

APPENDIX C. SCANNER INSTRUCTIONS

C.1 INTERACTION OF NCS OPSCAN SCANNERS, SCANTOOLS II SOFTWARE, AND MCAIMS

MCAIMS is developed to work with scanners, ScanTools II software, and answer sheets purchased from NCS Pearson. Refer to Paragraph C.2 for ordering information.

MCAIMS is programmed to read and score the responses that you collect in a data file using ScanTools II software. Note that scanning tests can take place with the scanner connected to a PC other than where MCAIMS is installed. Using the ScanTools II software, you will create data files that can be moved to another location on your PC or transported (e.g., emails, disks) to another PC that has MCAIMS installed. After placing the data file in the Backup folder of your MCAIMS installation, you can then open MCAIMS to access and process the test data established when you scanned your tests.

Your Scan Only application allows you to select from two edit profiles for each test that you scan. These profiles are distributed with the release of MCAIMS 3.5. The profiles will either allow the process to continue despite irregularities in the data field (e.g., omitted marks in test data item) or stop the scanner for you to remove the sheet (e.g., incomplete SSN). These profiles, created at Ground Training Branch (GTB) with the ScanTools II Designer version, allow some flexibility in how the scanner handles the scanned data. There was no need for GTB to purchase the scoring feature in ScanTools II software because MCAIMS will handle the unique rules associated with weighting various tests.

Note that you may convert your data file to a format that can be used by other software programs such as Access database, Excel spreadsheet, or SPSS statistical package. Refer to your ScanTools II User's Guide for guidance in converting data. However, if you do convert data for other uses, do not attempt to use those data files in the MCAIMS software. The use of converted data in other software packages (e.g., SPSS, Access, Excel) is not supported by the MCAIMS Technical Support Staff.

CAUTION: NEVER place a copy of a data file that has been used with SPSS or any other third party tool back into the live environment where it may be used by MCAIMS. Failure to follow these precautions may result in MCAIMS program failures, for which there may NOT be technical support or a means of recovery.

The following steps summarize what you must do to set up your scanner and ScanTools software to create the data files.

1. Connect your scanner to a PC where scanning can take place (refer to the operating guide for your scanner model).
2. If you are using a new scanner for the first time, you do not need to configure your scanner. A new scanner arrives pre-configured. If you previously configured your scanner to the Sentry 3000 setting to use with earlier versions of MCAIMS, you must reconfigure your scanner to the standard default setting (refer to Paragraph C.3 below or to the operating guide for your scanner model).

CAUTION: Ensure that you are using the default scanner setting, not the Sentry 3000 setting as was used in previous versions of MCAIMS.

3. Install a copy of ScanTools II software on the PC where scanning will occur according to the procedures below or refer to pages 11-25, Chapter 2, ScanTools II Users Guide. A copy of the software is required for each NCS Pearson Scanner.
 - a. Contact your MCAIMS Technical Support Representative for instructions on downloading and installing McScanTools.exe, which is a registered version of the ScanTools II Scan Only software. Your representative will not only advise you of the location of the download but also provide you with the License Key, required for installing the software.
 - b. Go to the GTB Web site and download ScanTools II software to a folder of your choosing.
 - c. The self-extracting software will download to the folder of your choosing. Note that three folders and seven files will be extracted.
 - d. Double-click Disk1 and eleven files will be displayed.
 - e. Double-click on setup.exe to initiate the installation of the software. The Install Shield process is initiated, and the Setup dialog box opens.
 - f. Enter the License Key provided by your MCAIMS Technical Support Representative. Include spaces.

HINT: Ignore the prompt to register the software because it has already been registered.

 - g. The software automatically installs the ScanTools shortcut on the desktop.
 - h. When the software is installed, you may refer to the Help files or to the 114-page ScanTools II Users Guide in Adobe Acrobat (.pdf) format.
4. Configure the scanner, using ScanTools (refer to pages 26-28, Chapter 2, ScanTools II Users Guide). Note that this configuration is accomplished from within the ScanTools II menu and should not be confused with the configuration that you perform on the scanner in Step 2 above.
5. Place the application file (z001.sds) provided by GTB under the appropriate PC drive and the following folders: Program Files, NCS Pearson, ScanTools II, Applications. Place the application profiles (Profile1.\$sep and Profile2.\$sep) under the following folders: Program Files, NCS Pearson, ScanTools II, Profiles.
6. Refer to the procedures provided in Paragraph C.4 to scan your tests, using ScanTools II.

