



# MARKING ON THE SPOT

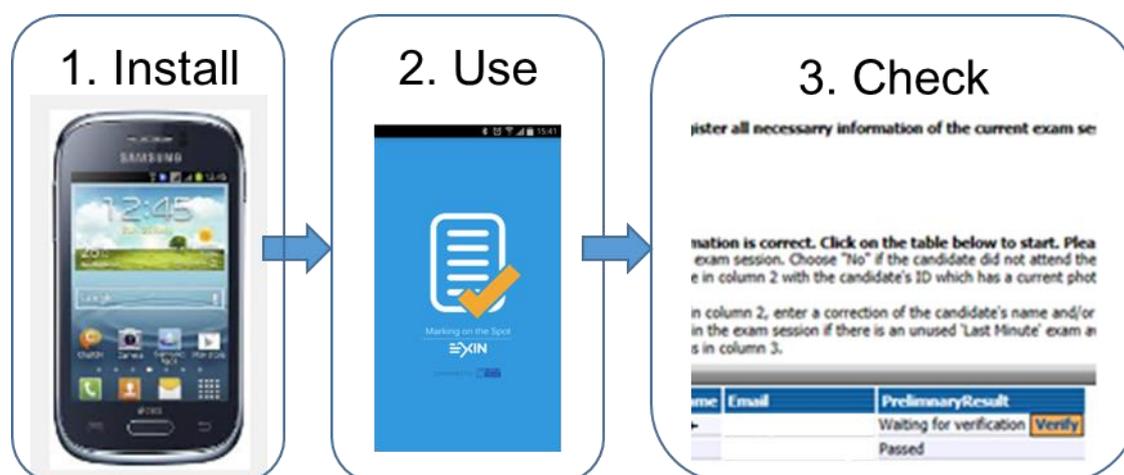
**It's Safe, Smart, Simple  
and Fast!**

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## EXIN 'Marking on the Spot' - the Smartphone Solution.

With the EXIN Marking on The Spot solutions you can provide your candidates with a tentative result just minutes after the paper based exam has ended. In this document the procedure is explained in a step by step instruction.

Note: it provides only a tentative result from which you cannot derive any rights.



## What is it for?

With **Marking on the Spot** you can provide your candidates with their tentative result immediately after a paper based exam. Safe, Smart, Simple, and Fast.

## What are the requirements?

- A smartphone with Android / IOS(operating system)
- The free app EXIN Marking on the Spot
- Internet access

## How does it work?

Just like any exam session where candidates fill in answer forms, the supervisor will collect these answer forms at the end of the exam session.

Via the app on an Android smartphone photos are taken of the answer forms – one at a time - and the tentative result will be shown on the smartphone immediately.

## How to use the smartphone application?

### 1. Installation of the app

To start, you need to download the application to your smartphone.

The download link can be found directly in the Google Playstore or the Apple store. (search for: “EXIN Marking on the Spot”);

You can test the App by [downloading the test answer form](#). Be sure you can access the internet with your smartphone.

