

Marking a Test Using LUMark_Book spreadsheet

1. Open T:\LUMark_Book\LUMark_Book.xls
2. Click on cell **A3** of the **Answers** sheet and select *Get External data / Edit Text Import* from the **Data** menu. Change the filename and location to point to your own test data file and click the **Import** button. Click the **Finish** button to import the file.
3. By default all questions are allocated 1 point for a correct answer (and zero for an incorrect or missing answer). If you'd like to allocate different point values to selected questions on your test, enter the scores to allocate for correct responses into the cells in row 2 of the **Answers** sheet. Note that those questions not used on this test should have empty cells in row 2.
4. If you have questions with 2 correct answers, select the cell in row 3 of the **Answers** sheet, corresponding to the question with multiple answers. Edit the cell to include both correct answers separated by a comma e.g. 2,3
Repeat for all questions with 2 possible answers.
5. Note that the Excel file will be very big (approx 8MB) so you probably won't want to save it to disk. You have a copy of the raw data saved and can reproduce the results easily by importing these into LUMark_book again.
6. To print the test results click the **Test Results** sheet tab, at the bottom of the window, and click and drag to select all cells in columns A to E (or F if you want to print Rank) containing data. Select **Print** from the **File** menu, click the **Selection** radio button in the print dialogue window and click **OK**.
7. To print the test statistics click the **Test Stats** sheet tab and click and drag to select the cells A1 to J20. Select **Print** from the **File** menu, click the **Selection** radio button in the print dialogue window and click **OK**.
8. If you want to print the question breakdown figures click on the **Question Breakdown** sheet tab and print the table by clicking and dragging to select columns A to K (if your test had alphabetic options) or N to X (if your test had numeric options) of the table and all the rows from 14 down to the last question on your test. Select **Print** from the **File** menu, click the **Selection** radio button in the print dialogue window and click **OK**.
9. To print statistics regarding the ability of each question to discriminate between high and low performing students click on the **Question Effectiveness** sheet tab and click and drag to select columns A to J and rows 1 down to the row corresponding to the last question on your test. Select **Print** from the **File** menu, click the **Selection** radio button in the print dialogue window and click **OK**.

NOTE: If you want your test results sorted on student ID or student name you should sort the file before opening in LUMark_Book as sorting the test results in Excel will sort cells with formulae which will no longer reference the correct cells after they have been sorted. Similarly you should not insert, delete or rearrange the order of rows in any way once your test data has been imported into LUMark_Book.
To sort your test file on **Student ID** before importing into LUMark_Book select **Run** from the **Start** menu, type

```
Cmd /c sort /+1 < "drive:path\filename" > "drive:path\newfilename"
```

into the Open field and click OK.

(Where *drive:path\filename* is the full path and name of your test data file and *drive:path\newfilename* is the path and filename of the destination of the sorted data.)

To sort on **student name** use the command

```
Cmd /c sort /+9 < "drive:path\filename" > "drive:path\newfilename"
```

i.e. **SORTING, INSERTING OR DELETING RECORDS (ROWS) IN MARK_BOOK WILL RESULT IN INACCURATE TEST RESULTS!!!**