCapture Express requires the .NET 2.0 Framework and Adobe Acrobat Reader 5.2 or later. If either prerequisite is not detected when the installer is launched, the prerequisites dialog appears and prompts the user to install the necessary

prerequisites. Click OK and follow the prompts and instructions to install the software as needed.



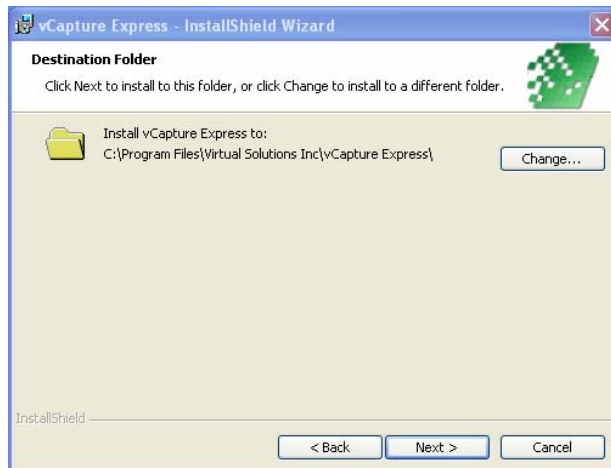
11. Once the prerequisites are installed, the Welcome screen displays. Click **Next** to proceed with the installation.



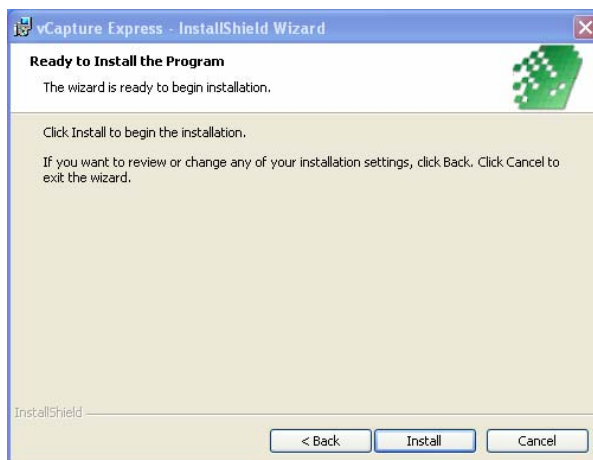
12. Accept the terms of the vCapture Express license agreement and click **Next**.
13. Accept or change the default location where vCapture Express for Acuity will be installed.
 - a. To accept the default location, Click **Next**.
 - b. To change the default location, Click **Change** and select a folder to install vCapture Express and Click **Next**.
14. Accept or change the default location where vCapture Express for Acuity will look for Acuity roster files. This will be the first location a user will be taken to when

loading roster files. It does not prevent a user from browsing other folders to locate a roster file.

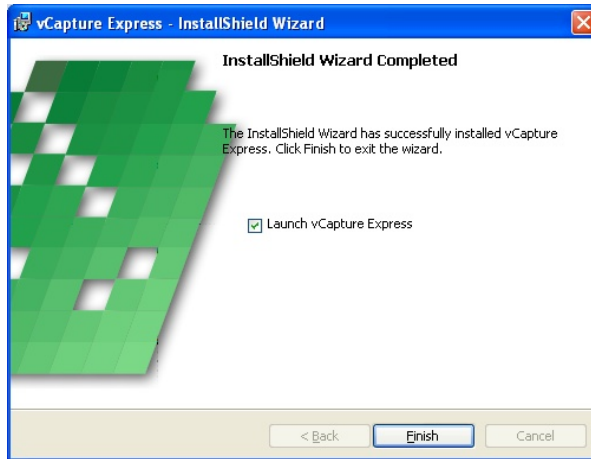
- a. To accept the default location, Click **Next**.
- b. To change the default location, Click **Change** and select a default folder for roster files and **Click Next**.



15. Click **Install** to proceed with the installation. The finish install screen is displayed when the installation is complete.



16. Click **Finish** to close the installer.



Choose a Scanner within vCapture

You must choose which scanner vCapture Express for Acuity should use.

Choose a Scanner

1. In vCapture Express, click Scan on the main menu.
2. Select **Choose Scanner**.
3. Select the scanner to be used and click **Select**.

Chapter 3: Prior to Test Administration

A number of tasks must be complete prior to administering the test.

1. Create an assignment
2. Generate the test assignment Roster file for pre-coded answer sheets
3. Print/Obtain answer sheets
4. Print/Obtain test booklets
5. Administer the assessment

Create an Assignment

An assignment must be created in Acuity before a roster file can be created or result files can be uploaded. This is to ensure that the answer keys are matched to the correct assignment and students. To assign an assessment to your students, within Acuity, click Tests/Assignments or Tests/Custom Tests/Assign from the Main Menu. Refer to your *Acuity User's Guide, Chapter 5: Assigning Assessments* for step-by-step instructions to create an assignment.