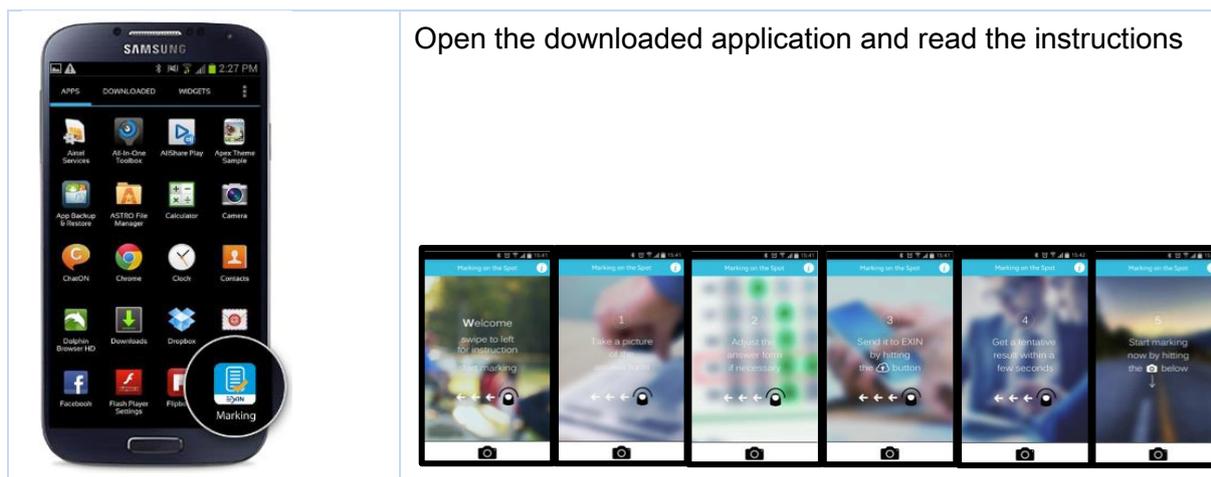
### 2. Use of the app

Keep the following in mind while marking the answer forms:

- The result you receive is a tentative result; it is not yet the final result. The original exam documents –answer forms and attendance list- must still be returned to EXIN for marking and processing of the final result.
- Marking answer forms using the app will only work on the day of the exam session.
- You can do this only once per answer forms.

You can generate a tentative result, per answer form, using the 8 steps below.

#### Step 1



## Step 2



After you started the application, you can take the photo by using the camera icon:

- Make sure that there is enough (sun)light
- Place the answer form on a flat surface
- Keep your phone still and horizontal without using the flash (to prevent reflection). Or keep an angle of 15 to 20 degrees while using the flash.
- There is a “mask” in which you should position the barcodes, so do not hold your phone too close or too far away from the answer form.

## Step 3



Check if the quality of the photo is similar to the picture on the left. Otherwise retake the picture.

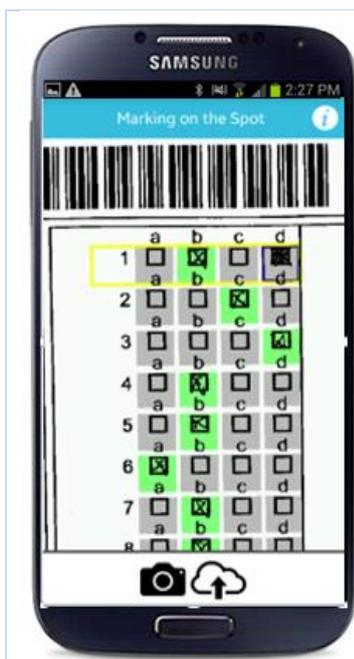
### Step 4



The photo will be adjusted automatically after saving.  
All the answer boxes are scanned and checked if they are filled in correctly.

A **red** frame will be shown around answers that need to be checked (for instance if the first choice was corrected, and two boxes are marked).

### Step 5



To zoom in on the answer that needs to be checked, you can enlarge/zoom in on the picture by moving your thumb and forefinger apart.

By clicking on the 'wrong answer box' you can turn this one "off". The full correction frame will turn **yellow** when the correction is done.

Note: After correction, only the given answer should be marked in **green**!

## Step 6



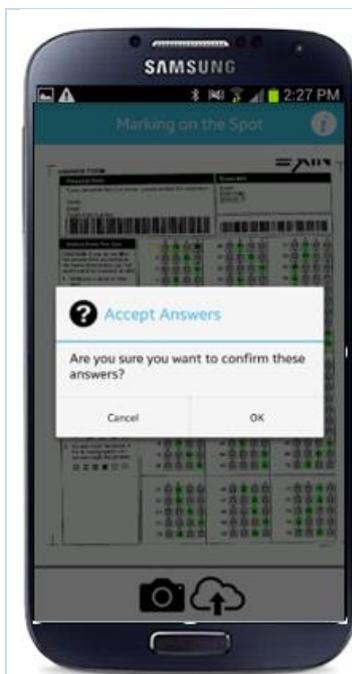
Last check. How do you know that all corrections have been completed? You Don't

- Zoom out to view the photo in full-size and check if there are any red frames in the screen. This tells you that there is an error.
- All empty answers for one question for example. But if the candidate didn't answer it then that's the case and you can still send it. What you will send is the same as the candidate answered on paper.