C.2 OPSCAN® SCANNER AND ANSWER SHEET ORDERING INFORMATION

The MCAIMS 32 software has been developed and tested to work with the OpScan® optical mark reading scanners from NCS Pearson. A number of different models are available to meet varying processing speed requirements. Click on this link for a list of models and information describing those models: <http://www.ncspearson.com/scanners/models.htm>.

In addition to a scanner, you will also need NCS Pearson's ScanTools® II software. There is a "Scan Only" version of this software that is required to control the scanner so that it can read the MCAIMS answer sheets.

OpScan® scanners (Figure C-1) and the ScanTools® II software are available through NCS Pearson's GSA Federal Supply Service schedule. For more information, please call NCS Pearson at 1-800-447-3269 or e-mail them using this link: <http://www.ncspearson.com/contact/dms-info.htm>

The MCAIMS 2000 software uses a 240-item General Purpose Answer Sheet - Form Number 30423 (see example on the following website, <http://www.valuebridge.com/valuebridge/members/samplelib/samples/30423-2.pdf>). These answer sheets can be purchased from NCS Pearson by calling 1-800-367-6627 or on-line at: <http://www.valuebridge.com>.



Figure C-1. View of Scanner

C.3 RECONFIGURING THE OPSCAN 3, 4, AND 5 SCANNER

The following instructions are summarized from Appendix B, Operator's Manual for the OpScan 3 and OpScan 4 Scanners. Reconfiguring the scanner consists of accessing the background menu on the operator panel and then the prompts. Note that you must reconfigure your scanner only if you had previously selected the Sentry 3000 setting to use with previous versions of MCAIMS. If you are using a new scanner for the first time, do not reconfigure your scanner.

1. Simultaneously hold down the left and right push-button keys on the operator panel until you see the message:

Background Menu

2. Release the keys. The following message is displayed:

(Name of Scanner) = firmware version

Continue

3. Press **Continue**. The following message is displayed:

Sheet Count = XXXXXXXX

Continue

4. Press **Continue**. The following message is displayed:

Utilities?

NO YES

5. Press **YES**. The following message is displayed:

Top Head Calibration?

NO YES

6. Press **NO**. There are two possible responses.
 - a. If your scanner has a dual read head, the following message is displayed: (This would apply for most MCAIMS users.)

Bot Head Calibrate"

NO YES

Proceed to step 7.

- b. If your scanner has a single read head, the following message is displayed:

Comm Configuration?

NO YES

Proceed to step 8.

7. Press **NO**. The following message is displayed:

Comm Configuration?

NO YES

8. Press **YES**. The following message is displayed:

NCS Standard Config?

NO YES

9. Press **YES**. Then a series of prompts with different baud rates appear. For best performance, select the maximum baud rate. The preferred baud rate for *Windows 2000* is 38400. The ONLY allowable baud rate for *Windows NT* is 38400. The maximum baud rate for *Windows 95/98* is 19200.
10. Select the baud rate you need to use by pressing **Yes**. The following message is then displayed:

Comm Config Complete

Quit

11. Press **QUIT**. You have reconfigured your scanner.
12. Display brightness.

Yes or No

13. Press **NO** until the following message is displayed:

Exit Utilities Menu?

NO YES

14. Press **YES**. The following message is displayed:

Exit Background Menu?

NO YES

15. Press **YES**. You are now ready to do your scanning tasks.

C.4 SCAN TESTS USING SCANTOOLS II

This section describes how to create the data files, scan your tests, and transfer the data files to MCAIMS. It is organized in three sections:

- Prepare to Scan (Paragraph C.4.1)
- Scan Your Answer Sheets (Paragraph C.4.2)
- Post-Scan Actions (Paragraph C.4.3)

HINT: It is recommended that you scan no more than 80 sheets at a time to prevent jamming. Note that as the sheets feed through the scanner, the top sheet (in the unscanned stack) becomes the bottom sheet (in the scanned stack).

HINT: If only Version A exists, the bubble sheets do not have to be marked. Even if the bubble sheets are mistakenly marked as other versions, the system defaults to Version A for scoring purposes.

HINT: If multiple versions of a test exist, the bubble sheets must reflect the correct version. If a bubble sheet is mistakenly marked as another version or if no version is marked, MCAIMS will later prompt you to enter the correct version before continuing with the scoring.

