

ET_SME – A Generic Self-Marking Exam System

Introduction

ET_SME is a simple system, based on MS Excel, which facilitates the production of generic, self-marking, multiple-choice exams that automatically inform candidates of their overall performance, indicate correct and incorrect answers, and also aids examiners, by transferring candidate and performance data to a separate file for automatic recording and analysis.



Setting Up

First, click on the 'Enter The Questions' button to take you to the Questions Sheet then type in the title of your exam, the number of questions it contains and the questions themselves (up to 50 per exam paper) into the appropriate cells.

Index	
Title:	A Level English Language
Number Of Questions:	26
Q01	What is the first letter of the word "Apple"?
Q02	What is the first letter of the frequently used, very popular, easily spelt and brief word "Bee"?
Q03	What is the first letter of the word "Car"?
Q04	What is the first letter of the word "Duck"?
Q05	What is the first letter of the word "Elephant"?
Q06	What is the first letter of the word "Farm"?
Q07	What is the first letter of the word "Grape"?
Q08	What is the first letter of the word "House"?
Q09	What is the first letter of the word "Iron"?
Q10	What is the first letter of the word "Jam"?
Q11	What is the first letter of the word "Kettle"?
Q12	What is the first letter of the word "Lamp"?
Q13	What is the first letter of the word "Mouse"?
Q14	What is the first letter of the word "Nothing"?
Q15	What is the first letter of the word "Open"?
Q16	What is the first letter of the word "Parrot"?
Q17	What is the first letter of the word "Question"?
Q18	What is the first letter of the word "Rain"?
Q19	What is the first letter of the word "Snake"?
Q20	What is the first letter of the word "Time"?
Q21	What is the first letter of the word "Umbrella"?
Q22	What is the first letter of the word "Vixen"?
Q23	What is the first letter of the word "Window"?
Q24	What is the first letter of the word "Xylophone"?
Q25	What is the first letter of the word "Yeti"?
Q26	What is the first letter of the word "Zebra"?
Q27	
Q28	
...	

Send Questions To Exam Paper And Auto-Adjust Row Heights

Protect And Hide Sheet

Transfer the questions to the candidate Exam Sheet by clicking on the 'Send Questions...' button and, finally, secure the sheet from candidates by clicking on the 'Protect and Hide' button. This should return you to the Index Sheet.

Second, click on the 'Enter Answers & Marks' button to take you to the Answers Sheet.

Now, type in the multiple-choice answers (up to 8 of them), the number of the correct answer (1-8), and the number of marks awarded for each question into the appropriate cells.

		Enter The Multiple Choice Answers, The Number Of The Correct Answer And The Marks To Be Awarded			
		No.	Answers	No. of Correct Answer	
Top Bottom	Q01	1	A	Q01	1
		2	B	Marks	1
		3	C		
		4	D		
		5	E		
		6	F		
		7	G		
		8	H		
Top Bottom	Q02	1	A	Q02	2
		2	B	Marks	1
		3	C		
		4	D		
		5	E		
		6	F		
		7	G		
		8	H		
Top Bottom	Q03	1	A	Q03	3
		2	B	Marks	10
		3	C		
		4	D		

Finally, secure the sheet from candidates by clicking on the 'Protect and Hide' button. This should return you to the Index Sheet.

Third, click on the 'Enter Grades Boundaries' button to take you to the Grades Sheet.

