USER GUIDE

FastOMR

Design your answer sheets, print them, scan them and score them in seconds. This guide walks through every step, from the first sign-in to exporting the results, with screenshots.

The screenshots in this guide were taken automatically in the application itself, **through a real exam run from start to finish in a newly opened organization**: the empty screens are your school on its first day, the full ones the day your first exam is read.

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1. How FastOMR works

FastOMR needs no optical reader. You design your own sheet, print it on an ordinary printer, digitise the filled-in papers with an ordinary scanner — or your phone's camera — and upload them. Scoring is automatic.

1 · Design
Build your own answer sheet in the drag-and-drop designer.

2 · Print
Every paper carries its own QR code; download it as a PDF.

3 · Scan
Upload the filled-in papers in bulk.

4 · Score
The answers are read; scores and reports are prepared.

Why a QR code?

Every printed sheet carries a QR code of its own. The system recognizes a scanned paper by that code: it knows which exam, which booklet type and which copy it belongs to. So you never need to sort the sheets or write names on them — you can upload a shuffled stack.

Who can do what

Everyone in your organization has a role. Roles nest: a higher role includes every right of the one below.

Role	Rights
Owner	Full rights; can close the organization and transfer ownership.
Admin	Manages members and content; sends invitations, changes roles.
Member	Creates templates, exams and scans. The typical role for teachers.
Viewer	Read-only. Cannot change or export anything.

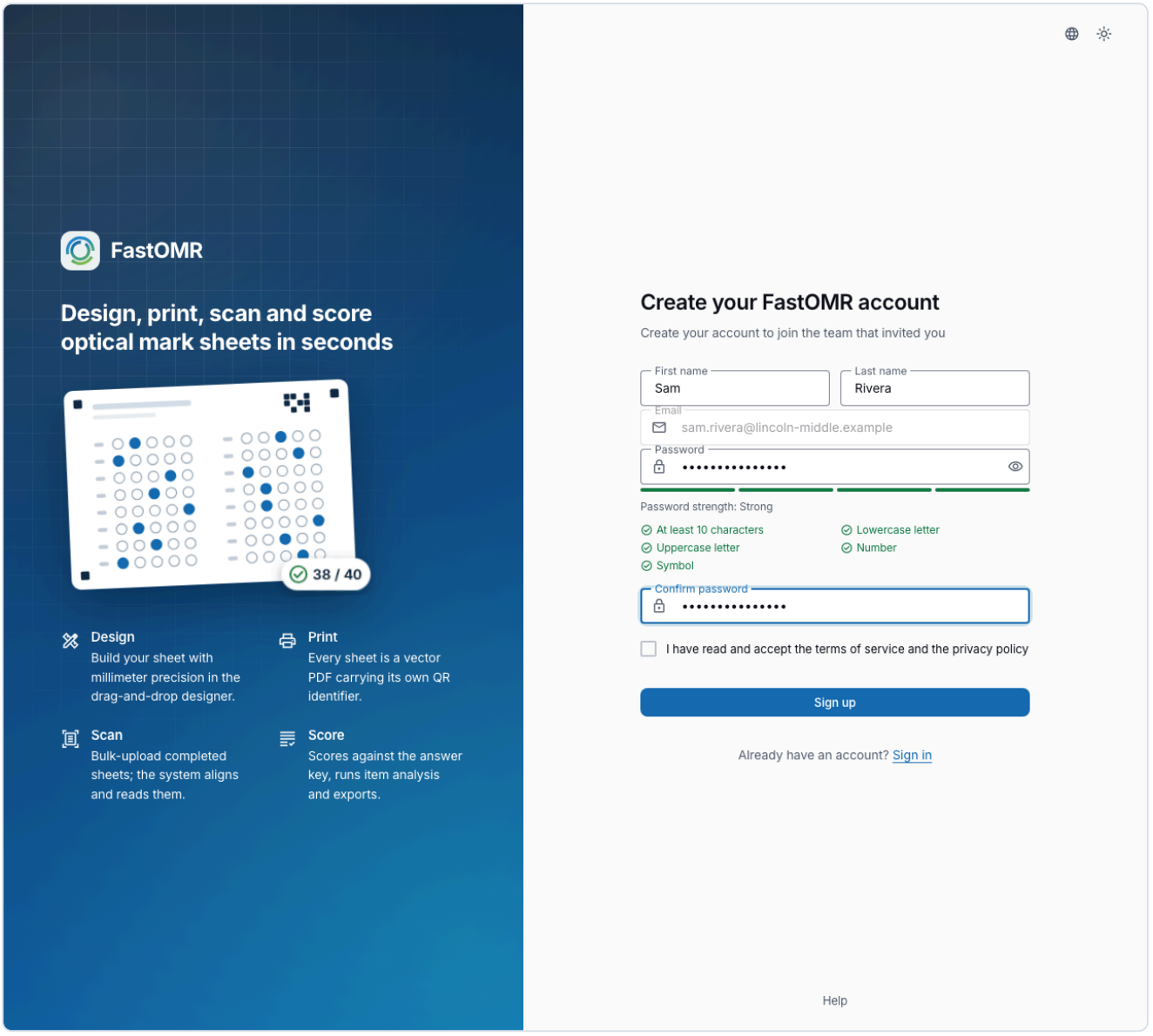
Every role has its own guide — Owner, Admin, Member, Viewer, System administrator and Support — and each tells, from that role's side, where things are, what only it can do and whom to go to when needed. The **Guide for your role** link in the profile menu opens the one for yours. Every permission, with its code, is in **Appendix A**; **Appendix B** lists every feature against every role.

A person can hold different roles in different organizations — owner of their own, member of a colleague's — and switches between them from the organization menu at the top of the screen (§2). The platform's own staff hold a separate **system role**, System administrator or Support, which opens the platform's lists of users and organizations and nothing inside an organization; their guides say so.

2. Signing up, signing in and the dashboard

Accounts are opened by invitation; nobody signs up on their own. There are two ways in. Someone **invited** by an organization opens the link in the e-mail and creates their account — or, with one already, signs in — and joins it. A **new customer** is added by the platform's staff — the organization, its plan and its owner together: the owner gets a *Set your password* e-mail, and once the password is set they are signed in to their organization. There is no sale and no sign-up on the product for now; the sign-up page opened without an invitation says that accounts are opened this way and leads back to sign-in.

Creating an account



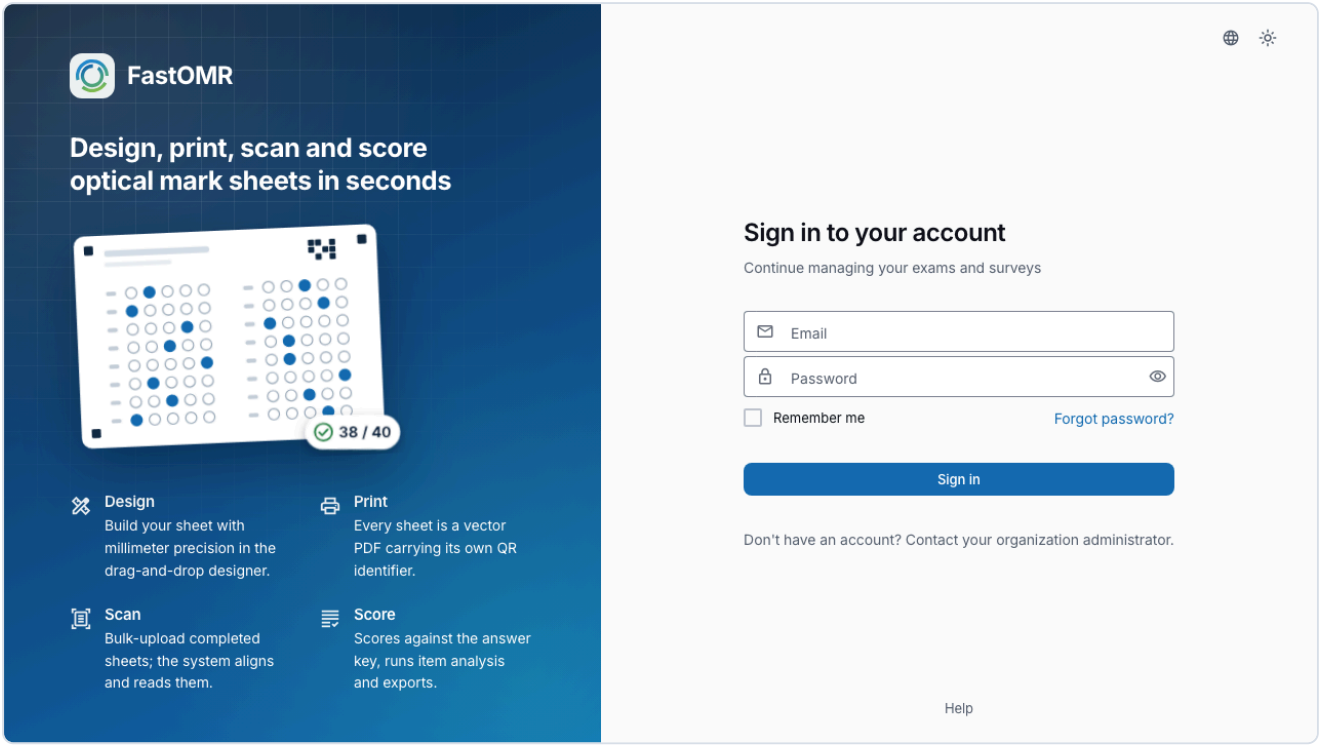
Sign up from an invitation. The address is the invited one and cannot be changed; you give your name and a password, accept the terms, and land in the inviting organization. The strength bar and the list of rules under the password field tick off as you type.

- Your first and last name; the e-mail address is the one the invitation was sent to.