WARNING: Be sure that you name your data file in a manner that you can easily identify it when you are ready to score the file. If you score the wrong data file, you could have disastrous results for scores, class standings, and GPAs.

C.4.1 Prepare to Scan

This section describes how to set up the ScanTools II software and prepare the answer sheets for scanning.

1. Double-click the ScanTools II icon on your desktop. The ScanTools II application opens (Figure C-2).

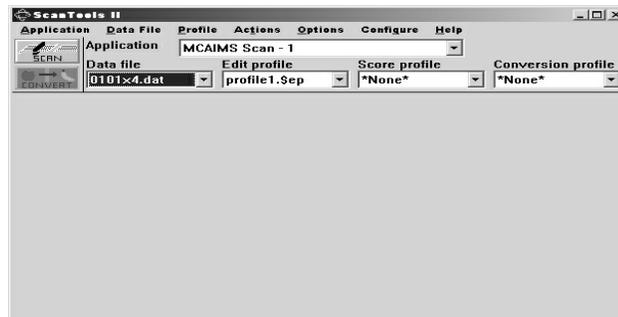


Figure C-2. ScanTools II Main Menu

2. Referring to Figure C-3, select the MCAIMS Scan - 1 application in the Application file bar. This application contains the profiles you need to scan tests and produce data files that MCAIMS can process.

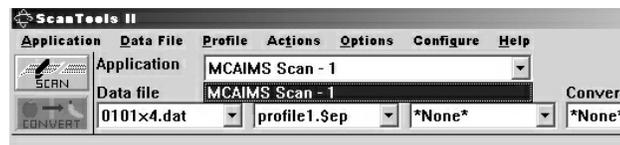


Figure C-3. Select Application

3. From the Options menu, choose Scanning Options. The Scanning Options dialog box (Figure C-4) opens with two tabs (File Names and Scanner Control) displayed.

HINT: It is recommended that you edit only the two items described below under File Names. Accept the default selections under Scanner Control for Threshold (Normal) and Discrimination (Medium).

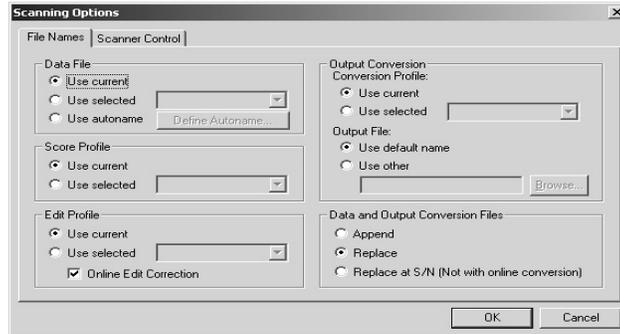


Figure C-4. Scanning Options

- a. Determine if you wish to make your edit corrections on line or manually.
 - (1) If you wish to edit the scanned data online in the Edit Correction dialog box, click the checkbox beside Online Edit Correction on the File Names tab. This is the preferable option if you have a large stack of answer sheets to scan.
 - (2) If you wish to make edits directly to the answer sheets (e.g., fill in bubbles for incomplete SSN), do not check beside Online Edit Correction.
 - b. Under Data and Output Conversion Files on the File Names tab, choose Replace (not Append). If you choose Append, you could create duplicate records in your data file; MCAIMS will not score duplicate records.
 - c. Click on **OK**. This returns you to the ScanTools II main menu.
4. Verify your configuration paths. From the Configure menu, choose Paths. The Paths dialog box opens (Figure C-5).

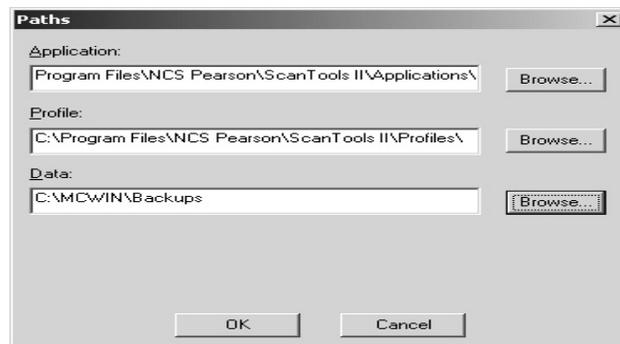


Figure C-5. Paths

The default Data path (C:\Program Files\NCS Pearson\Scan Tools II\Data Files) may be appropriate if scanning and scoring will occur on different PCs. Otherwise, change the Data path to your MCAIMS folder where scoring will occur.