Generate the Test Assignment Roster file

Acuity provides the ability to create a roster file in a .CSV format that is either sent to an external vendor or used internally to create pre-coded student answer sheets. These answer sheets can be printed in your district or through a third party vendor. If you prefer, to use blank answer sheets then you can skip this step.

The pre-coding process involves printing student and test identification information on the answer sheet prior to test administration. Pre-coding is highly recommended for accuracy and to reduce the amount of exception processing. The pre-coding process relies on an up-to-date roster file to produce accurate pre-coded answer sheets.

The roster file is typically generated weeks in advance of the test to provide the district or vendor with enough time to produce the answer sheets. However, there is no requirement that mandates a specific number of days. The assessment must be assigned to students in Acuity before a roster file can be created.

Generate Test Assignment Roster file

1. Click **Tests** on the Main Menu.
2. Click **Scoring and Scan Processing**.
3. Click **Generate Test Assignment Roster File**.
4. Enter Search criteria.
 - a. Select Subject.
 - b. Select Assessment Type.

- c. Select Grade Level.
 - d. Select Assessment.
 - e. Enter Assignment State Date Range.
5. Click **Search**.

Generate Test Assignment Roster File

Search For Assignments

Subject:

Assessment Type:

Grade Level of Assessment:

Assessment:

Assignment Start Date Range: TO

Search

Search Results

Enter a name for this Roster File:

Please select the assignments which you wish to associate with the roster file, and then click Generate Roster File.

Grade Level	Assessment	Assignment	Start Date	End Date	Select
4th Grade	Acuity Colorado Math Grade 4 Predictive Form B	Training Grade 4 Math Predictive B	10/26/2008	11/07/2008	<input type="checkbox"/>
7th Grade	Acuity Colorado Math Grade 7 Predictive Form B	Training Math Predictive Grade 7 Form B	10/26/2008	11/07/2008	<input type="checkbox"/>

6. Enter a name for this Roster File. A valid file name consists of characters, numbers, underscores and dashes. The name may not include spaces or other special characters.
7. Click the corresponding checkboxes for the assignments you wish to associate with the roster file.
8. Click Generate Roster File to create the roster file in a .csv format.


View Test Assignment Roster File


1. Click **Tests** on the Main Menu.
2. Click **Scoring and Scan Processing**.
3. Click **View Test Assignment Roster File**.
4. Enter a date range for when the file was created.
 - a. Enter File Create Begin Date.


- b. Enter File Create End Date.
5. Click Search to view all roster files that were created with the selected date range.

View Test Assignment Roster Files

Search for Test Assignment Roster Files

File Create Begin Date: 

File Create End Date: 

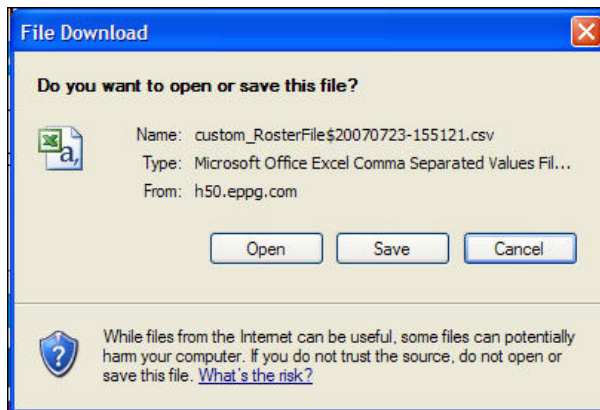


Search Results

Page 1 of 1 Show 25 results per page

Create Date	User	Filename
09-25-05 10:34:56 AM	Kelly, Sally	roster092505_1.csv
09-25-05 02:18:41 PM	Kelly, Sally	roster092505_2.csv

6. Click on the Filename Link to save the file to your computer. Select the location to save your file. The file contains the following fields: Student ID, Student First Name, Student Last Name, Grade, School, Class ID, Class Name, Teacher First Name, Teacher Last Name, and Subject.



Print/Obtain Answer Sheets

vCapture Express for Acuity provides the functionality to print pre-coded answer sheets. A roster file must first be created in Acuity and uploaded to vCapture before pre-coded answer sheets can be printed.

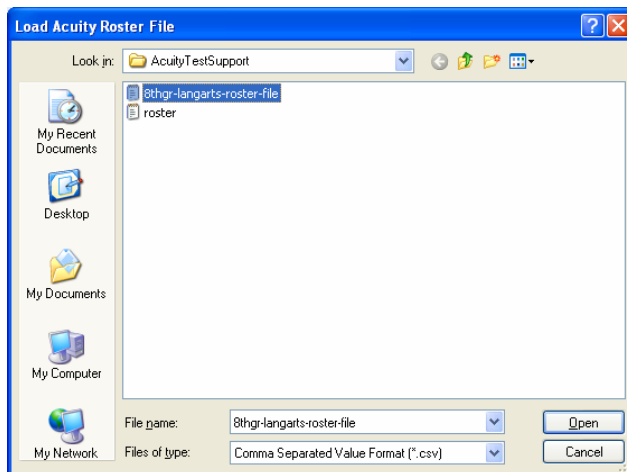
Blank answer sheets can be printed from Acuity or vCapture.