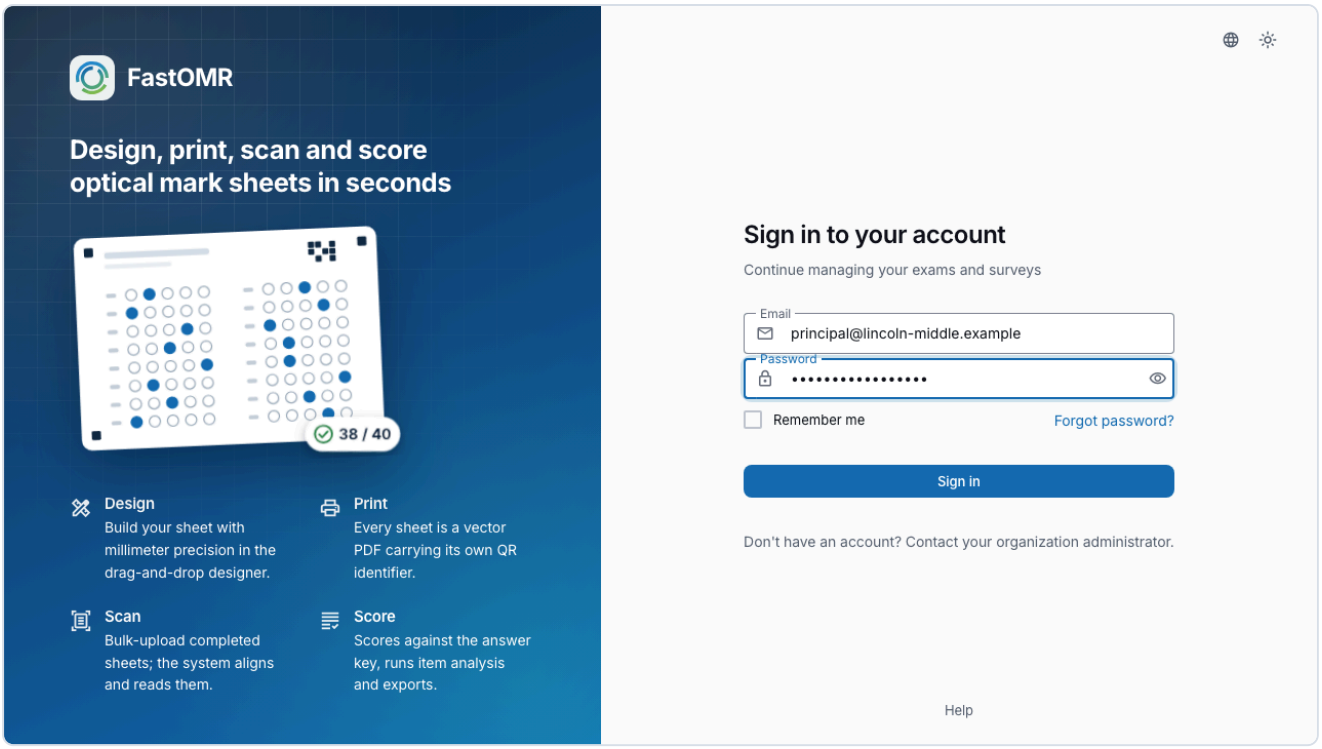
- A **password**, twice: at least 10 characters, with an upper-case and a lower-case letter, a digit and a symbol. A password on the lists of the most common ones, or one built on your name, your e-mail address or the product's name, is refused with the reason under the field — the same rule applies whenever a password is set or changed.
- The tick for the **terms of use and the privacy policy**, which the form links. The account keeps which terms you accepted and when. Where the installation asks for it, a short "are you a person" check sits above the button.

Someone who accepts an invitation verifies nothing: the invitation was sent to their address, and that proves it is theirs. An account opened by the platform's staff is the same: the *Set your password* link went to the address, and setting the password opens the account. That page also asks you to accept the terms of service and the privacy policy — the box everyone else ticks when they create their account — and the password is not set until it is ticked. When the staff add an organization they answer *Who takes your exams?* for it — *Students* (a school, a course, a tutoring center) or *Employees or candidates* (a company, a public body, a certification center); the answer changes the words the product uses, not what it can do (§10), and the owner can change it later.

Signing in



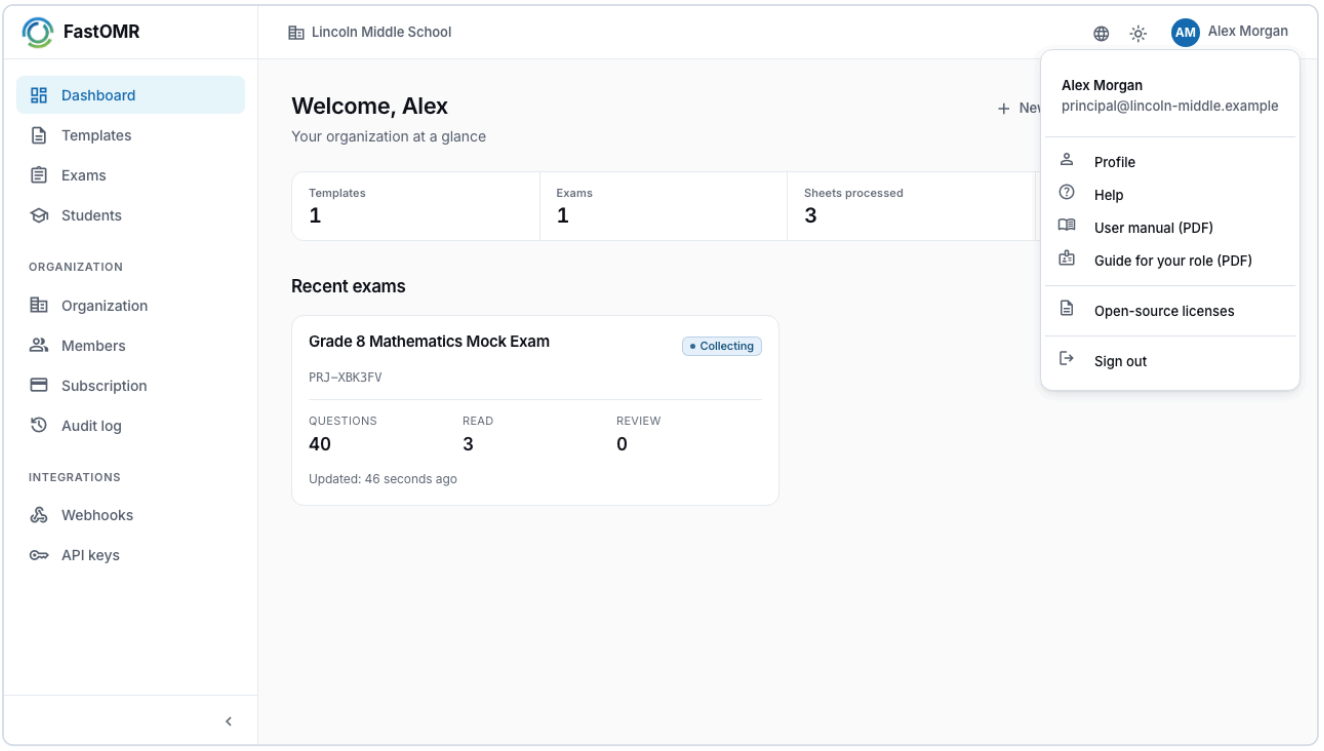
Sign-in screen. The icons at the top right switch the interface language and the light/dark theme. The interface speaks English, Turkish, Spanish, Portuguese, French, German and Arabic; in Arabic it reads from right to left. If you have forgotten your password, *Forgot password?* sends you a reset link by e-mail. If you were invited and already have an account, signing in is enough; the invitation brings you back to where you left off after you sign in.



Remember me. Ticked, your session lasts about two months even when the browser is closed. Unticked, it ends when the browser is closed, and in any case after two weeks. Leave it unticked on a shared computer.

- **A wrong password.** Eight wrong passwords in a row lock the account for 15 minutes from where they were typed; the right one is refused there meanwhile, and the account's address is told (Appendix C). *Forgot password?* sets a new one and lifts the wait at once, and takes along the address you typed. (These numbers are the installation's defaults; whoever runs it can change them.) While Caps Lock is on, the password field says so under itself.
- **Two-step verification.** If you turned it on (§11), a second screen asks for the six-digit code from your authenticator app after the password — or, with *Use a recovery code*, for one of the codes you saved.
- **Forgot password?** e-mails a link valid for one hour. The screen answers the same whether or not the address is registered, so nobody can use it to find out who has an account. Choosing a new password signs every other device out. An account a system administrator created receives a similar link to set its first password.
- **A session that ends mid-task.** If your session ends while you work — you signed out on another device, the password was changed, the installation was updated — the page asks *Sign in again as you@…* right where you are, for the second step too if you use one. Nothing on the page is lost: a half-entered answer key or a review with its corrections is still there when you are back in. Only that same account can sign back in; *Sign out* leaves for the sign-in screen.
- **No organization yet.** An account whose only organization was closed, or one a system administrator created without one, opens on a dashboard that says so: ask your organization's administrator for an invitation. Organizations are added by the platform's staff.