When you are ready to send the answer form to EXIN, click

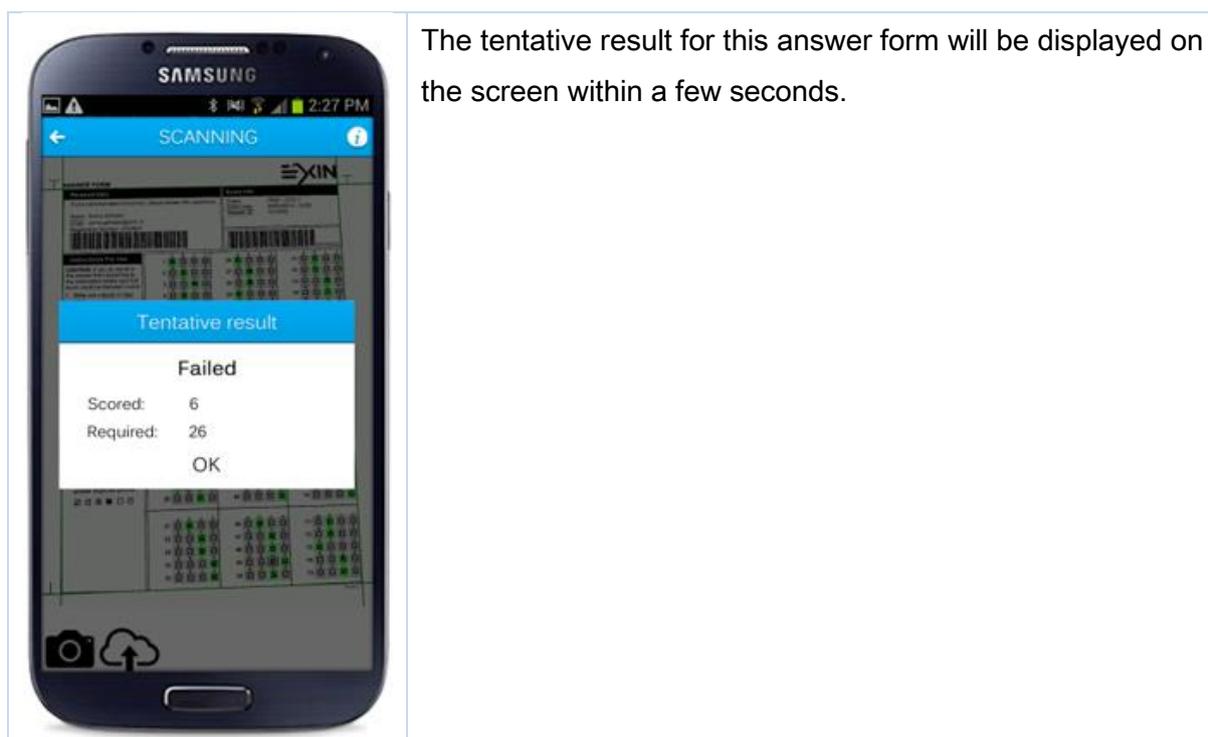
on the  button. (You can do this only once per answer form!)

## Step 7



The app will ask you if you are sure that you want to confirm these answers (Remember: You can do this only once per answer form!)

## Step 8



### 3. Check tentative results

Any processed tentative result will be added to the supervisor page for the session in MyLogin.

Login information to access the supervisor page is provided in every exam package. Every exam session has a unique Supervisor Page (<https://mylogin.exin.nl>).

The supervisor page provides an alternative to the paper attendance list.

After logging in, the supervisor can view:

- the digital version of the attendance list and
- the tentative results of the candidates

Note: If you already used the paper version of the attendance list, you do not need to complete the digital version as well. You can just use the supervisor page to view the tentative results.

### Supervisor Page For Session 1337132

**Exam Session** 1337132, ASF - EXIN Agile Scrum Foundation (20-03-2017)  
**Exam Location** Pilot Location  
**Exam Date** 20-03-2017 09:00

[Digital Attendance List](#) | [Emergency Procedures](#) | [Help](#)

This is the Digital Attendance List. Here you can register all necessary information of the current exam session:

- 1) [Candidate Registration](#): Register candidate information
- 2) [Incident Registration](#): Register exam session incidents
- 3) [Exam Session Validation](#): Validate the exam session

#### 1) Candidate Registration

You must make sure the registered candidate information is correct. Click on the table below to start. Please follow the instructions below:

