

# PSYTECH GeneSys

Unit Three.Three: Answer Sheet Processing

# Unit Three.Three: Objectives

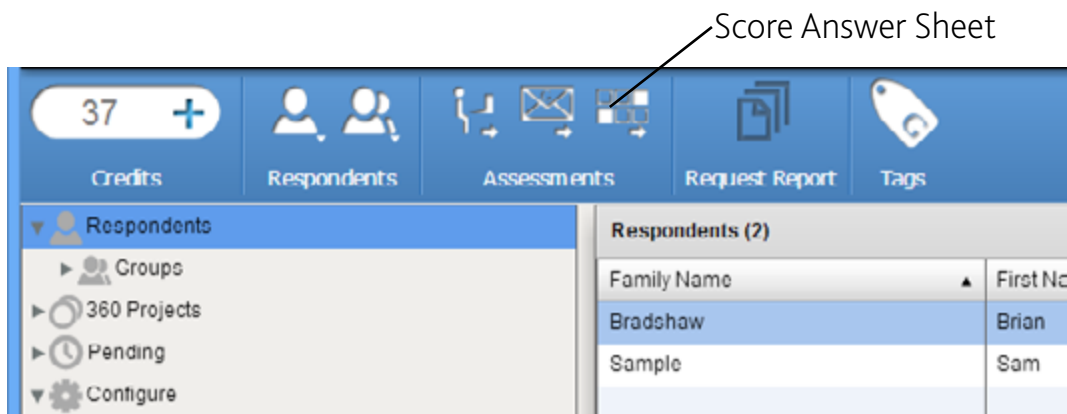
## Answer Sheet Processing

- Process Answer Sheets for an Individual
- Process Answer Sheets for a Group

# Process Answer Sheets for an Individual

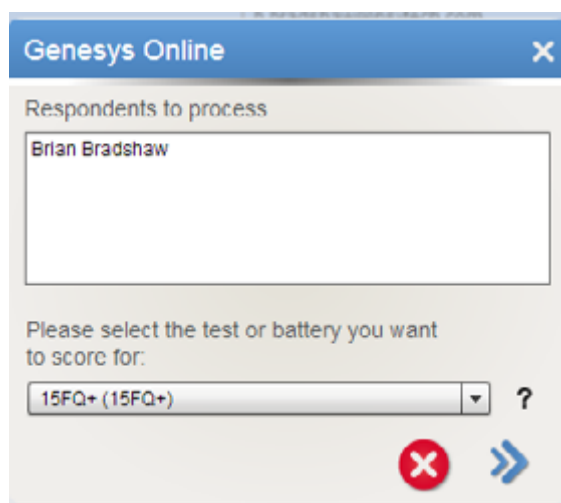
Find the respondent in the main respondent screen who has completed the assessment answer sheet.

Then press the Score Answer Sheet button in the assessments section of the main Toolbar.



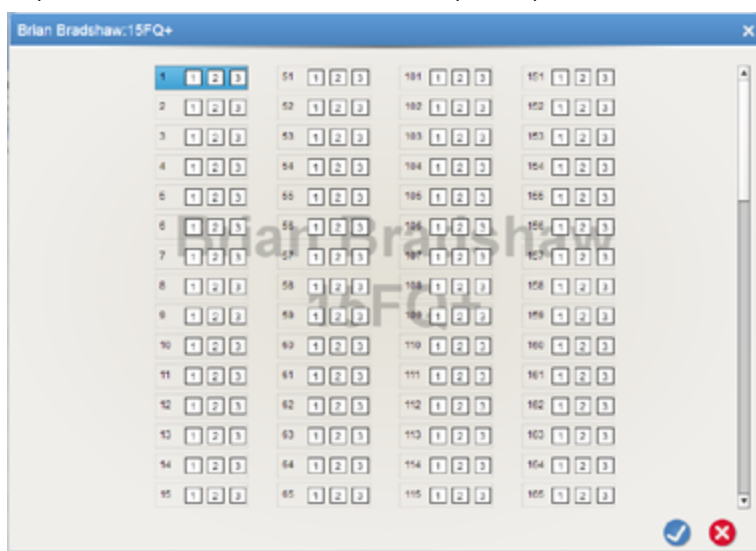
This will open a small window where you can select the assessment that was completed.

Select it, and then press the forward arrow.



This will then launch the onscreen answer sheet. Use the mouse or corresponding keys on the keyboard to complete the answer sheet.

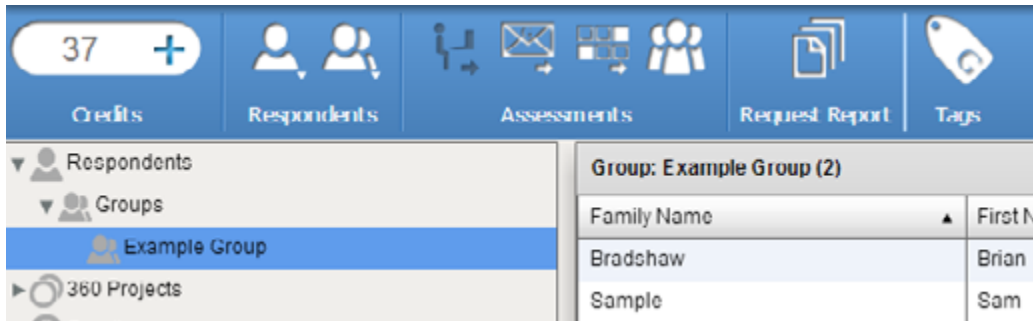
Once you have finished press the tick, or confirm the prompt to save the answersheet.



# Process Answer Sheets for a Group

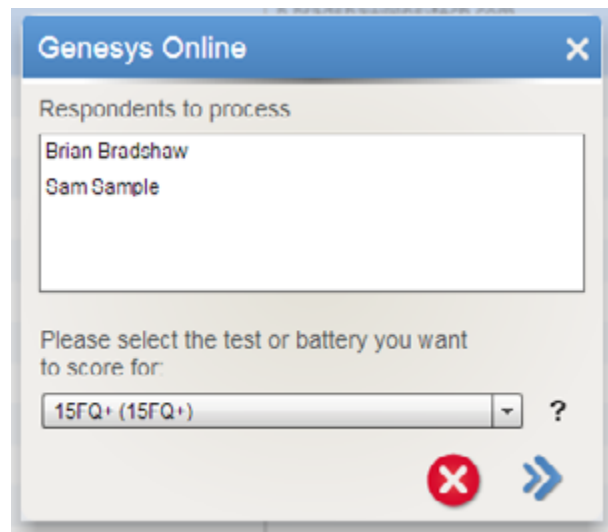
Highlight all the respondents in the main screen you wish to score an answer sheet or, or select the group they are in, and select them from there.

Once all are selected press the Score Answer Sheet button.



A summary screen will then be shown. This list will reflect the respondents you are about to score in the order that they their onscreen answer sheet will be presented to you.

If you wish to remove a respondent, select them, then drag and drop them outside of the wizard. Once ready press the arrow button.



When scoring the answer sheets, the current respondents name will be shown at the top of the answer sheet, and also as a watermark behind the responses.

Use the mouse or corresponding keys to complete the onscreen sheet.

Once complete press the tick, or confirm to save. The next respondents sheet will then automatically load. Continue this process until you reach the last respondent.

End.