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GUIDELINES IN THE QUARTERLY VALIDATION OF OPTICAL MARK READER (OMR) SOFTWARE & HARDWARE

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The Optical Mark Reader software and hardware is a vital part of the Driver's License System Core Application Module that is the Automated Driver's License Examination System (ADLES). The credibility and integrity of the automated license process can be assessed on the effective performance of this facility.

In the interest of the service and in order to ensure the proper utilization of the facility and monitor the performance of its software and hardware in accordance with the standards of the Quality Management System of the Office, the following guidelines are hereby promulgated in the quarterly validation of OMR, for the observance of all concerned:

1. The members of the ITPEMC Technical Team and the ITPEMC-DLS Team shall conduct the validation test;

2. Validation shall be done on site every quarter of the year, at least two (2) sites for every quarter shall be subjected for testing or as the need arises;

3. Test sites will be identified aforecited by the teams;

4. The following transactions shall be used to test the accuracy and effectiveness of the OMR randomly:

- 2 New Non Pro

- 2 New Pro

- 2 Non Pro Dormant

- 2 Pro Dormant

- 2 Non Pro to Pro

- 2 ARC

- 2 New Conductors License

5. The answer sheet shall be shaded and checked in accordance with the Automated Exam Guidelines;

6. The validation shall be declared passed if all the results obtained from the script and manual checking tally with the results given by the OMR software. If there is a discrepancy between the results, the testing shall be declared failed. Consequently, an investigation relative to the problem encountered shall be done by STRADCOM and the corrective action shall be approved by the ITPEMC;

7. A resolution shall be prepared by the team that conducted the validation test based on the result of the test made; and

8. The following procedure shall apply in conducting the hardware test:

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a) Stress test

Plug the OMR and keep it running continuously for 24 hours.

b) Efficiency Test

1. Feed answer sheets on the OMR and count how many can be scanned per minute. Get the average based on a five set one minute interval.

2. Scan 150 answer sheets and tabulate the scores on each sheet. Manually, check the answer sheet and compare the tabulated result from automatic scanning with the scores from the manual checking. Get the percentage of error and compare it to the hardware specifications for margin of error.

For information and guidance.

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