

**NCS Pearson, Inc., (Schoolnet, Inc.) and
Kentucky Department of Education (State)**

**Implementing Scanning Initiatives Guide
Version 1.1**

Submitted by:

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Document Control

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1 Scanner Specifications

1.1 Supported OMR scanners

The following scanners use Optical Mark Recognition (OMR) to read from specially designed forms that are purchased separately from a scanner vendor. It is expected that ScanIt will *generally* work with any Scantron or NCS scanner with a serial port connection.

Scanmark Series	OpScan Series****	InSight Series****	Apperson
Scanmark ES2010 Scanmark ES2260 Scanmark ES2800 Scanmark 4000 Scanmark 5500 Scanmark 6500	OpScan 2 OpScan 3** OpScan 4** OpScan 4ES* OpScan 4U OpScan 6** OpScan 8**	InSight 4 (OMR Only)* InSight 4 (OMR with Imaging; this model has a USB port) InSight 4ES InSight 30***	Apperson Advantage 1200

* These models will only work with a USB emulated serial port. Please reference the document "Configuring the USB emulated Serial Port for NCS Pearson Scanners" for directions.

** These scanners only have a serial port. To connect these scanners to a computer that does not have a serial port, please use USB-serial converter Keyspan Adapter (part number is USA-19HS). This is the only converter that has been tested and approved for use with these scanner models.

***To use this model with ScanIt as an OMR scanner, port name "L_port_twain" must be selected within ScanIt's Scanner Configuration.

**** Need to install the Pearson Runtime Module from the Schoolnet Support Downloads Site in order for OMR forms to be recognized in ScanIt.

1.2 Supported OMR forms

As OMR forms are oftentimes scanner-specific, this list of Schoolnet-supported OMR forms is presented in accordance with the specific scanner models with which they are compatible. Customers wishing to use other Scantron OMR forms may do so, but there may be additional cost to support them.

OMR Scanner Model	Supported OMR Forms
Scanmark ES2010 Scanmark ES2260 Scanmark ES2800 Scanmark 4000 Scanmark 5500 Scanmark 6500	F-18385-AS-L.800 (50 items; ABCDE) F-18387-AS-L.800 (200 items; ABCDE) F-19462-AS-L.800 (100 items; ABCDE/FGHIJK) F-19464-AS-L.800 (100 items; ABCDE) F-19465-AS-L.800 (100 items; ABCDE/FGHIJK)
OpScan 2 OpScan 3 OpScan 4 OpScan 4ES OpScan 4U OpScan 6 OpScan 8 InSight 4 (OMR Only) InSight 4 (OMR with Imaging; this model has a USB port) InSight 4ES InSight 30	z095.sds Pearson 19465 (100 items; ABCDE/FGHIJK) z501.sds Pearson 71737 (50 items; ABCDE) F-19462-AS-L (100 items; ABCDE/FGHIJK) 245696 (1-50, A-E)* 245699 (1-200, A-E)* 219482 (1-100, A-E) 220608 (1-400, A-E)** 245695 (1-25, A-D)* 245677 (1-200, A-E/F-K)* 271815 (1-200, A-D/F-J)*
Apperson Advantage 1200* *Scanners with a serial # that begins with "S" will need to install a firmware update in order to scan Form 70280. Please reference the document "Firmware Updater Instructions for Apperson Advantage 1200 S series ONLY" for installation directions.	Apperson 70280 (50 items; ABCD/FGHI)

*When using these forms, the Test ID will be bubbled into the field labeled "Assignment ID".

**The Schoolnet application only supports up to 200 items on a test.

1.3 Plain Paper Scanners and Recommended Models

1.3.1 Support Plain Paper Scanners

Most optical scanners that support the following requirements will work:

- TWAIN-compliant
- Black/white scanning at 300 dpi or above
- USB 2.0 or later
- Equipped with Automatic Document Feeder (ADF)

As a general note, the most important thing is that the scanners have legible image quality that contrasts, for instance, the difference between filled and unfilled bubbles. Schoolnet has found that some scanner models (typically multi-function devices) have poor optical scanning quality. ScanIt includes a test-mode that will let a customer try their scanner with ScanIt if they have an existing model they are interested in testing out. Refer to the ScanIt User Guide for additional detail.

1.3.2 Recommended Plain Paper Scanners

Schoolnet does not support specific plain-paper scanners, as many makes and models of TWAIN-compliant scanners will work successfully with Schoolnet. However, the following scanners are **suggested (but not required)**:

- Brother MFC 7340 (discontinued but still available by resellers)
- Brother MFC-J6910DW
- Brother MFC- 8480
- Fujitsu FI-6130 (discontinued but still available by resellers)
- Fujitsu Fi-6130Z as a locally connected scanner
- Scantron InSight 20
- Scantron InSight 30
- Canon DR-9080C (discontinued but still available by resellers)

2 Scanning Services

The following highlights the process to select an option as well as a few of the options that Pearson has offered in various states to support scanning initiatives per district.

2.1 General Process

Typically in each case, the district would submit a site survey or custom request form (Appendix A) to Pearson. The form would include basic information about the district's objectives and goals, but also logistical information about their specific setup (i.e. hardware, software, support structure, test administration process, etc.) Based on the that form Pearson will work with the district to shape what recommended options makes the most sense to implement with the district. Timelines are constructed and discovery meetings are conducted with the district during this process.

2.2 Scanning Preparation Services

In some cases Pearson has engaged the use of a Pearson contractor to visit districts and ensure that the scanning stations and software are set up correctly. This includes visiting each building to assist with any issues in downloading Scan-It and to test that the scanners are working normally.