5. Create a new data file for each test you wish to scan or select an existing data file.
 - a. To create a new data file, choose the Data File menu (Figure C-6).

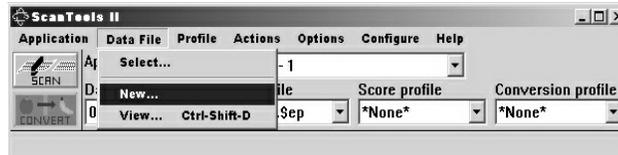


Figure C-6. Data File Menu

- (1) Choose New. The New Data File dialog box (Figure C-7) opens.

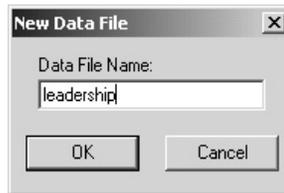


Figure C-7. New Data File

- (2) Enter a name to identify the test data you plan to scan. Although ScanTools II software allows you to enter a maximum of 24 alphanumeric characters, MCAIMS displays only 8 characters in the Open File dialog box. MCAIMS truncates any remaining characters. Avoid the characters identified within parentheses (: " / < > ? /) and valid DOS names (aux, com1, com2, com3, com4, lpt1, lpt2, lpt3).
 - (3) Click on **OK**. Note that ScanTools II adds the suffix (.dat) to the name.

WARNING: Be sure that you name your data file in a manner that you can easily identify it when you are ready to score the file. If you score the wrong data file, you could have disastrous results for scores, class standings, and GPAs. Recommend you use part of the Test ID for your Data File name for easier tracking.

- b. To select an existing data file, click the down arrow in the Data file bar. The Data file drop-down menu (Figure C-8) opens for you to choose the file to which you wish to scan test data.

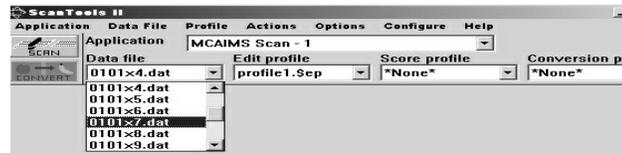


Figure C-8. Data File

6. Referring to Figure C-9, click the down arrow in the Edit profile file bar. The Edit Profile drop-down menu (Figure C-7) opens.

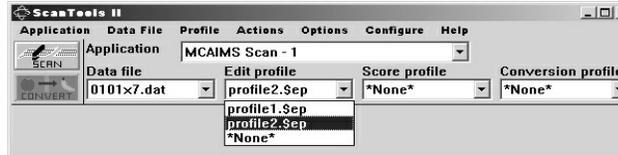


Figure C-9. Edit Profile

- Referring to Table C-1 for a description of the two permissible MCAIMS profiles, select the desired Edit profile. Note that each Profile contains four elements: Last Name, SSN, Version, and Test Items. ScanTools software requires you to correct each error found in these elements before it will advance to the next item during the edit phase.

Table C-1. Edit Profiles

Profile Name	Description
Profile1.\$ep	<p>The Last Name must be complete; the scanner will stop for you to remove the record if it is not.</p> <p>The SSN must be complete; the scanner will stop for you to remove the record if it is not.</p> <p>The Version will not be checked by ScanTools software; MCAIMS will perform a partial check (i.e., verify that the version on the record exists for that test). The user is responsible for ensuring the correct version is entered on the test sheet. MCAIMS will assume that an incorrectly marked version is Version A if only one version exists.</p> <p>The scanner will <u>not</u> stop for <u>blank</u> test items or test items with <u>multiple marks</u>. Blanks will appear on the data record as a space; multiple marks will be flagged on the data record with an asterisk. MCAIMS will score blanks and multiple marks as errors.</p>
Profile2.\$ep	<p>Last Name - same as Profile 1</p> <p>SSN - same as Profile 1</p> <p>Version - same as Profile 1</p> <p>The scanner will <u>not</u> stop for <u>blank</u> test items; blanks will appear on the data record as a space. The scanner will <u>stop</u> for test items with <u>multiple marks</u> to allow the tester to make a determination. MCAIMS will score blanks and multiple marks as errors.</p>

HINT: In addition to the reasons stipulated in the edit profiles, the scanner will stop for skewed, jammed, or double-fed sheets; sheets unreadable for IDs or timing marks; communication errors between the scanner and your PC, and an empty input hopper. You will receive a Scanner Error dialog box for any of these problems.