The screen around you

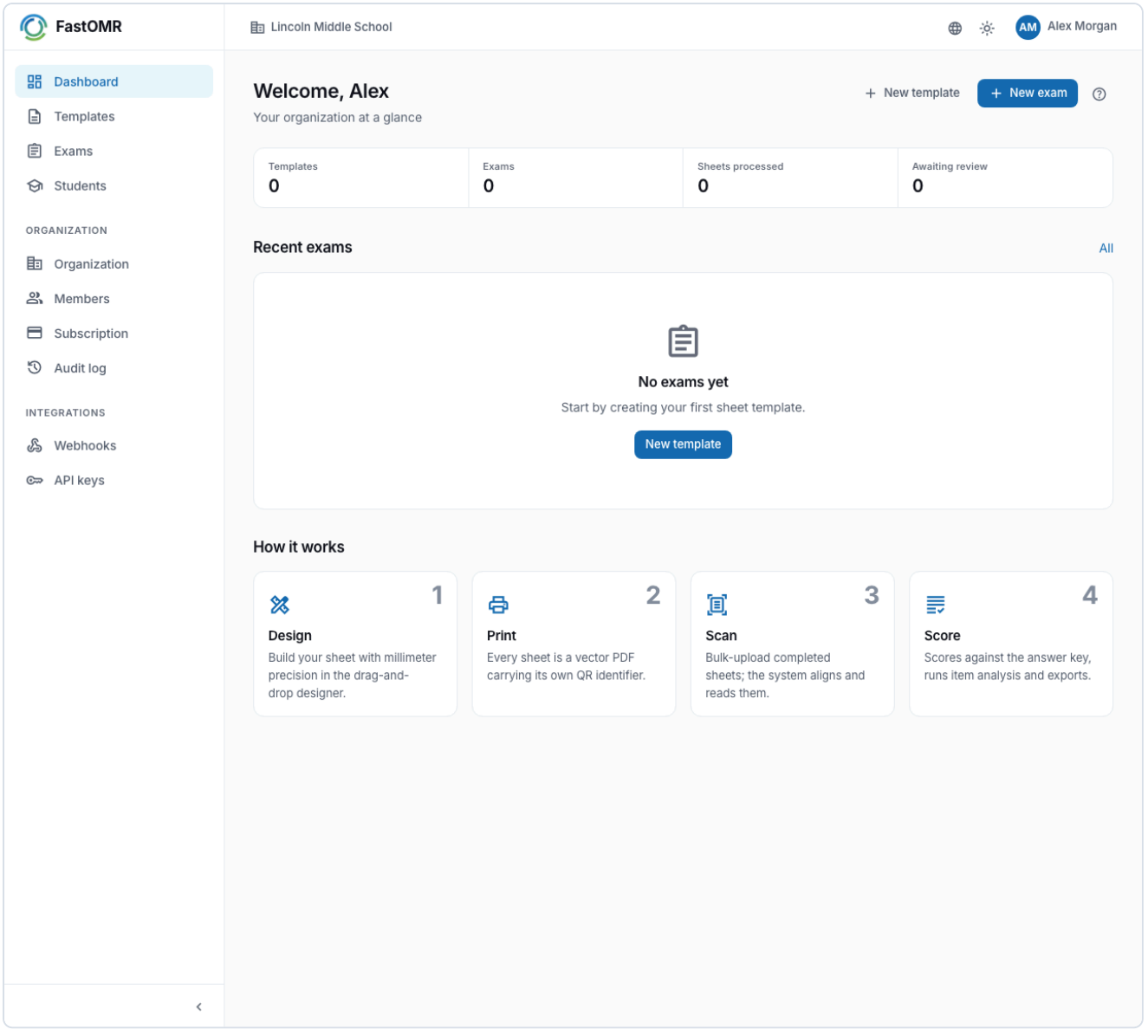


The top bar. From the left: the *organization* menu — the organizations you belong to (§10); the *language*; the *theme* (light, dark or the system's); and your name, which opens the user menu. Your language and theme belong to your account, so a second device opens the way you left the first.

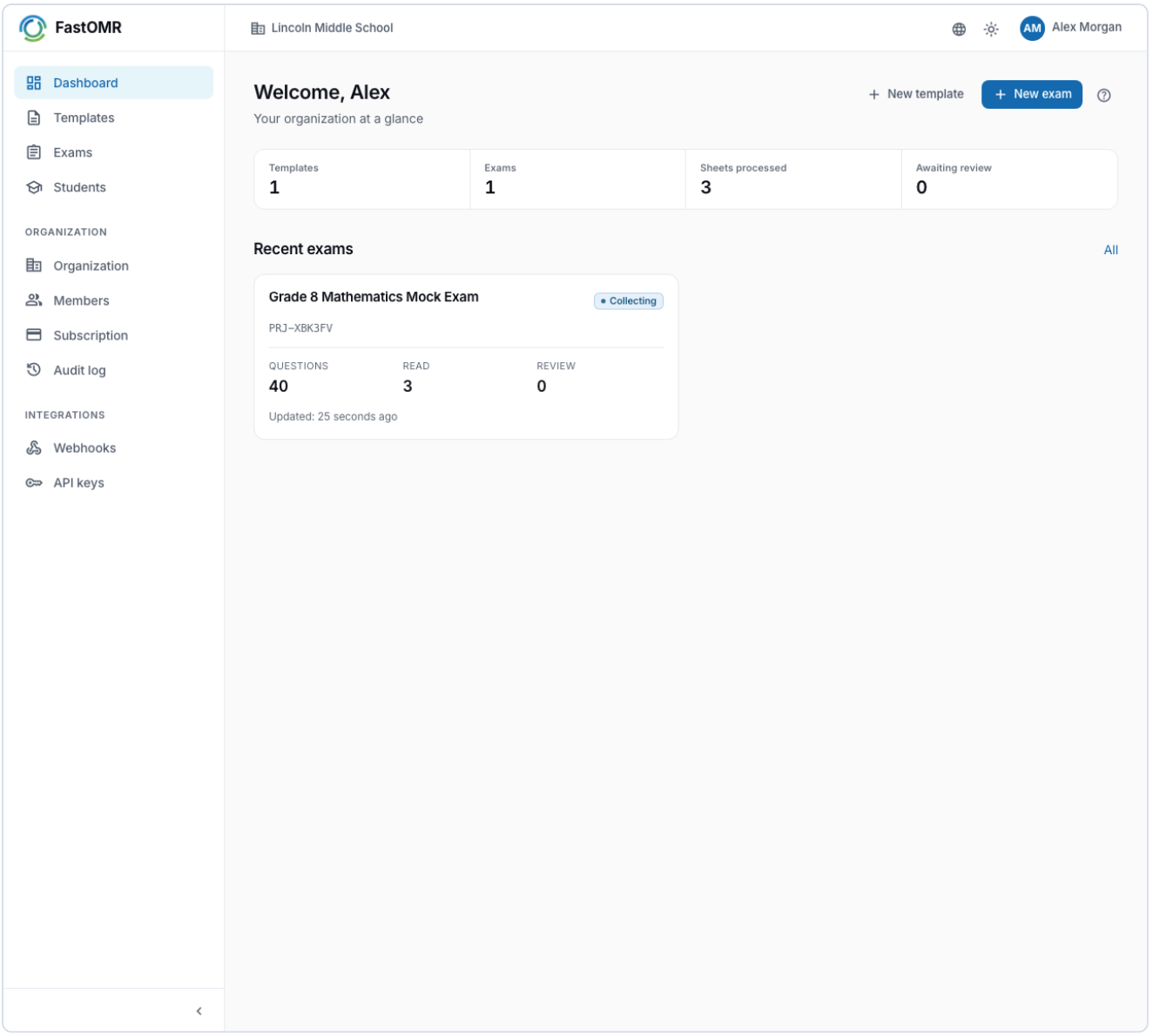
User menu	What it does
Profile	Your name, picture, password, two-step verification, devices and data (§11).
Help	This guide as a page, in a new tab. The **?** button at the top of every screen opens it at the chapter that speaks about that screen.
User manual (PDF), **Guide for your role (PDF)**	The printable guide, and the one written for your role. The platform's staff also see the **System administration guide**.
Contact support	An e-mail to the address the installation names; shown only where it names one.
Terms of use, **Privacy policy**, **Open-source licenses**	The texts you accepted at sign-up, and the licenses of what FastOMR is built on.
Sign out	Ends the session on this device. To end every device's, see *Sign out everywhere* in §11.

> **Installing FastOMR as an app**
>
> The browser can install it: Chrome and Edge offer an install icon in the address bar, and on an iPhone or iPad *Share → Add to Home Screen* does the same. It then opens in a window of its own, on the dashboard, like any app. It is the same page and needs the same connection to the server — nothing works offline.

The dashboard



Dashboard — day one. No exam has been created yet, so the counters read zero. They count every exam in the organization; under "Awaiting review", the exams with sheets waiting are listed, and clicking one opens that exam's Scans tab showing only the waiting sheets. The menu on the left reaches every section — it shows what your role may open, and nothing else; the arrow at its foot collapses it.



Dashboard — in use. As exams are created the dashboard fills: recent exams, the number of sheets read and the work waiting, at a glance. Past 80% of the month's sheets or of the storage, a *You are close to a limit* notice appears here (§10).

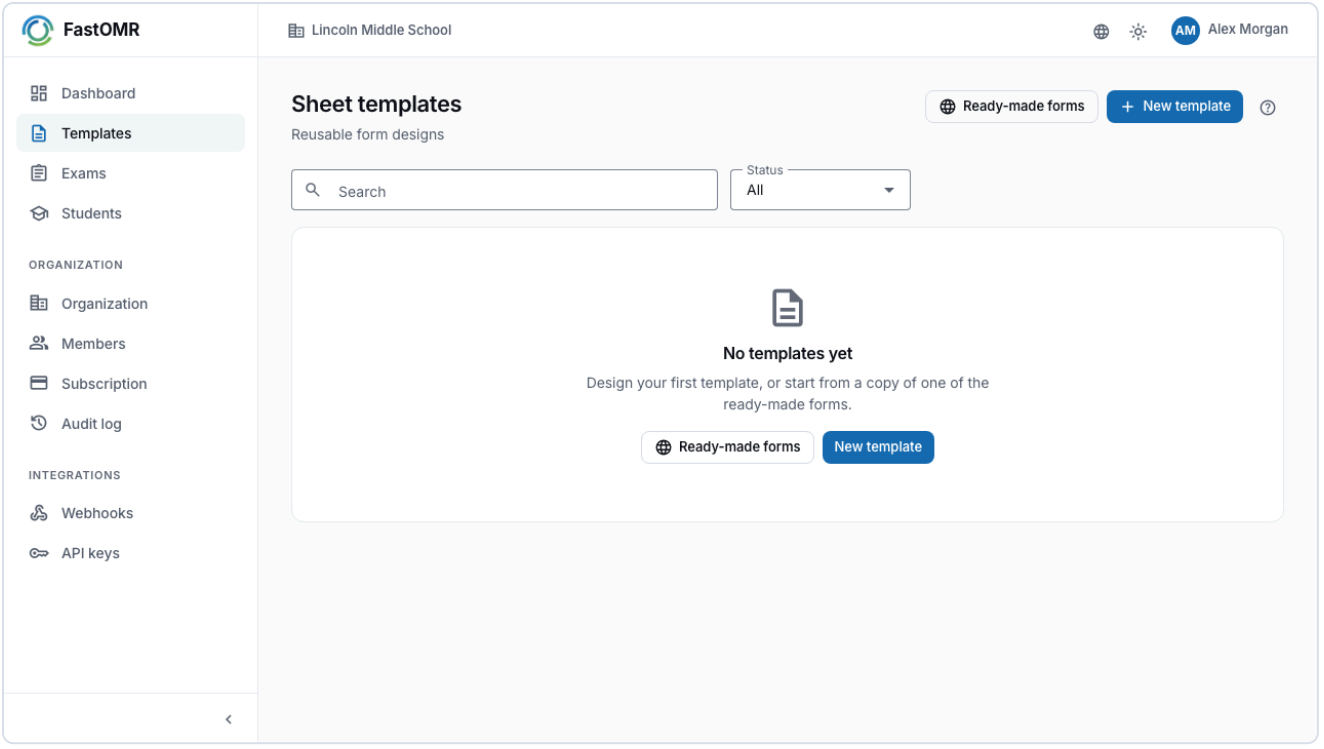
Lists, links and notices

- **Lists remember where you were.** The search, filters, order and page of the Templates, Exams, Students and Audit log lists, and of an exam's Results and Attendance tabs, are kept in the browser's address. Opening a record from page three of a search and pressing Back returns to page three of that search; a reload keeps it; and the address, sent to a colleague, opens the same filtered list for them.
- **Finding by typing.** The time zone, the country and the sheet of an answer key are picked by typing a few letters — any word of the name, in any order, without regard to case or accents ("istanbul", "turkiye").
- **Notices.** A message at the foot of the screen says whether it is good news, a warning or an error, waits while your pointer or the keyboard is on it, and closes itself after 5 to 10 seconds. After deleting a template or an exam it offers **Undo**.

