

Grading Tests

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Grading a test involves uploading a scanned image so that Remark can grade the data. Test forms must be in TIF, PDF, JPG or PNG format. We recommend the TIF format, as it is a native image format and processes more quickly. Tests should always be scanned in black and white (not grayscale or color) and at a resolution of 300 DPI (dots per inch). You may optionally fill out an answer key and scan it with the students' tests. There are two ways to upload scanned images: **Grade from Anywhere:** When you log in to Remark Test Grading Cloud, under **Grade Tests**, drag or click the purple text to upload an image of your filled in test. The test is automatically reviewed and graded. Status messages appear in the lower right corner of your screen. If there is a problem, an unrecognized image message appears. If the tests are successfully matched to a teacher and class, a completion message appears, allowing you to go to the test details screen. You will see test grades next to the students who were included in the file. You may now save data, review data and run reports. Note: If you are an administrator, you may also access the test upload screen from the Account Dashboard. **Grade for a Specific Class and Test:** When you log into Remark Test Grading Cloud, choose the class and test you wish to grade. Click the **Grade Tests** button. Locate the file containing your filled in tests in the **Test Images** area. If desired, use the **Google Drive** button to choose your test images from your Google drive folder on your computer. If desired, click the box for **Ignore crossed out test responses** to have the application ignore any marks that are filled but X'd out (meaning a student did not want that answer chosen). This feature is useful if you want to tell students to purposely cross out unintended responses as opposed to erasing (or if using pen). Click the **Grade Tests** button. Status messages appear in the lower right corner of your screen. You will also see that a job is processing in the upper right corner. When the operation completes, you will see test grades next to the students who were included in the file. You may now save data, review data and run reports.

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