Load an Acuity Roster File

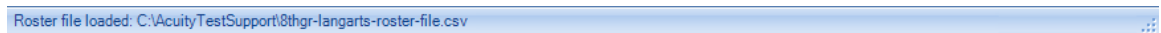
1. Launch vCapture Express for Acuity. If you do not have a shortcut on your desktop, click **Start** in the Windows task bar, click **All Programs** and click on vCapture Express from the list.
2. If applicable, click **OK** on the Welcome to VCapture Express window.
3. Click **Load Roster** on the Main Menu to display the default directory for roster files. This directory was defined when VCapture was installed.



4. If the desired roster file is not found in this default directory, browse to the location of the desired file. Select the desired roster file.



5. Click **Open**.
6. Click OK to confirm that roster file is successfully loaded.
7. The status bar at the bottom of the screen is updated with the path of the loaded file.



Print Pre-coded Answer Sheet

1. Click **Print Tests** from the Main Menu of vCaputre Express to display the print dialog window.



2. Select from the various options.
 - a. In the Printer section, the current default printer is selected. To choose a different printer, click on the drop down arrow and select the desired printer.
 - b. Select a Test Template
 - i. Select CR Scoring Answer Sheet if you will be enter constructed response scores on the answer sheet
 - ii. Select Generic Answer Sheet if there are no constructed response question or if you will be entering constructed response scores online through Acuity
 - iii. Select Acuity Algebra Answer Sheet for Algebra Proficiency assessments
 - c. In the Roster File section, the path to the currently loaded Acuity roster file is displayed. If no roster file is loaded, this path is blank. To load an Acuity roster file, click **Browse** and choose the desired roster file.
 - d. Once a roster file is loaded, the checkbox **Pre-populated forms from roster file** is checked. This means the information from each line in the roster file (student number, test number, etc.) will be printed on an answer sheet. Below is a sample answer sheet.

● ○ ○ ○ ● ○

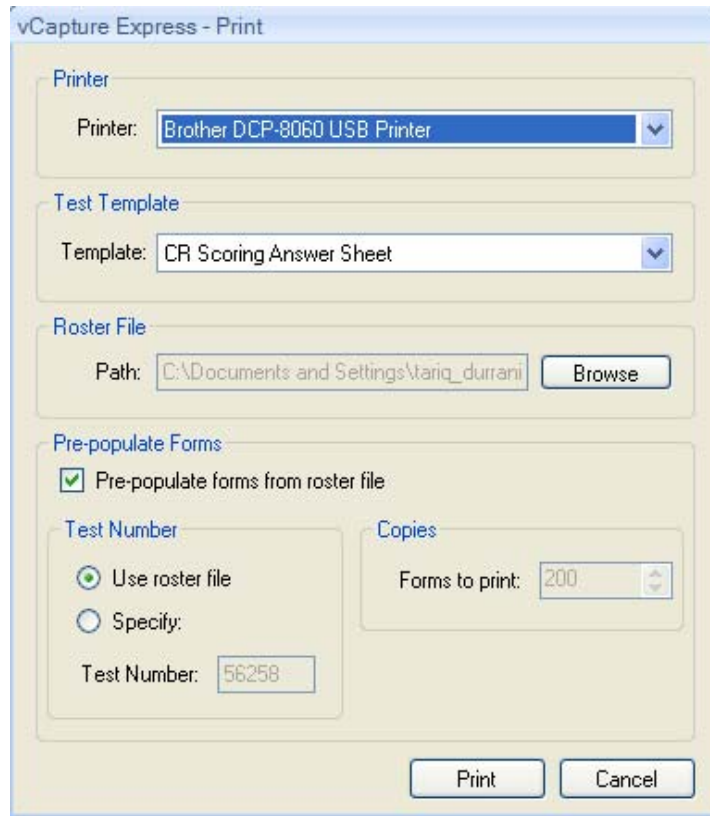
McGraw-Hill Benchmark Assessment System

Name: DEBRA BELLNYC Date: _____

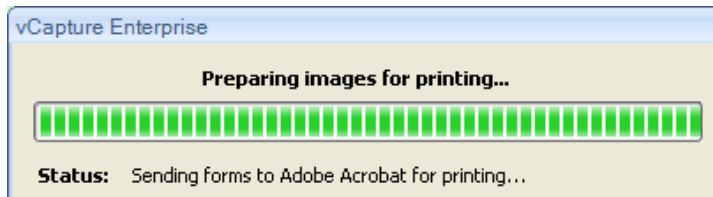
Student Number										Test Number					
					6	0	0	7	0	7	5	9	0	4	5
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Student ID: 600707 Test Id: 59045
 School: ANYC Training School 1
 TeacherName: MRWILSONNYC
 Class: WILSON MR.
 Subject: Mathematics Grade: 3rd Grade

- e. The Test Number section is set to **“User roster file”** to indicate that the pre-printed test number will be pulled from the roster files
- f. In the Copies section, the **“Forms to print”** counter is disabled and the number of lines in the loaded roster file is displayed.