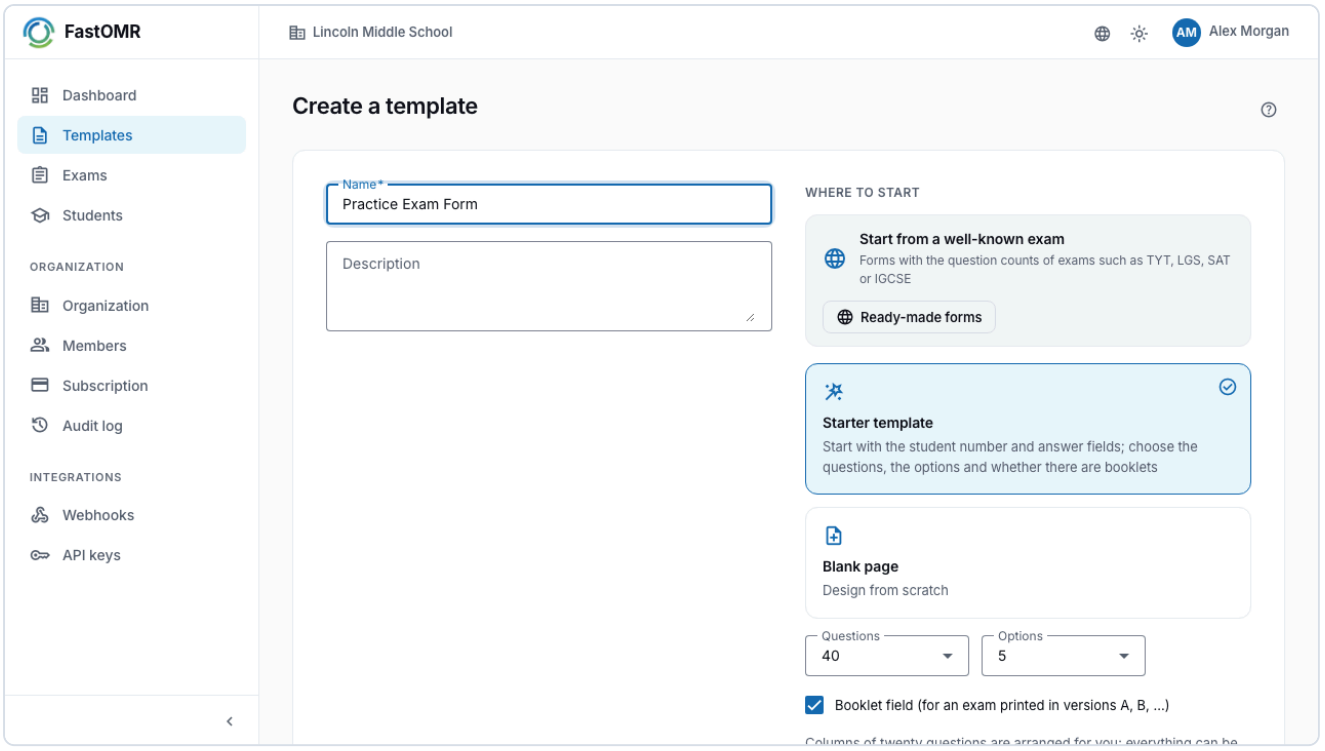
- **When something fails on the server.** The notice ends with a *Reference* — eight characters — and a button that copies the whole of it. Quote it to whoever runs your installation: it finds that request in the logs. Mistakes of your own (a missing field, a name already taken) carry none.

3. Preparing an answer sheet template

A template defines what is where on the paper: how many questions, how many options, how many digits in the student number, whether there is a booklet type. You prepare a template once and use it in every exam after.



Templates. While you have none, the screen offers both ways to a first one: *New template* to design your own, *Ready-made forms* to copy a known exam's form. As the list fills, each template appears with a small preview of its sheet — you recognize it without reading the name. The search box and the *Status* filter separate drafts from published templates.



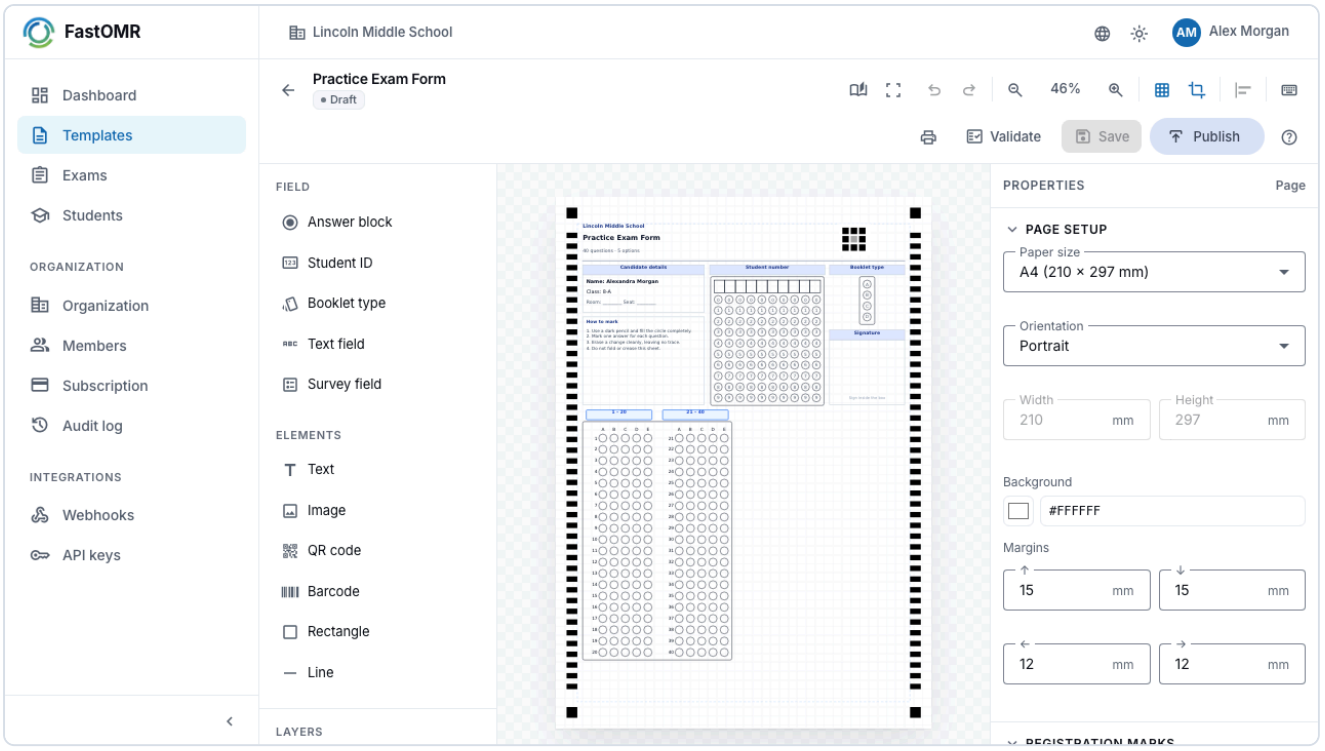
New template. Give it a name, then choose where to start: a *Blank page*, to design from scratch, or the *Starter template*, a complete exam form: the organization's name over the exam's title and a line saying how many questions and options it holds, a candidate box (name, class, room and seat), the marking instructions, the student number, the booklet field, a signature box and the answers in columns, each headed by the questions it holds. With the starter, choose the number of questions (10–60) and of options (2 to 5) — two options print as a true-or-false test, T and F — and whether there is a booklet field. Every printed word comes out in the language you are using; the details are edited in the designer.

Ready-made forms

Ready-made forms, on the Templates screen and above the starter, opens a catalog of forms in the question count and sections of well-known exams — YKS TYT and AYT, LGS and KPSS, the SAT, Cambridge IGCSE, the IB Diploma's Paper 1, NEET — and two general forms of 50 and 100 questions. Filter by region or search by the exam, its code or a section; a card says how many questions and options the form has, its booklets, and when it comes out on **two pages**. *Preview* shows the form page by page as the copy will be made — in your language, your organization's name on top. *Copy to my templates* makes it a template of yours, with every question on it, in your language and under your organization's name, and opens it in the designer; its description lists the sections with their questions — "Türkçe 1–40 · Sosyal Bilimler 41–60 · …" — to enter in the exam's settings. The forms follow those exams' counts and are not affiliated with the bodies that run them: check them against your own exam. A copy counts against your plan's templates like any other.

A form on two pages

Up to about a hundred and twenty questions the answers fit one page, closer together as the count grows. Beyond what one page holds, the rest continue on a second page, numbered on, with the exam's title and the name line at its top so a page that comes loose can be put back. The two pages are one candidate's sheet: scan them one after the other (§7), and the answer key has a part for each page's answers (§5).



Designer. On the left, the fields you can add (*Answer block*, *Student number*, *Booklet type*, *Survey field*, *Text field*) and the elements (text, image, QR code, barcode, shapes). In the middle, the paper itself; on the right, the properties of the selected element.