- Ensure that the correct answer sheets are used. The standard form for scanning purposes is General Purpose - NCS - Answer Sheet - Form No. 30423 (informally called bubble sheet). Each sheet contains five choices for 240 questions. There are 500 sheets per box. The sheets can be purchased from National Computer Systems, P.O. Box 997, Owatonna, Minnesota 55060-0997.
- Referring to Table C-2 and Figure C-10 below, ensure that the information for each student (last name, SSN, and test version) is completed on Side Two of the answer sheets. The letter or number

is entered with the appropriate number "bubble" beneath it darkened with a number 2 pencil.

Table C-2. Description of Answer Sheet

Data Item	Action Required
Last Name	Enter the last name to the right of the title "Name" with the answer sheet turned horizontally facing you (Side Two will be on the bottom left).
SSN	Enter the SSN beneath the title "Identification Number" with the answer sheet turned horizontally facing you (Side Two will be on the bottom left).
Test Version	Enter the test version with the answer sheet turned right so that Side Two is on the top left side (refer to Figure C-10). The test version consists of a two-digit number (e.g., 01, 02, 03) which corresponds to the version (e.g., 01 equals version A ... 05 equals version E ... 26 equals version Z).

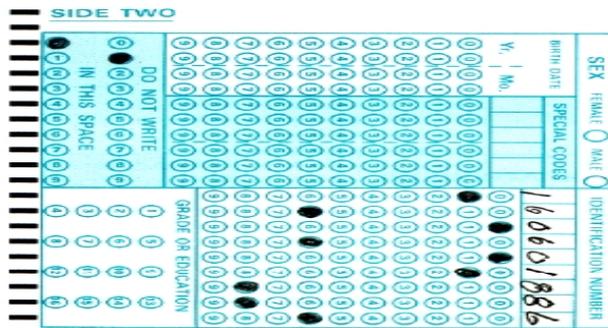


Figure C-10. Side Two Left Corner of Answer Sheet

HINT: The scanner can accommodate multiple versions of the same test in a scanning session.

- a. If the last name is omitted (i.e., at least the first bubble not filled in), the edit profile will require you to correct this omission.
 - b. If the SSN is incomplete (i.e., one or more bubbles not filled in), the edit profile will require you to correct this omission. If the SSN is incorrect (i.e., wrong numbers), the scanner will record the data and allow MCAIMS to adjudicate the problem. Note that MCAIMS will reject the record of any SSN and last name that does not match an SSN in the class and test database.
 - c. If the version is incorrect or omitted, the scanner will accept the record. If the version is incorrect or omitted and only one version exists, MCAIMS will default to Version A. Note that an incorrectly identified version will result in a test being inaccurately scored in MCAIMS.
 - d. If there are multiple marks for a test item under profile2, the edit profile will require you to correct this error.
10. Load the answer sheets vertically in the scanner tray so that Side One is on your right as you face the scanner. Ensure the timing

marks (row of black rectangles along the edge of the form) are facing you.

HINT: The answer sheet on top of the stack is scanned first. As the sheets are scanned, the order is reversed in the output tray.

11. Ensure the sheets are straight, push the Press to Load button and move the Maximum Sheet Level guide bar close to the sheets to keep the set aligned as each sheet moves through the scanner. In order to control the process (i.e., to prevent jamming), it is recommended that you scan no more than 80 sheets at a time.

C.4.2 Scan Your Answer Sheets

This section describes how to scan your answer sheets and correct either scanner or document errors. Scanning errors include unreadable form IDs or timing marks, sheet jams, communication errors between the scanner and your computer, and an empty input hopper. Document errors include those elements in the specific Edit Profiles (i.e., Last Name, SSN, Test Version, and Test Items). Note that you can correct the answer sheet manually (scanner or document errors) or edit the data file online (document errors). Before you begin scanning, ensure that you have selected the correct data file and profile for your answer sheets.