3. Click Print. A dialog box displays the progress of preparing the forms.



4. Once the forms are prepared, Adobe Acrobat Reader is launched and the forms are sent to that application for printing.
5. When the forms have been spooled to the printer, the progress dialog disappears and print will begin when the printer is ready.

Print Blank Generic Answer Sheets

If you are not using pre-coded answer sheets, you may print blank answer sheets in vCapture Express or Acuity.

Print Generic Answer Sheets in Acuity

1. In Acuity, Click **Tests** on the Main Menu.
2. Click **Scoring and Scan Processing**.
3. Click on the type of answer sheet you want to print.
 - a. Click **Download Generic Answer Sheets** if you assessment contains only multiple choice questions or if you plan to score constructed response questions online.
 - b. Click **Download Generic Answer Sheet – CR Scoring** if your assessment contains constructed response questions whose scores will be entered on the answer sheet.
 - c. Click **Download Algebra Answer Sheet** if you are administering the Algebra Proficiency assessment.
4. Click **OK**.
5. Click the “save” icon to save the answer sheet to your computer or click the “print” icon to print the answer sheet.

The screenshot shows a web browser window displaying the McGraw-Hill Benchmark Assessment System interface. The title bar reads "McGraw-Hill Benchmark Assessment System". Below the title, there are fields for "Name:" and "Date:". Underneath, there are two columns of input boxes: "Student Number" and "Test Number". Each column contains a grid of 6 rows and 10 columns of boxes, with numbers 0-9 in each box. The interface also shows a toolbar at the top with various icons and a sidebar on the left with "Pages", "Attachments", and "Comments" sections.

Print Generic Answer Sheets in vCapture Express

1. Click **Print Tests** from the Main Menu of vCaputre Express to display the print dialog window.



2. Select from the various options.
 - a. In the Printer section, the current default printer is selected. To choose a different printer, click on the drop down arrow and select the desired printer.
 - b. Select a Test Template
 - i. Select CR Scoring Answer Sheet if you will be enter constructed response scores on the answer sheet
 - ii. Select Generic Answer Sheet if there are no constructed response question or if you will be entering constructed response scores online through Acuity
 - iii. Select Acuity Algebra Answer Sheet for Algebra Proficiency assessments
 - c. Uncheck the “Pre-populate forms from roster file checkbox and select the number of copies desired.
3. Click **Print**.

vCapture Express - Print

Printer
Printer:

Test Template
Template:

Roster File
Path:

Pre-populate Forms
 Pre-populate forms from roster file

Test Number
 Use roster file
 Specify:
Test Number:

Copies
Forms to print:

Print/Obtain Test Booklets

Acuity provides the functionality to print test booklets. Test booklets can also be purchased from CTB.

Print Test Booklet

1. Click **Tests** on the Main Menu.
2. Click **Preview/Print**.
3. Enter Search criteria.
 - a. Select a Subject.
 - b. Select an Assessment Type.
 - c. Select a Grade Level.
4. Click **Search** to view assessments that meet the Search criteria.
5. Click **Show** for the corresponding Assessment name in the Print/View Test Booklet column to display the test booklet in a printable format (PDF). The file can either be printed or saved to your computer.

Preview/Print

Search for Assessments

Subject:

Assessment Type:

Grade Level of Assessment:

[Search](#)

Search Results

Page 1 of 1 Show 25 results per page

Assessment Name	Online Preview	Print/View Test Booklet	View Test Instructions	Print CR Answer Sheet	Print/View Answer Key
Acuity Colorado Math Grade 4 Predictive Form A	Show	Show	Show	Show	Show
Acuity Colorado Math Grade 4 Predictive Form B	Show	Show	Show	Show	Show
Acuity Colorado Math Grade 4 Predictive Form C	Show	Show	Show	Show	Show

Administer the Assessment

Administer the assessment following the procedures of you district. Try to prevent answer sheets from being folded or torn. Keep answer sheets for the same assessment bundled together.