- A) In column 1, choose 'Yes' if the candidate attended the exam session. Choose "No" if the candidate did not attend the exam session.
- B) For each attended candidate, check the registered name in column 2 with the candidate's ID which has a current photo on it. Also verify the registered email address.
- C) If the name and/or email address is incorrectly spelled in column 2, enter a correction of the candidate's name and/or email address in column 3.
- D) Candidates who are not on the list can only participate in the exam session if there is an unused 'Last Minute' exam available. If you give a 'Last Minute' exam to a candidate, register the candidate's name a

#### ➔ Candidate Registration 1 - 2 / 2

Attended	Candidate	Corrected name	Email	Tentative Result
?	1. Last minute, (5498300)			Failed
?	2. Last minute, (5498301)			Failed

## What system messages can you encounter?

For self-service reasons in this paragraph we have described the system messages.

**When this information is not clear please contact your local sales support for extra information or help!**

If the answer form has already been sent, the following message appears:

**'A tentative result (passed/failed) for this exam has already been given'**

Note: for security reasons an answer form can only be sent once to receive a tentative result.

If the service Marking on the Spot is (temporarily) unavailable, the following system message appears:

**'Marking on the Spot using the app is currently not allowed'**

For security reasons, there is a specific timeframe available around an exam session available for using the Marking on The Spot.

If the you are using the Marking on the Spot app outside of this timeframe, this functionality has expired and the system returns the message:

**'Exam Session has passed'**

If using the app is not allowed for a specific exam, the following message appears:

**'Providing a tentative result is not permitted for this exam'**

If you receive the following system message:

**'Examsession in wrong state (WaitingForScore)'**

EXIN has already proceeded to process the exam session.

Please contact your local support if you need further assistance or information.

If the app is unable to interpret the answer form and a new photo is required, the following message appears:

**'Could not read or recognize the barcode(s). Please Re-Scan'**

## Would you like to try it?

To try this application yourself, you can download the app from the Google Play Store or Apple store and download and print the test answer form from here: [Marking on the spot](#)

Please take the following into account when filling in the test answer form:

- You only have to fill in the first 20 answers
- Answers 1 and 2: Only fill in A or B
- Answers 3 and 4: Only fill in A, B or C
- Answers 7 and 8: Multiple answers are accepted
- All other answers: Only one answer is accepted

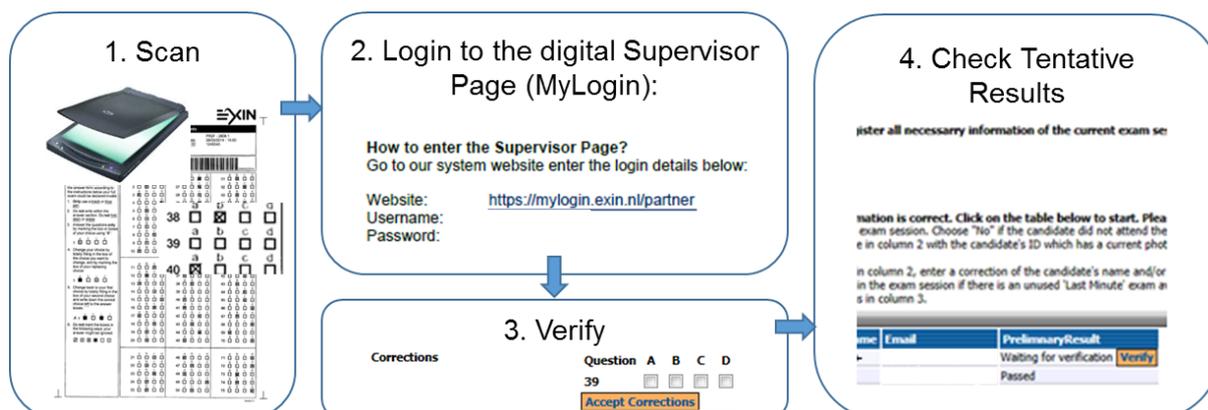
Now use the app to scan the answer form, make any necessary corrections and see for yourself!

The result for this demo is not based on an actual exam.

## EXIN Marking on The Spot - the Scan and email Solution

With the EXIN Marking on The Spot solutions you can provide your candidates with a tentative result just minutes after the paper based exam has ended. In this document the procedure is explained in a step-by-step instruction.

Note: this service provides only a tentative result from which you cannot derive any rights.



### What is it for?

With Marking on the Spot you can provide your candidates with their tentative result immediately after a paper based exam. Safe, Smart, Simple and Fast.