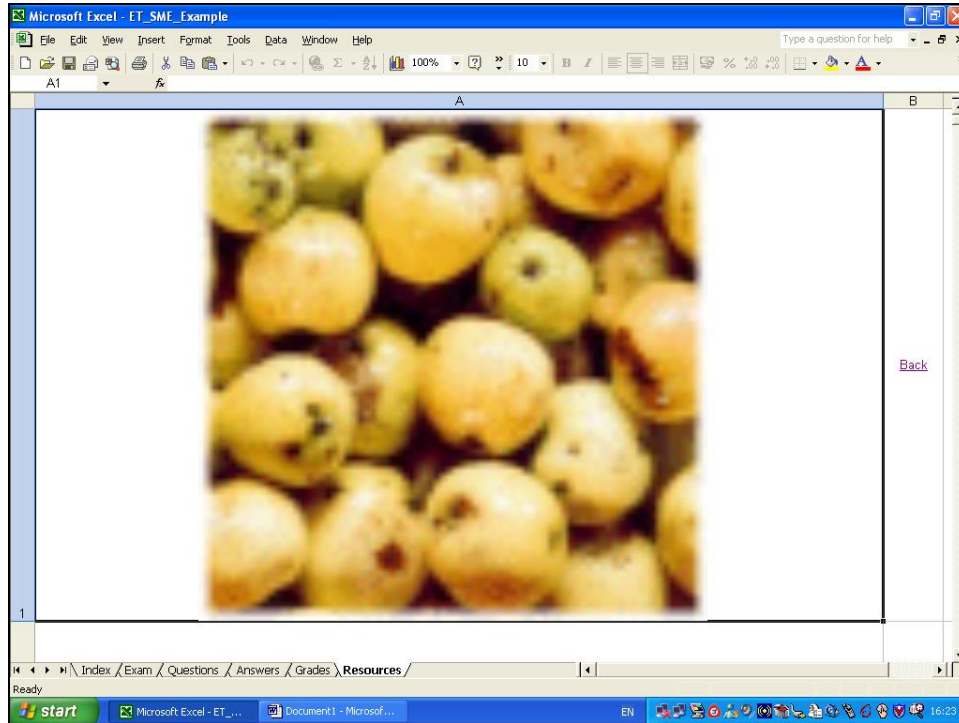
Now, type in the names of the grades you wish to award in the 'Grades' column (e.g. A*, A,...U) and the corresponding minimum score required to merit each grade in the 'Cut-Off Score' column.

Cut Off Score	Grade
30	A*
27	A
24	B
21	C
18	D
15	E
12	F
9	G
0	U

Finally, secure the sheet from candidates by clicking on the 'Protect and Hide' button. This should return you to the Index Sheet.

Additional Resources

Should various questions require additional resources such as pictures, diagrams, photographs, exemplar or explanatory texts, sound clips, etc., click on the 'Add Additional Resources' button and add these to the cell with the appropriate number (A1 for Question 1, A2 for Question 2, etc.).



Do remember to mention these extra resources in your questions!

When these have been added click on any of the 'back' hyperlinks to check they have been assigned to the appropriate question (each question has its own blue, underlined hyperlink...[Q01](#), [Q02](#), etc...to transfer you to its own additional resources).

Final Preparation Of The Exam Sheet

From the Index Sheet, click on the 'Sit The Exam' button and protect the Exam Sheet by clicking on the 'Protect' button.



Finally, return to the Index Sheet and click on the 'Finalise Exam' button...this will password protect the entire workbook and ensure candidates cannot access any of the sheets you have hidden.

Should you wish to make any further alterations to the exam, the password is 'etph' (from 'ET phone home!') and you can unprotect and unhide any sheets in the normal way (see Excel Help for details).

The exam should now be ready for candidates to sit...