> **What is a survey field?**
>
> It looks like an answer block and is read the same way, but it is **not scored**. Questions like "How many hours a day did you study for this exam?" belong here: a survey question has an answer and no correct one. The marked option appears in its own column in the results table and the export, and never touches the student's score. A new survey field arrives with an agreement scale — *Strongly disagree* to *Strongly agree* — printed over its columns. *Ready-made labels*, beside the number of options, swaps it for satisfaction, frequency, quality, importance, a 1–5 score, 0–10, yes/no or true/false, and spaces the columns so every word prints whole.
>
> A survey's questions can be printed on the form itself: *Row statements (one per line)*, in the grid's *Labels* section, puts each statement beside its row after the number — "3. The room was clean" — and it moves with the grid. Widen the number strip if a statement does not fit; the designer shows exactly what the paper will print.

> **What a name grid is good for**
>
> The student's name comes from the roster; a *Text field* (a letter grid) on the sheet is not required. But with one, the sheet catches one more thing: a student who shifts their number by one digit and codes a classmate's number produces a paper that normally reads cleanly and is scored to the wrong child — the only thing on the paper that objects is the name. With a name grid, the system compares the name it read with the roster's name for that number, and sends the paper to review when they disagree. Draw the grid on a page of its own or in a wide space, with the starter template's bubble size; a squeezed letter grid reads every empty column as "unclear", and the designer's warning says so.

Working with the keyboard

Select an element by clicking it, or move through the elements with `Tab` and select with `Enter`. The arrow keys move the selected element by the millimeter. With several elements selected, the alignment menu in the toolbar comes alive: align them and space them evenly.

The designer's other tools

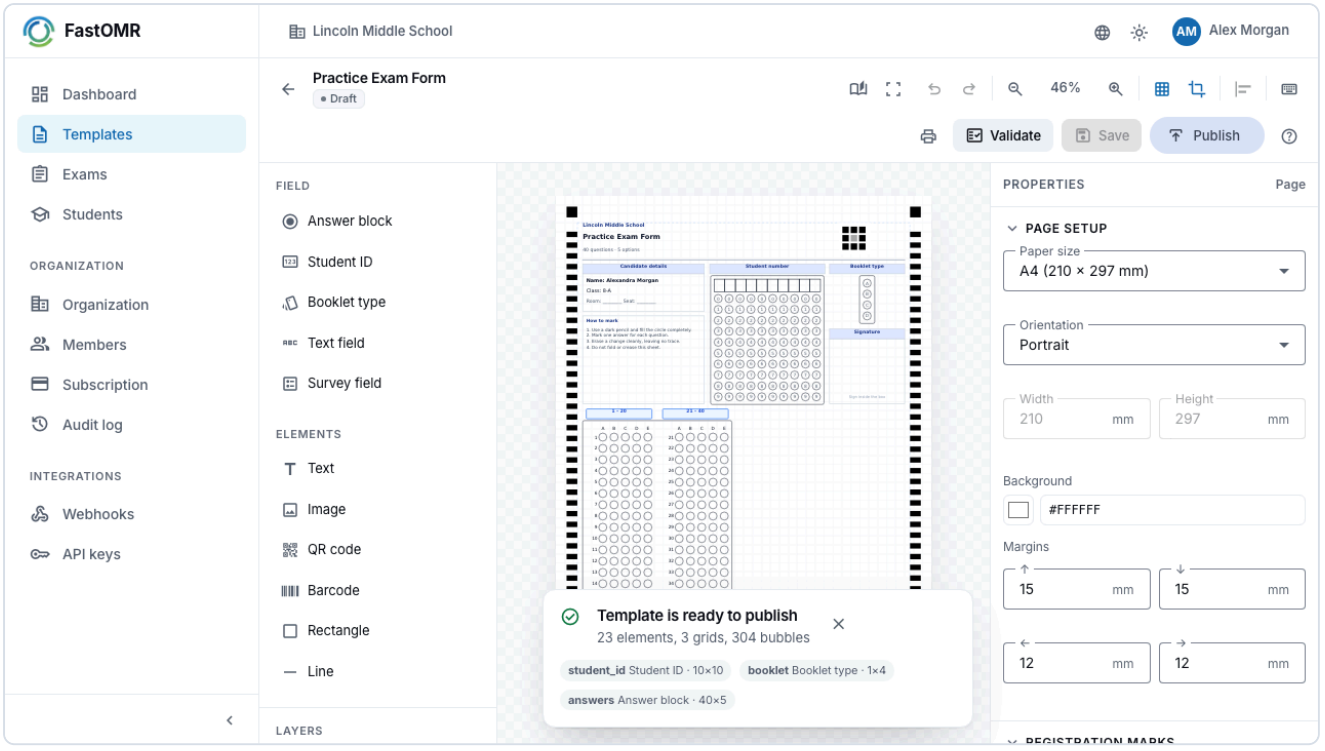
- **Pages.** A sheet may have several pages: the page strip adds one, moves the selected element to another page or deletes a page with what is on it. A form holds at most 500 elements. The *Layers* list shows the stacking order; an element can be locked or hidden.
- **Focus mode.** The switch in the toolbar folds the menu and the header away so the page being drawn has the whole screen; switching it off, or leaving the designer, brings them back. It is not remembered on the next screen.
- **Copy and paste — between forms too.** Copying elements and pasting them into another form, even one open in another tab, keeps their layout; a copied answer grid continues the numbering after the last question. An image copied from another organization's form arrives empty, and you choose one of your own images for it.
- **Saving.** `Ctrl/⌘ + S`. If somebody saved the same form in the meantime, your work stays on screen and the message says so, instead of overwriting theirs.
- **Design grid and rulers** help placement; hold `Shift` to drag freely between grid points. All measurements are in millimeters.

Keys (⌘ on a Mac, Ctrl elsewhere)	What they do
`← ↑ → ↓`	Move the selection by 1 mm; `Shift` for 10 mm, `Alt/⌥` for 0.1 mm
`⌘ C`, `⌘ X`, `⌘ V`	Copy, cut, paste
`⌘ D`	Duplicate
`Delete`	Delete the selection
`⌘ Z`, `⌘ Shift Z`	Undo, redo
`⌘ A`, `Esc`	Select all, deselect
`+` / `−`, `Shift 0`, `Shift 1`	Zoom in and out, actual size, fit to the screen
`⌘ S`	Save

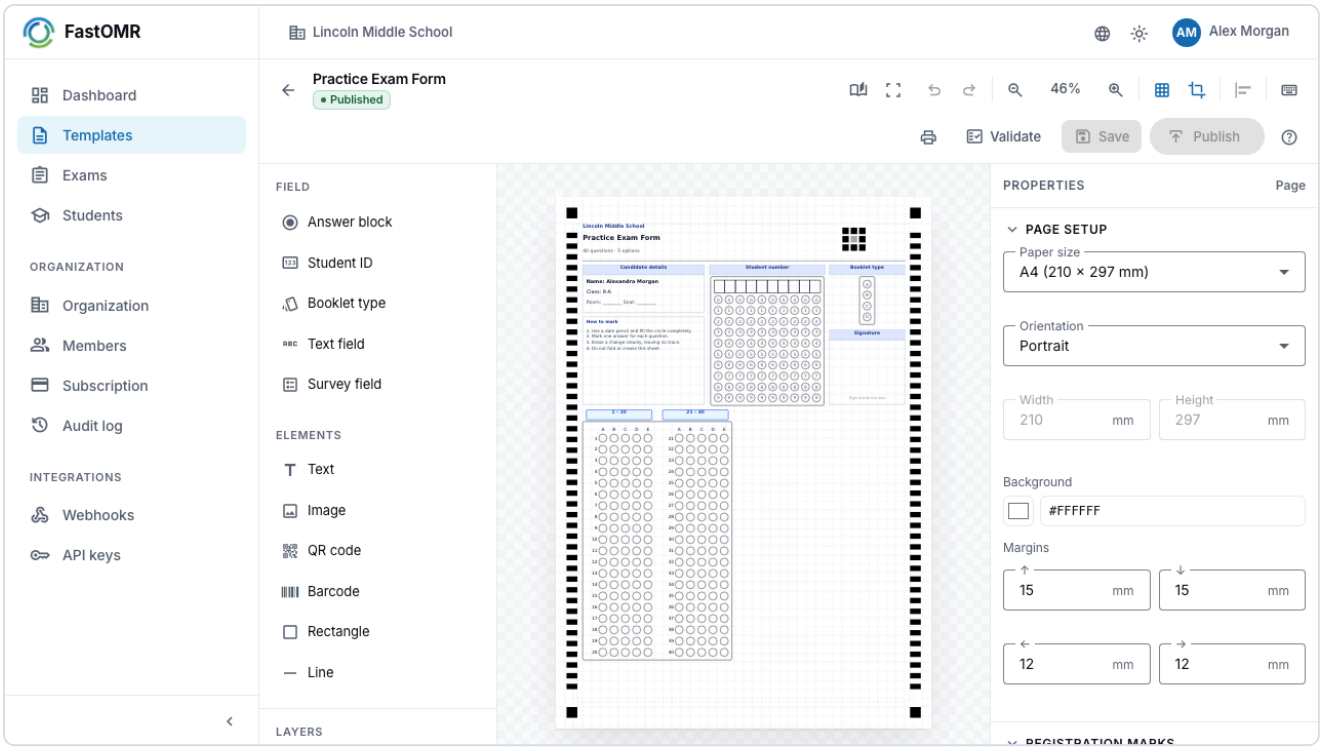
The keyboard button in the toolbar lists them too, as your keyboard prints them.

Test print

The screen is not paper. The printer icon in the toolbar downloads one page of the sheet on screen as a PDF — without saving: print it, fill it in by hand, scan it into any exam and see how it reads. You can do this before publishing. Its QR code carries a sample code; print the exam papers from the exam's Print tab, not from this file — that is where every paper gets a code of its own.



Validate. Checks the sheet before publishing: are the corner marks in place, does a field run off the paper, is any bubble too small to read. Problems are listed.



Publish. Only a published template can be picked for a new exam. A form with a problem — question numbers no exam could reach, say — is refused with the reason. An unchanged, already published form has nothing to publish, so the button stays disabled.

A template from an existing paper

An exam paper you wrote yourselves — questions with “A) … E)” under each, or a publisher’s test — can be read without being reprinted on a FastOMR form.