HINT: Before you begin scanning, ensure that you have a recent Class roster sorted both by last name and by SSN. The scanner may stop for you to correct incomplete SSNs or missing names. Be prepared to make accurate edits manually to the answer sheet to be rescanned or online in the Edit Correction dialog box.

1. Click on the **Scan** icon on the Action bar of the ScanTools II window (Figure C-11). If the data file already exists and you have chosen to replace an existing file, you receive a confirmation message. Click **Yes** and the data file opens. If the data file does not already exist, the scanner begins scanning the documents immediately.

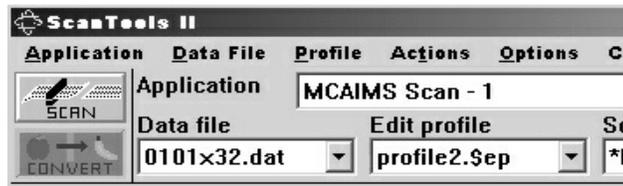


Figure C-11. Location of Scan Icon

HINT: As the sheets feed through the scanner, the Scanning progress window (Figure C-12) displays the elapsed time, sheets scanned, documents scanned, plus the number accepted, requiring edit, or rejected. In this application, the documents are identified by serial number, SSN, and name.

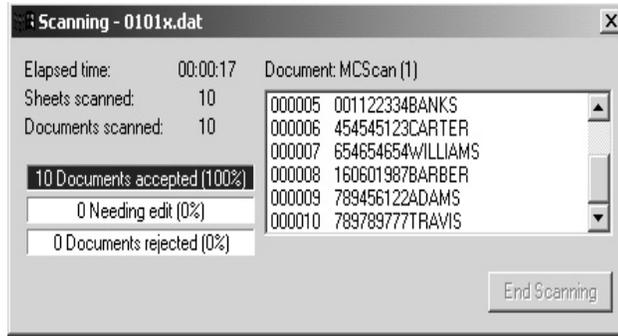


Figure C-12. Scanner Progress

2. If a scanner error occurs (e.g., unreadable timing marks, sheet jams, communication errors), the Scanner Error dialog box (Figure C-13) opens and advises you of the problem and provides a recovery solution. Remove the sheet, take corrective action, and click on **Resume**. The scanner advances to the next sheet.

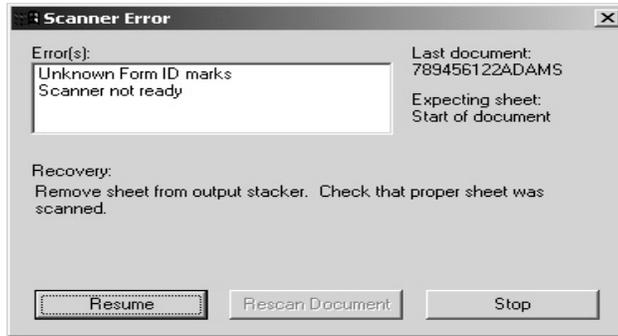


Figure C-13. Scanner Error

3. If a document error occurs as the sheets feed through the input hopper (e.g., the last name omitted, SSN incomplete, or test items have multiple marks), the system response depends on whether you selected Online Edit Correction or not.
 - a. If you did not select Online Edit Correction during the preparation stage, the scanner stops for each error and the Edit Failure dialog box (Figure C-14) opens.
 - (1) Remove the answer sheet, correct the error on the spot, place it on top of the stack of sheets, and click on **Rescan Sheet**. Note that an incomplete SSN is not an optional edit; therefore the **Accept As Is** button is not enabled.

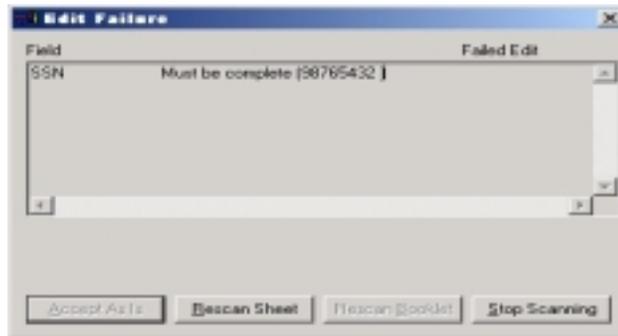
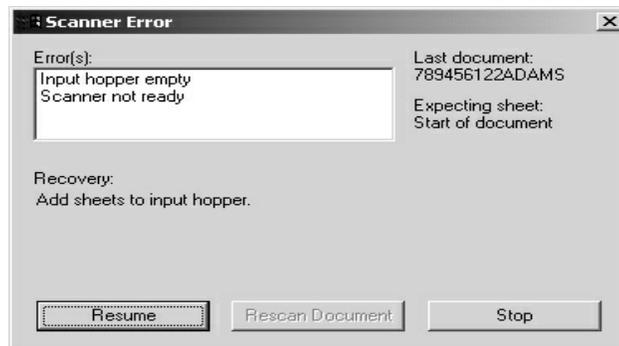


