

Type of Optical Mark (Bubble or Checkbox) to use when Creating Remark Office OMR Forms

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Remark Office OMR is extremely flexible in the form types and mark types it accepts; however, there are a few guidelines that will help you to maximize recognition accuracy and minimize data entry time. Choice of mark type/size is one such guideline. Remark Office OMR can recognize marks of almost any complete shape (circles, squares, triangles), using circles or ovals. Most respondents have been taught to fill ovals completely, whereas checkboxes are more likely to be marked with an 'X'. Although Remark Office OMR recognizes checks and X's quite well, that type of response is much more likely to be a recognition error if the check or X runs through more than one mark or through text or graphics on the page, a recognition error may result. An important factor in recognition is the size of the mark. Small marks (i.e., smaller than a capital O (letter) in a 10 point Arial font) may fall outside the recognition tolerance, whereas large marks (larger than a capital O in a 14 point Arial font) may actually contain too much fillable area. An ideal mark choice would be a capital O in a 10-12 point Arial font. Choose a mark which is uniform in thickness (Arial and Helvetica are good examples). It is best to avoid the Times Roman font which produces a capital O which is thinner on the top and bottom than the left/right (the top/bottom have a tendency to break-up when scanned). **Note:** Do not vary mark size or shape in a single question.

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