Chapter 4: After Test Administration

The following steps must be completed after administering the test:

1. Enter constructed response scores, if applicable
2. Scan the answer documents and resolve scanning exceptions
3. Upload results file (scanned file) to Acuity
4. View scanned results and resolve scanning exceptions
5. Access reports

Enter Constructed Response Scores

If your assessment contains constructed response questions, the questions must be scored manually and scores must be entered in one of two ways:

1. Constructed response scores can be entered directly on the student answer sheet **prior to** scanning the answer sheets.
2. Constructed response scores can be entered online directly into Acuity. This can be done before or after you scan the answer sheets. Refer to your *Acuity User's Guide, Chapter 6: Manually Score Items* for step-by-step instructions on entering constructed response scores.

Definitions of the scoring rubrics and exemplars can be found in Acuity by clicking on Tests/Preview Print from the Main menu.

Scan Answer Documents & Resolve Scanning Exceptions

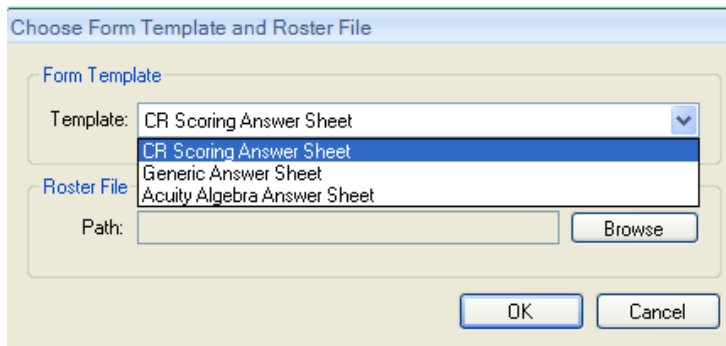
vCapture Express for Acuity is used to scan completed answer sheets and resolve some scanning issues. This information is captured in a file that is exported to Acuity.

Scan Completed Answer Sheets

1. Prepare a stack of completed answer sheets that are all from one assessment and are all of the same template type.
2. Place the answer sheets on the scanner that is attached to the computer where vCapture Express for Acuity is installed.
3. Launch vCapture Express for Acuity.
4. Click **Begin Scanning** from the main menu to display the Choose Form Template and Roster File dialog box.



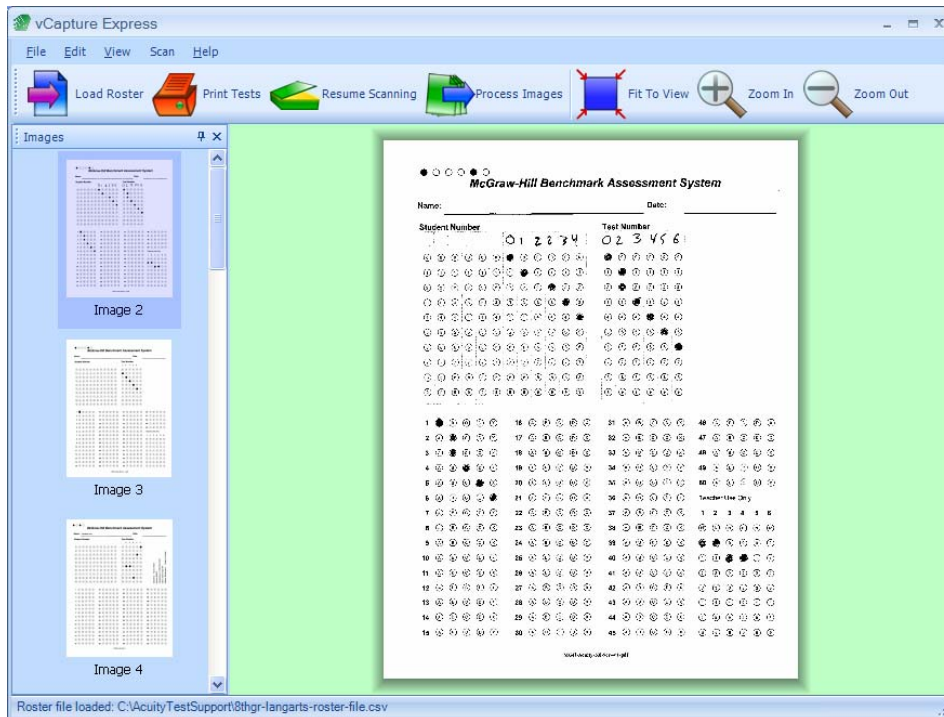
- In the Form Template section, chose the test template that matches all of the answer sheets to be scanned. All answer sheets **MUST** be of the same template type.



- In the Roster File section, if the Acuity roster file that matches the tests to be scanned is not currently loaded, click **Browse** and choose the desired Acuity roster file.
- Click **OK** to begin scanning using the computer’s default scanner. In the toolbar the **Begin Scanning** button will become the **Stop Scanning** button. It may take a few moments for the scanner to warm up.