2.3 Scanning Field Test Services

In addition to having onsite personnel at the district to perform the scanning setup and initial test, Pearson has also had personnel at the district to support the district's first field test of scanning assessments. This typically means the district will provide schools with a sample benchmark assessment of some kind that also includes a scanning component and run the operation as a normal testing window. The Pearson representative would work with the district administrators to make sure all scanning components are working and provide any assistance real time while the assessment is in progress.

2.4 Enhanced Scanning Training

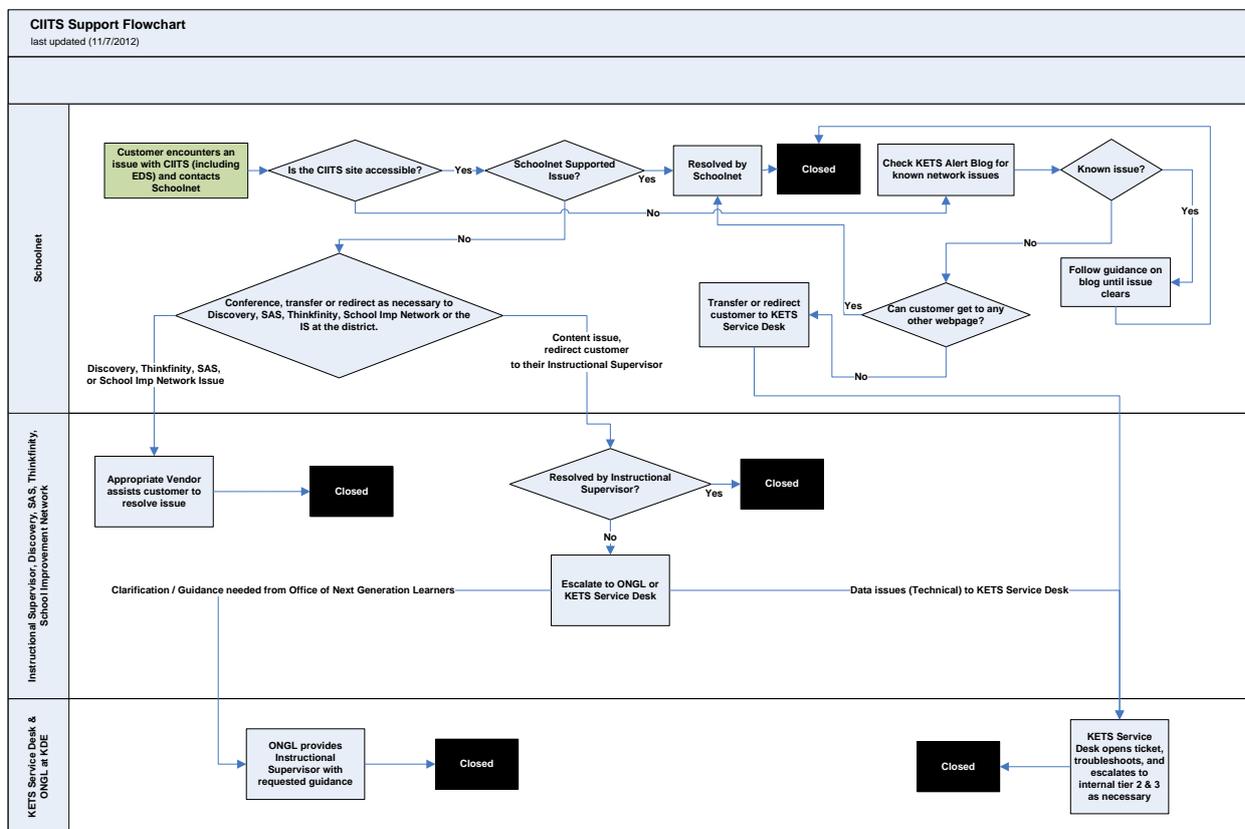
Additionally, Pearson has provided training for users who will be responsible for scanning in their school or district. The training cost structure is setup as follows:

Training Type	Rate
Face-to-Face	\$1500.00
Web Training	\$300.00
Certification	\$2700.00

3 Support Process

3.1 General Workflow

This is the current support workflow in Kentucky. Pearson provides support based on this model and scanning issues and help fold into the existing structure already in place. The SchoolNet Support team should be able to answer scanning questions as they arise for a district or school.



APPENDIX A: Scanning Support Request Form

PEARSON/CIITS SCANNING SERVICES REQUEST FORM

NCS Pearson, Inc. (Pearson) offers services to support Scanning at the District level. Upon completion of this request form you will be contacted to schedule a discovery meeting. This can be held either in person or via conference call/WebEx. Once the discovery process is complete, you will be provided with an estimated cost for your District's Scanning initiative.

Please complete the District Information and Project Description portions of this form and submit it to ciitshelp@schoolnet.com. All services ordered are subject to the Terms and Conditions attached to this Request Form.

District Information	
District Name:	
Program Name	
District Contact:	
Email Address	
Phone Number:	
Pearson Information	
Pearson Implementation Manager Name:	
Implementation Manager Phone Number:	
Implementation Manager Email Address:	
Project Information	
Project Duration:	
Anticipated Start Date:	
Anticipated End Date:	

Project Description:

Brief description of status of scanning currently performed in the District (if any). Please note hardware and software packages if known.

Hours & Fees

Activity	Hours	Cost to District
Totals		