Figure C-14. Edit Failure

- (2) As an alternative, you may note the sheet (identified by SSN and last name), remove and set it aside to make your correction(s) and re-scan the sheets later. Click **Rescan Sheet** to move to the next one.
- b. If you selected Online Edit Correction during the preparation stage, the scanner stops for each error and the Scanner Error dialog box (Figure C-15) opens. The system advises you of the problem and provides a recovery solution. Remove the sheet and click on **Resume**. As the scanner advances to the next sheets, the Edit Correction dialog box opens.

HINT: Do not attempt to edit the errors noted in the Edit Correction dialog box until the entire stack of answer sheets have been scanned. It is too confusing. Simply remove the failing sheet and click Resume each time an error is noted. The sheets failing document edit will be queued for online edit corrections.

- (1) When the current stack of sheets have fed through the input hopper, a message in the Scanner Error dialog box (Figure C-15) advises you to add sheets to the input stacker. At this point, you may edit those errors in the queue.



C-15. Scanner Error

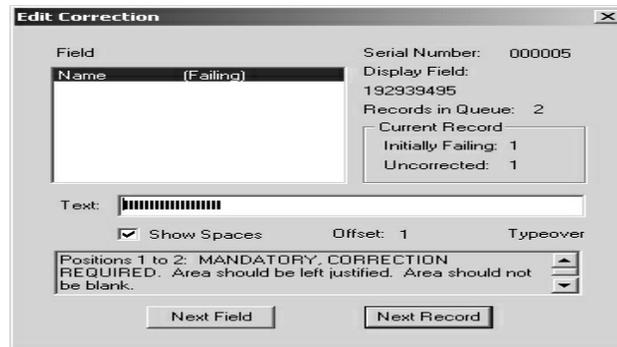
- (2) If you do not wish to scan additional sheets, click on **Stop**. The Edit Queue Not Empty dialog box (Figure C-16) opens.



Figure C-16. Edit Queue Not Empty

- (a) If you click on **Exit**, the scanning session terminates without any corrections made to the data file. Note that certain failures may produce unexpected results in MCAIMS (e.g., multiple responses to a data item will cause the data item to be treated as an incorrect response within MCAIMS). However, MCAIMS will contest incomplete SSNs and you will be given another opportunity to correct the SSN of a data record that does not appear on the class roster.

- (b) If you click on **Continue**, the Scanner Error dialog box reopens. If you wish to scan additional sheets, place them in the input hopper and click on **Resume**. When you finish scanning, the Edit Queue Not Empty reopens.
- (3) Click on **Edit Only** to access the first document requiring correction. The Edit Correction dialog box (Figure C-17) opens. Note that you must edit each error found in order to move to the next field or record.



C-17. Edit Correction (Missing Name)

- (4) Referring to Table C-3 below for a description of the data fields in the Online Edit Correction dialog box, make the appropriate corrections for each type error.

Table C-3. Edit Corrections

ITEM	DESCRIPTION
Serial Number	Indicates the order in which the sheet was scanned.
Display Field	This field uniquely identifies the record.
Records in Queue	The number of records that need to be edited according to the profile selected for this scanning session.
Initially Failing	The number of items failing in the current record.
Uncorrected	The number of items uncorrected in the current record.
Text	Area to type in the correction for the failing item (e.g., missing name, correct SSN).
Show Spaces	This checkbox (if checked) indicates spaces in the text field above. This is helpful if you wish to determine any skipped bubbles on the answer sheet. Move the right arrow key to the space in the Text field; the item below identifies the test item number.
Offset	Indicates the position of the right arrow key within the Text field in relationship to the left most position. This applies when editing in the SSN or Name fields.
Item	For an answer sheet bubble item, indicates the position of the right arrow key within the Text field in relationship to the left most position. This applies when editing a Test Item field. The position number corresponds to the test item number on the answer sheet.