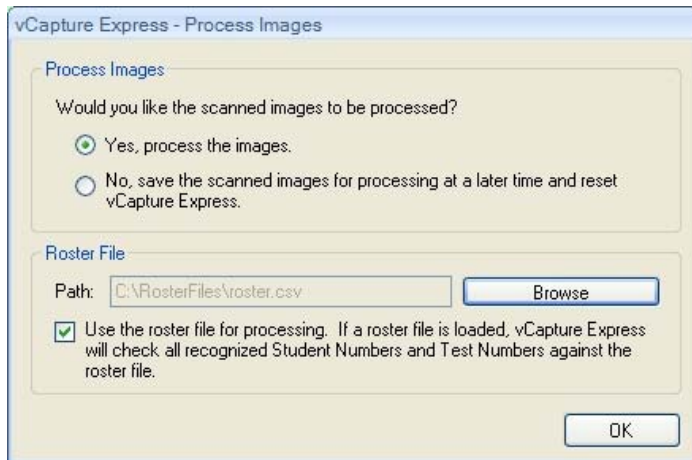
- Once the scanner begins scanning, the images appear in vCaputre Express one at a time.



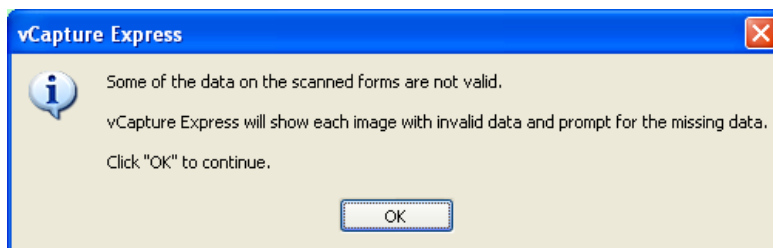
9. When the scanner has finished scanning, the **Stop Scanning** button becomes the **Resume Scanning** button and the Process Images button is enabled. If you have additional answer sheets to scan, place the answer sheets in the scanner and click **Resume Scanning**. Note, if you resume scanning, please make sure the answer sheets scanned are of the same template/type.



10. Once scanning is complete, click Process Image to display the Process Images dialog box.
11. Select “Yes, process the images”, confirm the roster (if applicable) and Click OK to begin processing. Note, you also have an option to save the scanned images to process at a later time. The Processing Progress dialog box appears that displays your progress.

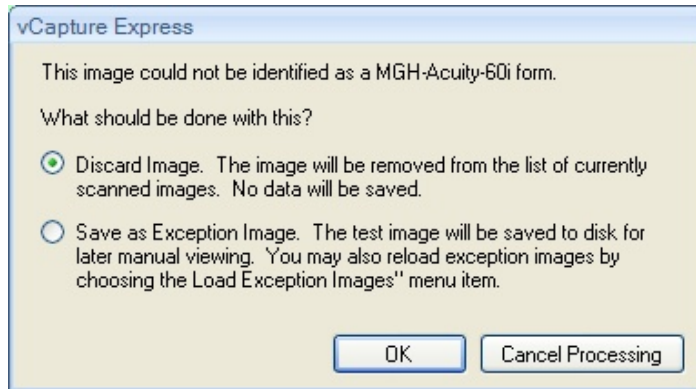


12. If any data validation errors occur, the Invalid Data message box appears. Click **OK** to continue.

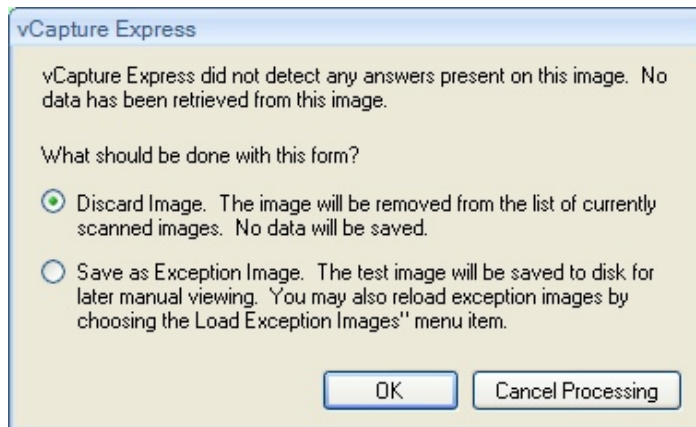


13. Each image (answer sheet) with a validation error is displayed with one of the following data validation dialog boxes.

- a. If a scanned answer sheet does not match the test template type chosen above, the Invalid Identification dialog appears. Perform one of the following options:
- Choose Discard Image and click **OK** to remove this image (answer sheet) from being processed and no results will be exported.
 - Choose Save as Exception Image and click **OK** to remove this image (answer sheet) from being processed but saves the image to be processed at a later time. No results will be exported.



- b. If a scanned answer sheet contains no completed answers (that can be detected), the No Answer Dialog appears. Perform one of the following options:
- Choose Discard Image and click **OK** to remove this image (answer sheet) from being processed and no results will be exported.
 - Choose Save as Exception Image and click **OK** to remove this image (answer sheet) from being processed but saves the image to be processed at a later time. No results will be exported.