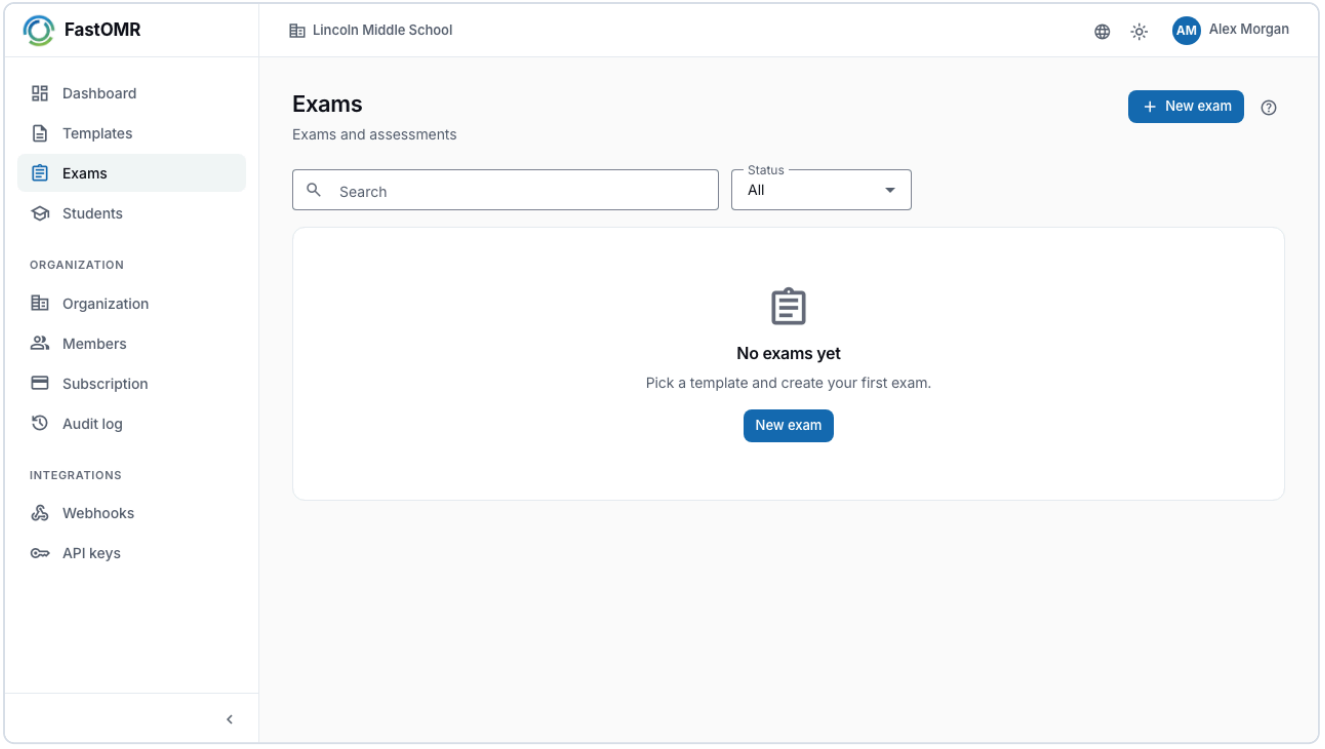
1. **Upload it.** *New template → From an existing paper*: choose a blank copy of the paper (a PDF of up to 16 pages, or a photograph or scan of one page) and say how many options its questions have. The options are found by their labels repeating from question to question — listed down the page, set along a line or in two rows, in one, two or three columns, labelled “A)”, “A.”, “(A)”, “a)”, “A” or “1)”. A page scanned at a slant is straightened. Reading takes a few seconds a page; one that has not finished in a little over a minute is stopped with nothing saved, and you can try again.
2. **Check the boxes.** The *Paper areas* screen shows a box over each option. Add a question that was not found with *Add a question*, drawing one rectangle over its options — it is cut into as many boxes as there are options. Drag a question that is out of place or nudge it with the arrow keys; widen the boxes if your students circle wide. The questions are numbered in reading order. Save and publish.
3. **Open an exam and enter the answer key**, as for any form. The *Print* tab prints nothing for such an exam: you print the paper yourselves.
4. **Scan the filled-in papers and upload them.** Each scan is aligned to the blank paper by the text on it, and the new mark in each box is read: a circle round the letter or the whole option, a cross, a slash, a tick or a blacked-in letter, in pen or pencil. A question with two marks, or with a mark beside a scribbled-out option, goes to review. A page that does not align with the blank is not read at all: each of its questions waits in review for its answer to be entered from the image.

Such a paper has no number grid, so a sheet is filed under the student whose number its file name holds (`2026017.jpg`). On an exam with a list of students, a sheet whose name matches no number goes to review, where its number is typed; without a list it is read without a name, and the results show the name of the file it came in. Upload a paper of more than one page as one PDF per student, or its pages as images one after another; images are put in order by their file names (`2026017-1.jpg` , `2026017-2.jpg`) and put together in that order. An image that turns out to be another page of the paper — a page the scanner skipped, or the next student's first page — is read as the page it is, and the sheet goes to review saying its pages were out of order; check the papers read after it. Handwritten numbers and letters are not read. The papers you scan must be copies of the blank you uploaded: another edition, with its lines broken differently, does not align.

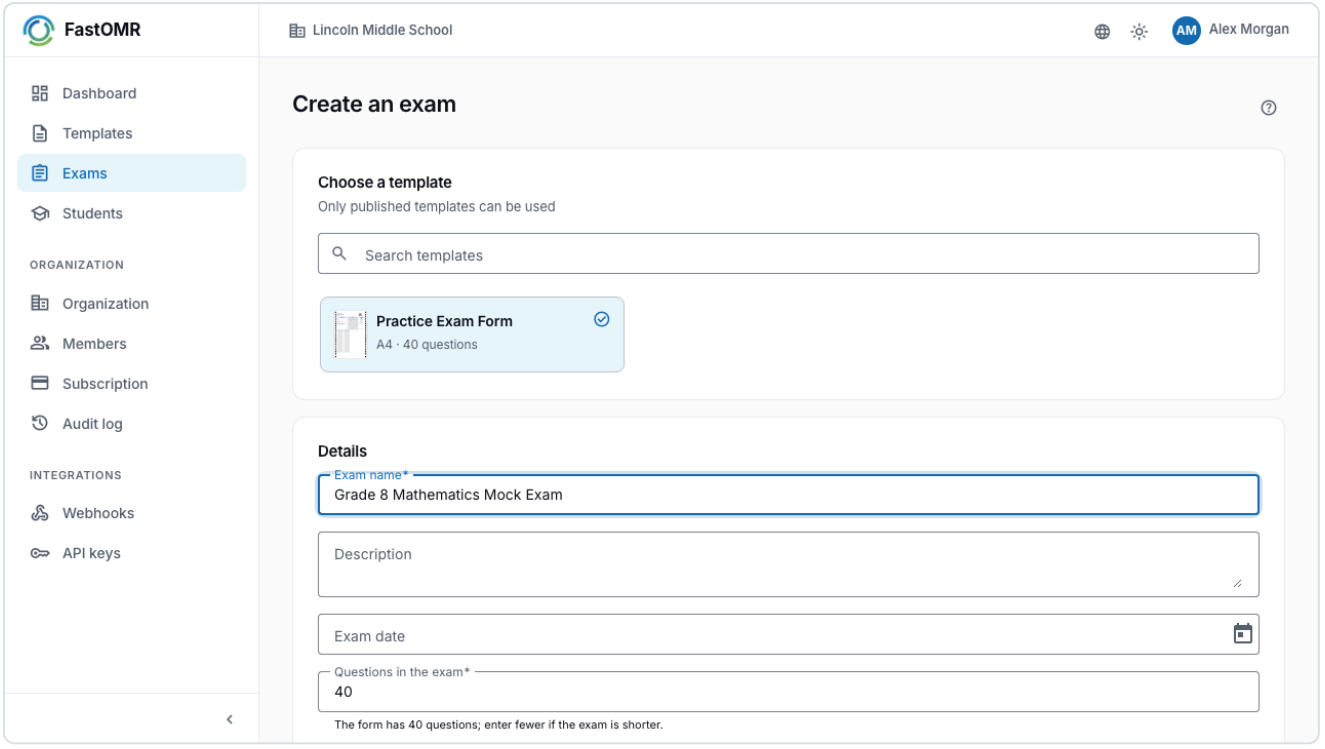
Changing, copying and putting away a template

- **Changing a published template.** Open it and edit: the designer asks first, because saving turns the template back into a *draft* that cannot be picked for new exams until it is published again. Exams that already exist keep **their own frozen copy** of the sheet, so the papers you printed and the sheets you read are not affected. An exam whose sheets have been read is never re-pointed at the changed form: for the new layout, open a new exam.
- The menu on a template's card: *Edit*, *Duplicate* (a copy to start from), *Archive* / *Unarchive* (tidies the list; the exams that use it are not touched; unarchiving returns it as a draft) and, for admins, *Delete*. The card says how many exams use the template.
- **Deleting.** A template that exams use cannot be deleted — archive it instead. A deleted one stays for 30 days: *Undo* on the notice brings it straight back, or choose *Deleted* in the *Status* filter and *Take back*; after 30 days it is purged.
- The **plan** limits how many templates may exist at once (archived ones do not count) — see the plans table in §10.