### How does it work?

As with any exam session where candidates fill in answer forms, the supervisor will collect these answer forms and fill in the attendance list at the end of the exam session.

With a scanner you can create a PDF-document of all these documents and send it to [attendancelist@exin.com](mailto:attendancelist@exin.com). Within a couple of minutes this document will be processed and the tentative results will be displayed in MyLogin.

## What are the requirements?

Take the following into account while printing and scanning:

### Print requirements

- For best results use a Laser printer
- Print one-sided only
- No shrinking or otherwise resizing of the document during the printing (No “fit to page” for example).
- The text must be properly aligned with the paper (should be printed straight)

### Scan requirements

- No resizing of the documents during the scanning. The scan must be the actual size of the document
- The scan must at least 300 dpi (dot per inch)
- Use grayscale – NO colours or black-white when scanning
- PDF files only
- The text must be properly aligned with the borders of the image (must be scanned straight)

## How to use this service

You can generate a tentative result by following these 4 steps:

### Step 1. Scan and email

After the exam the following documents must be sent by email to EXIN:

- all answer forms (including appendixes or case studies) and
- the attendance list

Email all documents together as one single PDF document to: [attendancelist@exin.com](mailto:attendancelist@exin.com).

Security note: an answer form can be processed only once. If you send the pdf-document again, it will not be processed again!

### Step 2. Log into the digital Supervisor Page

The supervisor page provides an alternative to the paper attendance list.

Login information to access the Digital Attendance List is provided in every exam package.

Every exam session has a unique Supervisor Page (URL: <https://mylogin.exin.nl>).

After logging in, the supervisor can view:

- the digital version of the attendance list and
- the tentative results of the candidates

Note: If you already used the paper version of the attendance list, you do not need to complete the digital version as well. You can just use the supervisor page to view the tentative results.

Alternatively, you can also just email the answer forms as described in 'Step 1' and fill out the Digital Attendance List on the supervisor page.

### Step 3. Verify

In case the answers forms have not yet been processed fully, the supervisor needs to manually verify specific answers. In this case, the specific candidate is marked by a 'verify' button.

To process the answer that was not recognized and to receive full tentative results the supervisor has to click the 'Verify' button. The given answer needs to be selected on the answer form. The supervisor can submit and save the verified answers by clicking on the "Accept corrections" Button.

The image shows a software interface for marking exam results. On the left, a 'PreliminaryResult' window displays 'Waiting for verification' and a 'Verify' button. A blue arrow labeled 'Image' points from this button to the right. On the right, the 'ANSWER FORM' is visible, featuring a grid of question numbers (1-40) and answer options (A, B, C, D). A 'MarkingOnTheSpotResult' window is open at the top, showing 'Barcode', 'Corrections', and a list of questions (2, 5, 10) with checkboxes. An 'Accept Corrections' button is located below this list. The 'ANSWER FORM' includes 'Personal Data' and 'Exam Info' sections, along with a barcode and a grid of bubbles for marking answers.

If all answers are read correctly the supervisor does not have to do anything and the verify button will not appear.

## Step 4. Check tentative results

**Supervisor Page For Session 1337132**

Exam Session	1337132, ASF - EXIN Agile Scrum Foundation (20-03-2017)		
Exam Location	Pilot Location		
Exam Date	20-03-2017		09:00

[Digital Attendance List](#) | [Emergency Procedures](#) | [Help](#)

**This is the Digital Attendance List. Here you can register all necessary information of the current exam session:**

[1\) Candidate Registration](#); Register candidate information  
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**1) Candidate Registration**

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➔ Candidate Registration 1 - 2 / 2

Attended	Candidate	Corrected name	Email	Tentative Result
?	1. Last minute. (5498300)			Waiting for verification <a href="#">Verify</a>
?				Failed

When all candidate forms are processed the tentative results are visible in the Digital Attendance List. From this list the supervisor can provide the candidate with the tentative result.

## When will the results be final?

With this service only tentative results are created. To get the final results, all documents provided for the session need to be returned to EXIN according to the regular return procedure. *If you have a shredding contract you can shred and store the documents according to the regulations of the shredding contract.*

This Marking on the Spot solution is an ideal combination with our shredding contract. Please contact your local sales support to arrange this contract.