- c. If a scanned answer sheet contains a student number that does not appear in the Acuity roster file, the Correct Data Student Number dialog appears. Perform one of the following options:
- Enter the correct student number and click **OK**.
 - Click Ignore Issue if the captured student number is correct and click **OK**.
 - Click Save Exception Image and Discard to remove this image (answer sheet) from being processed but saves the image to be processes at a later time. No results will be exported.

Correct Data - Student Number

Student Number was not found in the loaded roster file.

Student Number:

11111

OK Ignore Issue

Save Exception Image and Discard

Cancel Processing

- d. If a scanned answer sheet contains a test number that does not appear in the Acuity roster file, the Correct Test Number dialog appears. Perform one of the following options:
- Enter the correct test number and click **OK**.
 - Click Ignore Issue if the captured test number is correct and click **OK**.
 - Click Save Exception Image and Discard to remove this image (answer sheet) from being processed but saves the image to be processes at a later time. No results will be exported.

Correct Data - Test Number

Please enter the correct value for the following field on the displayed image:

Test Number:

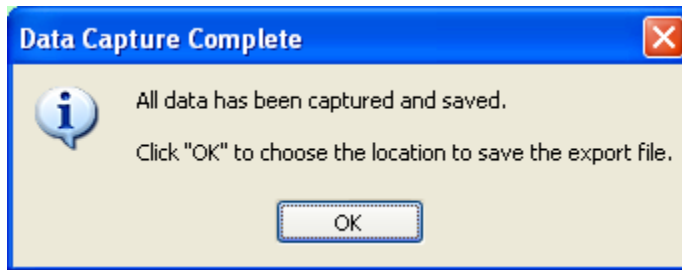
55555

OK Ignore Issue

Save Exception Image and Discard

Cancel Processing

- After all the data has been validated or if there are no validation errors, the Data Capture Complete message box appears. Click **OK** to display the Save Acuity Export File dialog box.



- Chose a location and file name (or accept the defaults) and click **Save**.
- Click **Yes** to reset vCapture Express for Acuity and complete the data export process.

Upload Results File

An authenticated user can review the status of the upload. Once the batch is complete, some scanning exception errors can be corrected online within Acuity.

Upload Results File

- Within Acuity, Click **Tests** on the Main Menu.
- Click **Scoring and Scan Processing**.
- Click **Upload Scanned Answer Sheets**.

- Select **Assessment Type**, of either “custom” for custom test or “non custom” for all other assessments.
- Click **Browse** to open a window to locate the file of scanned results (see step 15 above).
- We recommend that you leave the “Apply validation of last name if present on answer sheets” checkbox unchecked. This validation normally occurs during the vCapture scanning process. However, you may check the box if you want the system to validate the last name associated with the student ID in the system against the last name on the student answer sheet.

7. Click **Upload** to send the file to CTB. The system assigns a unique batch ID for every uploaded transaction. This ID is needed for viewing the uploaded transaction.
8. After the file is uploaded, a message will appear stating, “Successfully uploaded.” If the file cannot be uploaded, the user will receive an error message stating that the file contains record in an unsupported format. The format will need to be corrected prior to the scanned results being uploaded into Acuity for scoring.

The screenshot shows a web interface titled "Upload Scanned Results". At the top, there is a red error message box with an exclamation mark icon and the text "Invalid Record Format(s)!". Below this is a blue header for "Upload Results File". Underneath, there is a text input field for "Scanned Results File Location:" followed by a "Browse ..." button. Below that is a checkbox labeled "Apply validation of last name if present on answer sheets:". At the bottom of this section is an "Upload" button. At the very bottom of the interface, there is another red error message box with an exclamation mark icon and the text "The following records are in a format unknown to the system. Please correct the format and resubmit the file." To the right of this message, it lists "Line Number: 15" and "Line Number: 87".

View Scanned Results and Resolve Scanning Exceptions

Within Acuity, the exported file is uploaded to Acuity.

View Scanned Results

1. Within Acuity, Click **Tests** on the Main Menu.
2. Click **Scoring and Scan Processing**.
3. Click **Scan Results Upload Status**.
4. Enter Search criteria.
 - a. Enter Batch Upload Begin Date – this date indicates that the user does not wish to view any uploaded batches prior to this date.
 - b. Enter Batch Upload End Date - this date indicates that the user does not wish to view any uploaded batches after this date.
 - c. Click the “Only show batches in which records contain errors” checkbox if you only want to see batches that contain records with validation errors.

The screenshot shows a web interface titled "View Scanned Results". It features a blue header for "Search for Scanned Results". Below the header, there are two date input fields: "Batch Upload Begin Date:" with the value "07/01/2007" and "Batch Upload End Date:" with the value "07/31/2007". Below these fields is a checkbox labeled "Only show batches in which records contain errors". At the bottom of the search area is a "Search" button with a downward arrow icon.