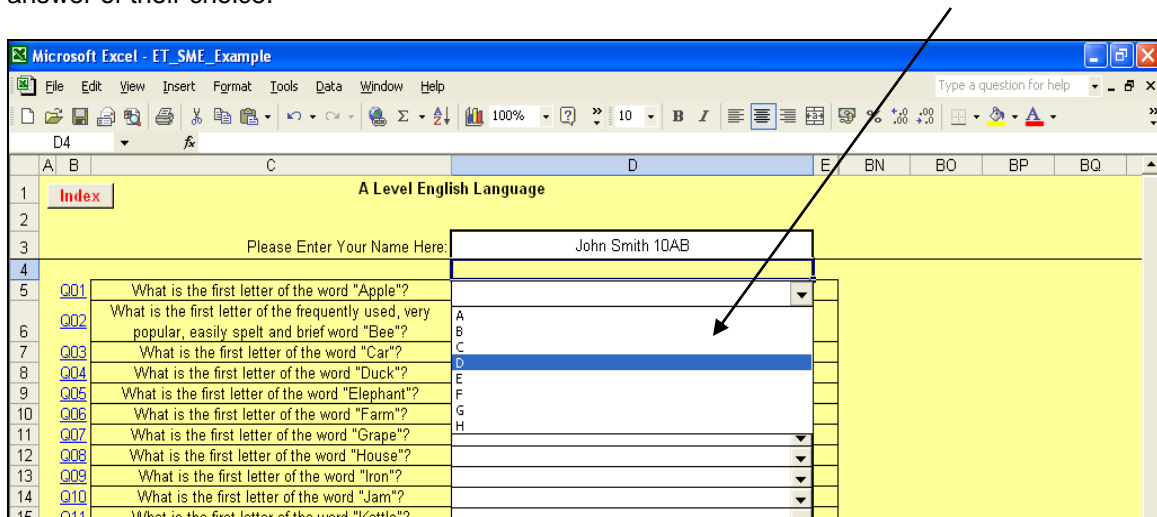
Sitting The Exam

The exam can now be started.

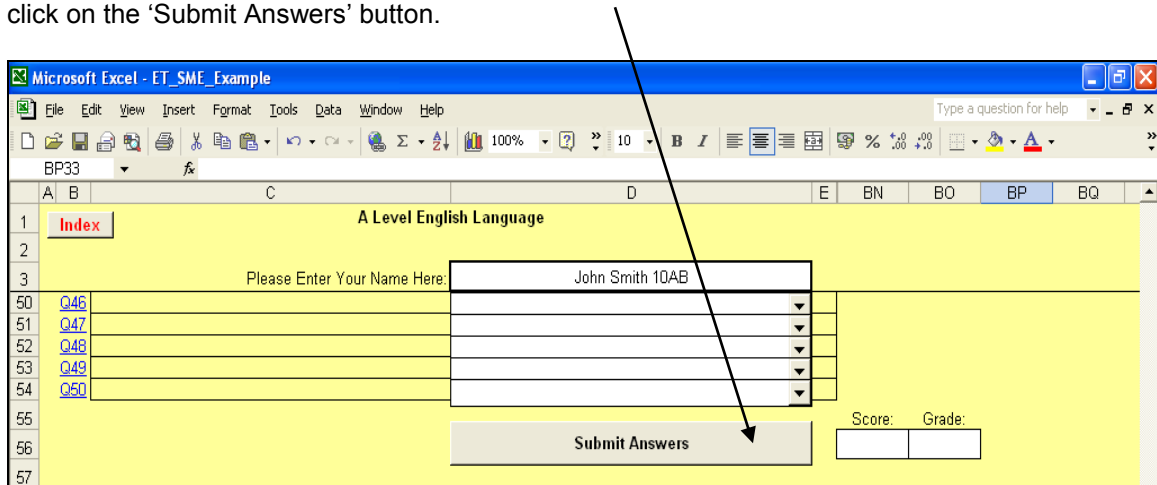
First, candidates check the title at the top of the sheet and, if this is the correct exam, they enter their personal details in the relevant cell.

Each question should be formatted such that all the text of the question is visible; a blue underlined hyperlink for additional resources is to its left; and a drop-down menu of multiple-choice answers is to its right.

To answer each question, candidates click on the appropriate drop-down menu and click on the answer of their choice.



When they have finished the exam and checked their answers, candidates scroll down to and click on the 'Submit Answers' button.



This now causes the exam to be marked, the overall score and grade to be calculated and indicated, the correct and incorrect answers to be shown, and the details to be added to the examiners 'Group Marks & Analysis' file.

The exam sheet should now look similar to the following:

Correct answers are shown in green, incorrect in red...