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ITEM	DESCRIPTION
Typeover/Insert (based on keyboard Insert button)	Typeover indicates that any changes you make anywhere in the Text area will type over any text or space currently there. Insert indicates that typing does not erase but inserts in front of the current position.
Untitled	Description of action required for any mandatory corrections.

- (a) If the **Name** field is empty (see Figure C-16 above), place the cursor in the Text field and type the correct name. Then click on **Next Field** to see if there are additional corrections for this answer sheet or **Next Record** when the edit is complete.
- (b) If the **SSN** is incomplete (Figure C-18), place the cursor in the Text field and type the correct SSN. Click on **Next Field** to see if there are additional corrections for this answer sheet or **Next Record** when edit is complete.



C-18. Edit Correction (Incomplete SSN)

- (c) If the **Test Items** field contains multiples, the multiple will be indicated with an asterisk (Figure C-19). Place the cursor in the Text field and right arrow over to the left of the asterisk. Note that the number appearing beside the Offset field indicates the item number on the answer sheet. If you cannot determine which response the student intended to erase on his answer sheet, type anything other than A-E or an asterisk (e.g., type a number). When finished editing the field, click on **Next Field** to see if there are additional corrections for this answer sheet or **Next Record** when the edit is complete.



C-19. Edit Correction (Multiple Responses)

- (d) If there are no additional corrections to be made in the edit queue when you click **Next Field** or **Next Record**, the system closes the Edit Correction dialog box and returns you to the ScanTools II Main Menu.

C.4.3 Post-Scan Actions

This section describes how to review the data file you just created and where to place the file for access by MCAIMS.

WARNING: Be sure that you have named your data file in a manner that you can easily identify it when you are ready to score the file. If you score the wrong data file, you could have disastrous results for scores, class standings, and GPAs. Recommend you use part of the Test ID for your Data File name for easier tracking.

1. To verify the results of the sheets you just scanned, select Data File, View on the menu bar. The View Data dialog box (Figure C-20) opens.

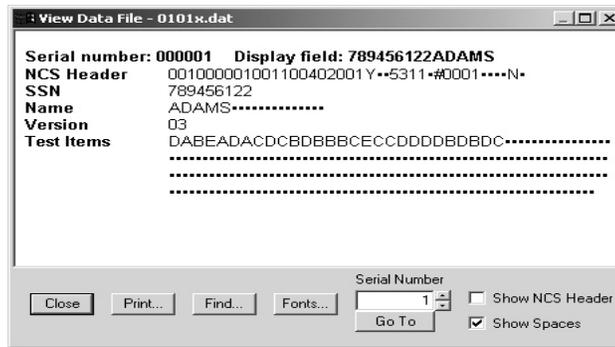


Figure C-20. View Data

- a. Refer to Table C-4 for an explanation of the data fields.

Table C-4. View Data

ITEM	DESCRIPTION
Serial number	Non-editable field displaying the numerical order in which the record was scanned.
Display field	Non-editable field displaying the SSN and last name of the current student record.
NCS Header	Non-editable field displaying the NCS header information for this application.
SSN	Non-editable field displaying the SSN of the student record scanned.
Name	Non-editable field displaying the last name of the student record scanned.
Version	Non-editable field displaying the test version for the student record scanned.
Test Items	Non-editable field displaying the choices scanned for the student record selected. Note that spaces are indicated with an asterisk. This is significant when the asterisk appears within the alphabetical listing of choices. At the end, asterisks typically represent bubbles not filled in because they are not part of the test.

- b. Choose the Show Spaces checkbox if you would like to identify any omitted test items. Do not check "Show NCS Header" because this information requires too much space (which is repeated for every record scanned).

- c. Advance through each record by clicking the arrow button if you wish to verify the data recorded for each student.
 - d. Click **Print** if you want a summary report of the test data scanned for the given class.
 - e. Click **Close** to exit this dialog box.
2. Exit ScanTools and ensure that you can access the data file you just created from MCAIMS. This step is especially important if your scanner is connected to a different PC than where MCAIMS is installed. If you did not change from your default data path, which is usually located under C:\Program Files\NCS Pearson\ScanTools II\Data Files (depending on where you installed ScanTools), you will need to copy the data file to the Backups folder under your MCAIMS installation. From here, the file may be accessed for scoring within MCAIMS.