5. Click **Search** to view batches that meet search criteria results.

Search Results						
Batch ID	Upload Date	Upload User	Filename	Total Records	Records Previously Scored	Records With Validation Errors
951	07/14/2007 04:42:55	superuser, grplvl	3.0RegPred1stGrade40MCItems Form A_Alias.csv	4000	0	4000

6. The following fields are displayed for each batch record:
- Batch ID is a system-generated number associated with the upload.
 - Upload Date is the date/time the file was uploaded.
 - Upload User is the person who performed the upload.
 - Filename is the file name associated with the upload.
 - Total Records is the total number of records contained in the file.
 - Records Previously Scored is the number of records that were uploaded but had been previously scored (duplicate record).
 - Records with Validation Errors is the total number of records that were not processed because of an error condition.
7. Click the corresponding Batch ID link to view the results of a scanned batch upload.
- Click “Only show unreviewed records,” if desired.
 - Select which type of validation errors to display.

Scanned Batch Results << Back to View Scanned Results

Search for Errors

Batch ID:	951	Uploaded By:	superuser, grplvl	Total Records:	4000
Batch Upload Date:	07/14/2007 04:42:55	Filename:	3.0RegPred1stGrade40MCItems Form A_Alias.csv	Records Previously Scored:	0
				Records Uploaded With Errors:	4000

Only show unreviewed records.

Only show records containing the following validation error. Any Validation Error

Apply Filters

8. Click **Apply Filters** to view student answer records that contain validation errors. This screen gives the user the ability to edit the record and/or perform a reconciliation act, such as adding the student or assigning the test. Below is a list of validation errors:
- Student Last Name Mismatch
 - Student’s Class Not Associated with Assessment Subject.
 - Invalid Student ID.

- d. Invalid Test ID.
- e. Missing Test ID.
- f. Student is not assigned test.
- g. Test Window Expired.
- h. Online Only Test ID.

Search Results

The following batch contains student answer records with validation errors. You may edit the answer record or perform a reconciliation action for the record. You may rerun the validation checks by selecting the answer records below and clicking the Resubmit button.

Sort by: Grade

Page 1 of 160 Show 25 results per page

Select	Grade	Student ID	First Name	System Last Name	Answer Last Name	Test ID	Review Status	Upload Status	Edit/Review Record	Reconcile Record
<input type="checkbox"/>	3rd Grade	1007422	DANIEL	WILEY	DANIEL	56204	N	Student is not assigned test	Edit/Review	Assign Test
<input type="checkbox"/>	3rd Grade	1012145	LORETTA	ACREE	LORETTA	56204	N	Student is not assigned test	Edit/Review	Assign Test
<input type="checkbox"/>	3rd Grade	1000052	MARIELA	SUMMERVILLE	MARIELA	56204	N	Student is not assigned test	Edit/Review	Assign Test
<input type="checkbox"/>	3rd							Student is not	Edit/Review	Assign

9. For each record the following options may be available depending on the type of error.
- a. Click Reconcile Record link to automatically fix the error. For example, you can automatically assign the test to the student. For multiple records with the same error, click the corresponding checkboxes and Click **Assign Test** (for this example).
 - b. Click Edit/Review link to reconcile errors such as Invalid Test ID, Invalid Student ID or a student's last name mismatch.
 - i. If applicable, edit the Student ID, Test ID or last name.
 - ii. If applicable, enter a comment as to why the error cannot be reconciled. This will set the review flag associated with the answer record to "Y" so that the user can ignore records that have already been reviewed.
 - iii. Click **Save Record**.

Review Scanned Record [←← Back to Scanned Batch Results](#)

System Information

Student ID:	1007422	Test ID:	56204
First Name:	DANIEL	Test Name:	3.0RegPred1stGrade40MCItems FORM A
Last Name:	WILEY	Test Upload Status:	Student is not assigned test

Uploaded Answer Record

Student ID:	<input type="text" value="1007422"/> Edit
Test ID:	<input type="text" value="56204"/> Edit
Last Name:	<input type="text" value="DANIEL"/>
NAME:	WILEY
Answers:	BAABABAACBBADACAADBCCDDDBAABABDDBBADBBBA-----
Error Cannot Be Resolved Systematically:	<input type="checkbox"/>
Review Comment:	<input type="text"/>

[Save Record](#)

10. Click the Resubmit check box for each corrected record

11. Click **Resubmit**.

Access Reports

Once the result file upload is complete, you will be ready to view and/or print reports, or extract data. Refer to your *Acuity User's Guide, Chapter 11: Reports* for step-by-step instructions to access reports. Note: You can generate reports without correcting validation errors. However any records with validation errors would be excluded from the report until the validation error is resolved.