A Level English Language

Please Enter Your Name Here:

Q01	What is the first letter of the word "Apple"?	A	Green
Q02	What is the first letter of the frequently used, very popular, easily spelt and brief word "Bee"?	D	Red
Q03	What is the first letter of the word "Car"?	C	Green
Q04	What is the first letter of the word "Duck"?	D	Green
Q05	What is the first letter of the word "Elephant"?	E	Green
Q06	What is the first letter of the word "Farm"?	B	Red
Q07	What is the first letter of the word "Grape"?	G	Green
Q08	What is the first letter of the word "House"?	H	Green
Q09	What is the first letter of the word "Iron"?	K	Red
Q10	What is the first letter of the word "Jam"?	L	Green
Q11	What is the first letter of the word "Kettle"?	K	Green
Q12	What is the first letter of the word "Lamp"?	L	Green
Q13	What is the first letter of the word "Mouse"?	M	Green
Q14	What is the first letter of the word "Nothing"?	O	Red
Q15	What is the first letter of the word "Open"?	O	Green
Q16	What is the first letter of the word "Parrot"?	O	Red
Q17	What is the first letter of the word "Question"?	R	Green
Q18	What is the first letter of the word "Rain"?	R	Green
Q19	What is the first letter of the word "Snake"?	S	Green
Q20	What is the first letter of the word "Time"?	T	Green
Q21	What is the first letter of the word "Umbrella"?	U	Green
Q22	What is the first letter of the word "Vixen"?	V	Green
Q23	What is the first letter of the word "Window"?	W	Green
Q24	What is the first letter of the word "Xylophone"?	X	Green
Q25	What is the first letter of the word "Yeti"?	Y	Green
Q26	What is the first letter of the word "Zebra"?	C	Red
Q27			
Q28			

At the bottom of the sheet, the overall score and grade are shown...

A Level English Language

Please Enter Your Name Here:

Submit Answers

Score: 27 Grade: A

Group Marks And Analysis

The candidate's marks are automatically transferred and added to the ET_GM&A file.

This file works out the group averages and calculates the modes (most common answers) for each of the questions.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	A Level English Language	26	29	A	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3
2	Name	No. Answered	Marks	Grade	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12	A13	A14	A15	A16	A17	A18	A1
3	Joe Bloggs 10BC	26	34	A*	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3
4	Bertie Bassett 10FG	26	31	A*	1	2	3	4	5	2	2	2	1	2	3	4	5	6	7	8	1	2	3
5	Bertie Bassett 10FG	26	20	D	1	2	5	3	5	2	2	2	1	2	3	4	5	6	7	8	1	2	3
6	Bertie Bassett 10FG	26	27	A	4	4	3	3	5	4	2	2	5	2	3	4	5	6	7	8	1	2	3
7	Cindy Brown 10HI	26	33	A*	1	2	3	4	5	6	7	8	5	2	3	4	5	6	7	8	1	2	3
8	George Pearson 10GP	26	31	A*	4	2	3	4	5	6	5	8	5	2	3	4	5	6	7	8	1	2	3
9	John Smith 10AB	26	27	A	1	4	3	4	5	2	7	8	3	4	3	4	5	7	7	7	2	2	3
10																							

To prevent candidates changing/correcting and resubmitting their answers, in the light of the red/green feedback given, each entry in ET_GM&A is automatically date and time stamped.

	A	B	C	D	AZ	BA	BB	BC	BD
1	A Level English Language	26	29	A	0	0	0		
2	Name	No. Answered	Marks	Grade	A48	A49	A50	Date	Time
3	Joe Bloggs 10BC	26	34	A*	0	0	0	20/02/04	12:39:16
4	Bertie Bassett 10FG	26	31	A*	0	0	0	23/02/04	10:33:26
5	Bertie Bassett 10FG	26	20	D	0	0	0	23/02/04	14:10:22
6	Bertie Bassett 10FG	26	27	A	0	0	0	23/02/04	15:51:59
7	Cindy Brown 10HI	26	33	A*	0	0	0	23/02/04	15:53:59
8	George Pearson 10GP	26	31	A*	0	0	0	24/02/04	12:54:03
9	John Smith 10AB	26	27	A	0	0	0	25/02/04	16:56:00
10									