4. Creating an exam

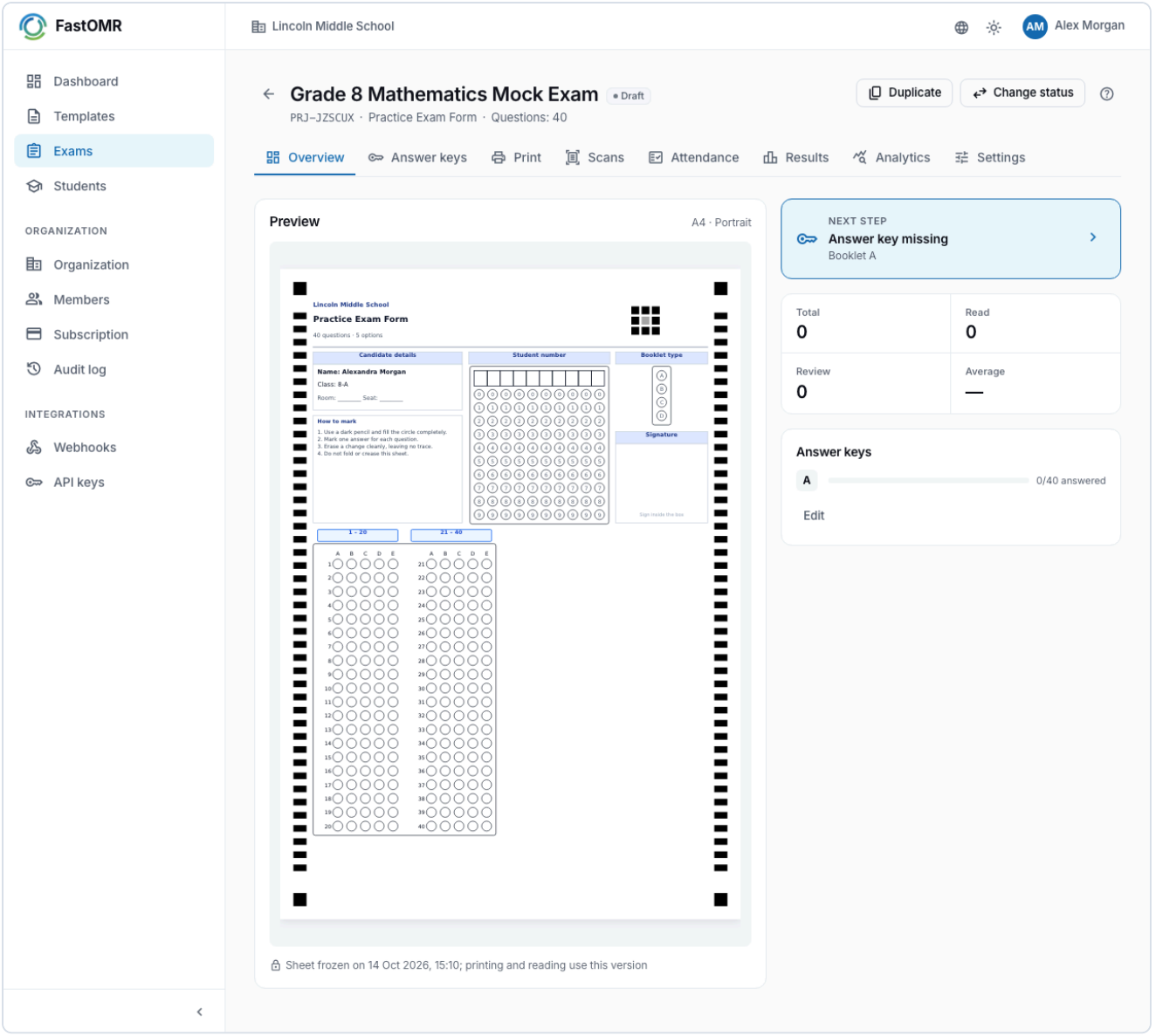


Exams. An exam holds the template, the answer key, the printed papers, the scans and the results together.



New exam. A name, the exam date and the template to use. When the template list grows, use the search box; the search folds accents and case — typing "sinif" finds "Sınıf" too.

> **When the sheet is longer than the exam**
>
> A school prints one standard sheet — 40, 50, 100 questions — and sits every length of exam on it. In the *Questions in the exam* box that appears once the template is chosen, enter the exam's real number of questions (25 on a 40-question sheet, say). The answer key asks for that many questions, the sheet's remaining rows are neither scored nor shown in the results, and the empty rows do not send the paper to review as "mostly blank". The number follows the sheet's numbering and can be changed later in *Settings*; the exam is rescored when it changes.



Overview. The exam's state is followed from here. The tabs along the top are the exam's life cycle in order: answer key → print → scans → attendance → results → analytics. *Duplicate*, at the top right, opens a new draft exam carrying the same sheet, subjects, learning outcomes and scoring rule — to run the same mock in another class or next year; the answer keys and the roster come along if you ask, the scans and results do not.

The exam's life cycle

An exam has a **status**, which says what the exam accepts right now. In the ordinary course you do not change it: printing the sheets takes the exam from *Draft* to *Ready*, and uploading the first scans — when the answer key is complete — to *Collecting*. What is left to you is moving it to *Closed* when the papers

are in, or to *Archived* at the end of the term, with *Change status* at the top of the exam's page. Each move is one step:

Status	What it means	Moves to
Draft	The exam is being prepared: settings, answer keys and printing are open. Printing the sheets, or uploading the first scans, moves it to *Ready* on its own.	Ready, Archived
Ready	Ready to print; scanned sheets are accepted.	Collecting, Draft, Archived
Collecting	Accepting scanned sheets. The exam cannot move here while a booklet's answer key is incomplete: sheets that could not be scored would pile up unnoticed. From then on every question keeps an answer; one that should no longer count is cancelled.	Closed, Archived
Closed	No longer accepting sheets; review, results, analysis and exports carry on. Reopen it to add a late paper.	Collecting, Archived
Archived	Read only: it can be looked at, not changed. *Move back to Draft* to work on it again.	Draft

An exam can also be **deleted** (by an admin): it is kept for 30 days with its sheets, keys and results. *Undo* on the notice brings it back at once; afterwards, choose *Deleted* in the list's *Status* filter and *Take back*. Either way it returns as it was, in the status it had. The plan limits how many exams may exist at once (§10). Each exam holds **its own frozen copy of the sheet** from the day it was created — the Overview says when — and printing and reading use that copy, so editing the template afterwards never disturbs an exam in progress.

> **Subjects and scoring**
>
> In the *Settings* tab you can divide the exam into subjects (1–15 English, 16–30 Mathematics, say). Whether wrong answers cancel right ones, how blanks are treated and cancelled questions are set there too. Cancelled questions count as correct for everyone. When questions do not carry equal points — the first ten worth four each, the rest six — make each group a subject and enter the points per question in its *Weight* field: the total score is each subject's score multiplied by its weight, added up (with one point per correct answer, a subject's score equals its net; ten fours and ten sixes make 100). With *Normalize to 100* on, each subject is first scaled to 100 and the weights are read as proportions — English 0.6 and Mathematics 0.4, say.

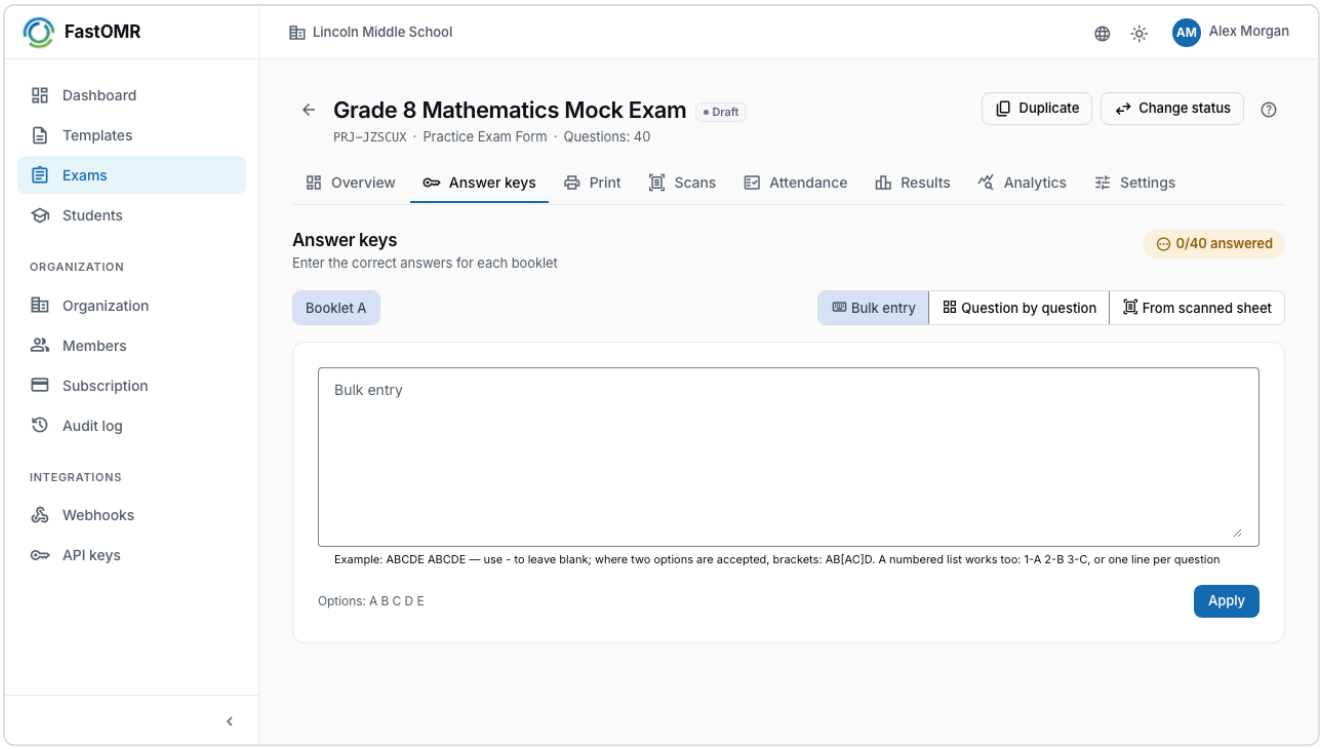
> **A pass mark**
>
> *Pass mark (%)*, also in *Settings*, is the share of the exam's maximum score a result must reach to pass — 70 for a certification, 50 for a school's threshold. With one set, every result gains a percentage and a *Passed* or *Failed* verdict: the Results list shows both and filters by them, the head of the Results and Analytics screens says how many passed, the exported file carries the two columns, and the report card prints the verdict. Left empty, none of it appears and the exam is scored as before. Changing the mark rescores nothing: the percentage is worked out from the score each time it is shown.

Every setting on the Settings tab

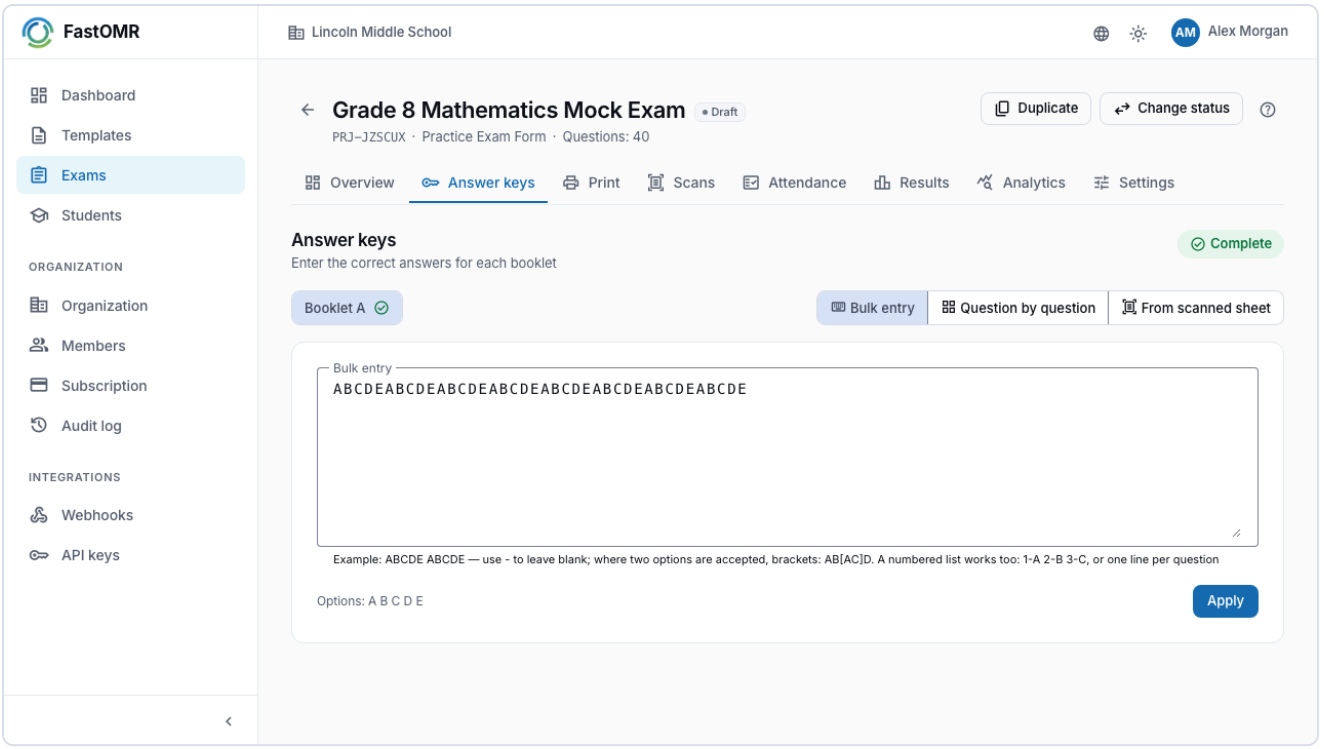
Setting	What it does
Basics	The exam's name and date, its *booklet codes* (A, B, … — removing one deletes its answer key too), and *Questions in the exam* when the sheet is longer than the exam.
Points per correct, **per blank**	What a right answer and a blank are worth: 1 and 0 to begin with. A blank can be given a share of a point, never more than a right answer.
Penalty mode	*No penalty*; a *fixed penalty per wrong* answer; or *net scoring*, where a number of wrong answers (4 by default) cancel one right one. An organization set to Turkish starts new exams with the Turkish "net"; everywhere else a new exam scores the number of right answers, and a school that wants a penalty says so here. Where nothing is deducted, the "net" column is left out of the results and the report cards, as it would only repeat "correct".
Multiple marks	A question with two options marked counts *as wrong*, *as blank*, or is *sent to review*.
Cancelled questions	*Correct for everyone* (the default) or *Excluded from scoring* — taken out of the maximum as well.
Clamp negative score to zero, **Normalize to 100**	Whether a heavily penalised paper bottoms out at zero, and whether the score is scaled to 100 (with subjects, each subject is scaled first). A line under the card works the rule on one paper as you change it — 30 right, 8 wrong and 2 blank out of 40, say: the net and the score and, with a pass mark set, whether it passes — by the same arithmetic the scoring uses, so you see what the rule does before you save it.
Subjects, **Learning outcomes**, **Pass mark**	As described above. A subject cannot overlap another, and with subjects every question must belong to one.
Recognition	How sensitively the marks are read. *Filled threshold* (0.45): a bubble filled above this share counts as marked — lower it for faint pencil. *Blank threshold* (0.18): below this share it is definitely blank — raise it for dirty scans; it must stay below the filled threshold. *Auto-accept confidence* (0.8): a sheet the system is less sure of goes to review; raising it means more review work and more safety. *Clean scan noise* tidies stray specks. The defaults suit black pencil at 200–300 DPI. A change applies only to sheets read from then on; to apply it to sheets already read, use *Reprocess* on the Scans tab.

5. Entering the answer key

You enter a separate answer key for every booklet type. There are three ways.



Empty key. The badge at the top right says whether the key is complete; with an incomplete key the exam cannot move to collecting.



Bulk entry. Type every answer on one line: `ABCDEABCDE…` Spaces and commas do not matter; group them however you like. If the key you hold is a numbered list, paste that as it is — `1–A 2–B 3–C`, line by line as `1. A`, or number–letter columns copied from a spreadsheet: the numbers say where each letter goes, and a skipped question stays blank. As you type, the line beside the button shows how many questions are written, the next one and its subject, letters too many, and the questions whose letter is not an option — a letter left out shows before the key is saved.

> **Leaving a question blank**
>
> In bulk entry, use a dash (–) for a question with no answer. `AB–DE` leaves the third question blank. The application tells you, as warnings, which characters it ignored and which questions were left blank — so a key shifted by accident is noticed. A key may be partial while the exam is a draft or Ready; once it is collecting sheets every question keeps an answer, and a question that should no longer count is cancelled rather than emptied.

Question by question lets you mark each question separately; handy for a few corrections. **From scanned sheet** lets you scan and read a "key sheet" you filled in yourself instead of typing the options. Once a booklet's key is whole, the saved message offers the next step as a button: the next booklet still without a key, or — every booklet keyed and nothing read yet — the *Print* tab.

Booklets printed with the questions shuffled

If only the *options* change places between booklets A and B, there is nothing to do: each booklet already has its own key. If the *questions* change places too, enter the booklet's own order in the *Question order* box under that booklet's key — "12 3 7 …" means the first row of this booklet carries the exam's question 12.

This does not affect scores; it affects the **analysis** and the **subjects**: item analysis groups a question by what it carries rather than by the row it was printed on, and a row counts toward whichever subject's question it carries. Without the order, row 5 of two booklets is taken as one question, and its difficulty comes out as the average of two different questions — a plausible-looking wrong number. Either leave the order out entirely or enter **all** of it; a partial list is refused. On a two-page sheet whose second page's grid starts at 41, rows and questions are referred to as 41–80.

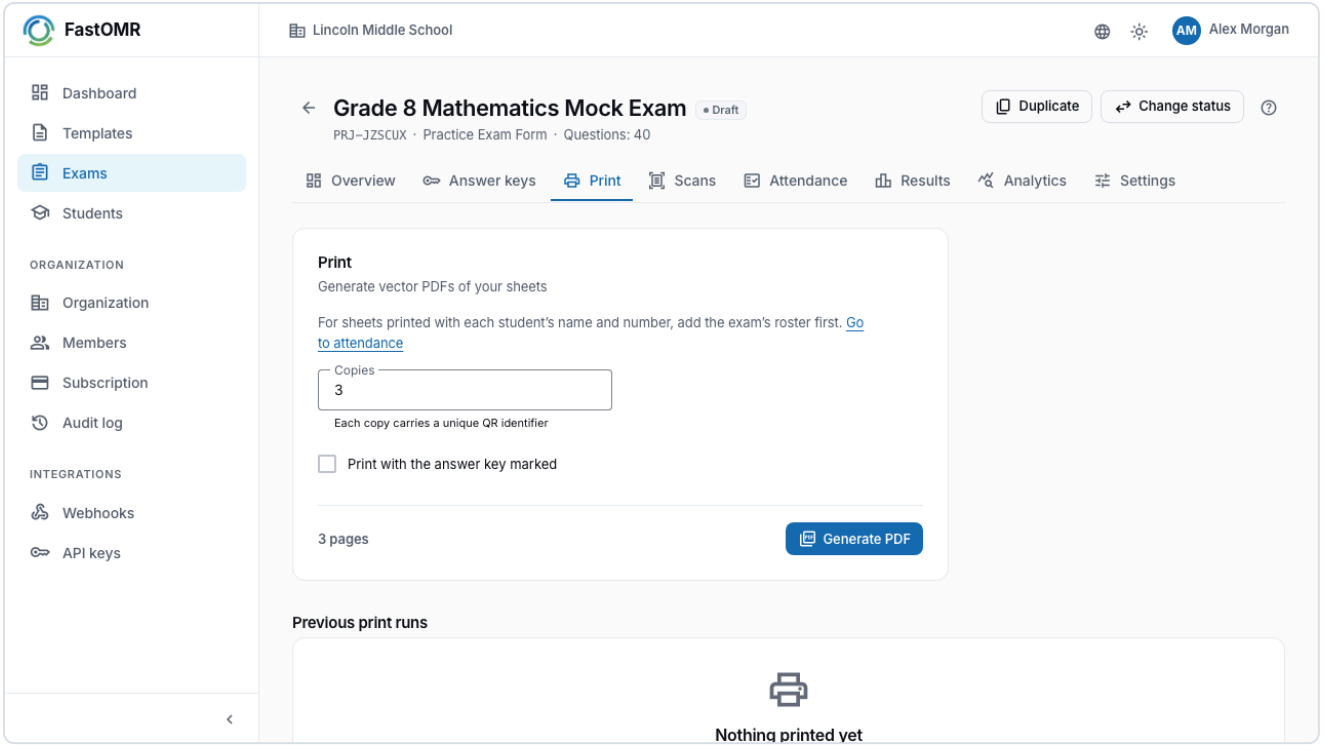
Cancelling a question covers the whole exam

Whichever booklet's key you cancel a question in, saving writes the same cancellation into the other booklets' keys — onto the row that carries that question in a shuffled booklet. Lifting the cancellation carries over the same way. You do not walk booklet by booklet to score half a hall out of a withdrawn question.

When an appeal makes two options correct

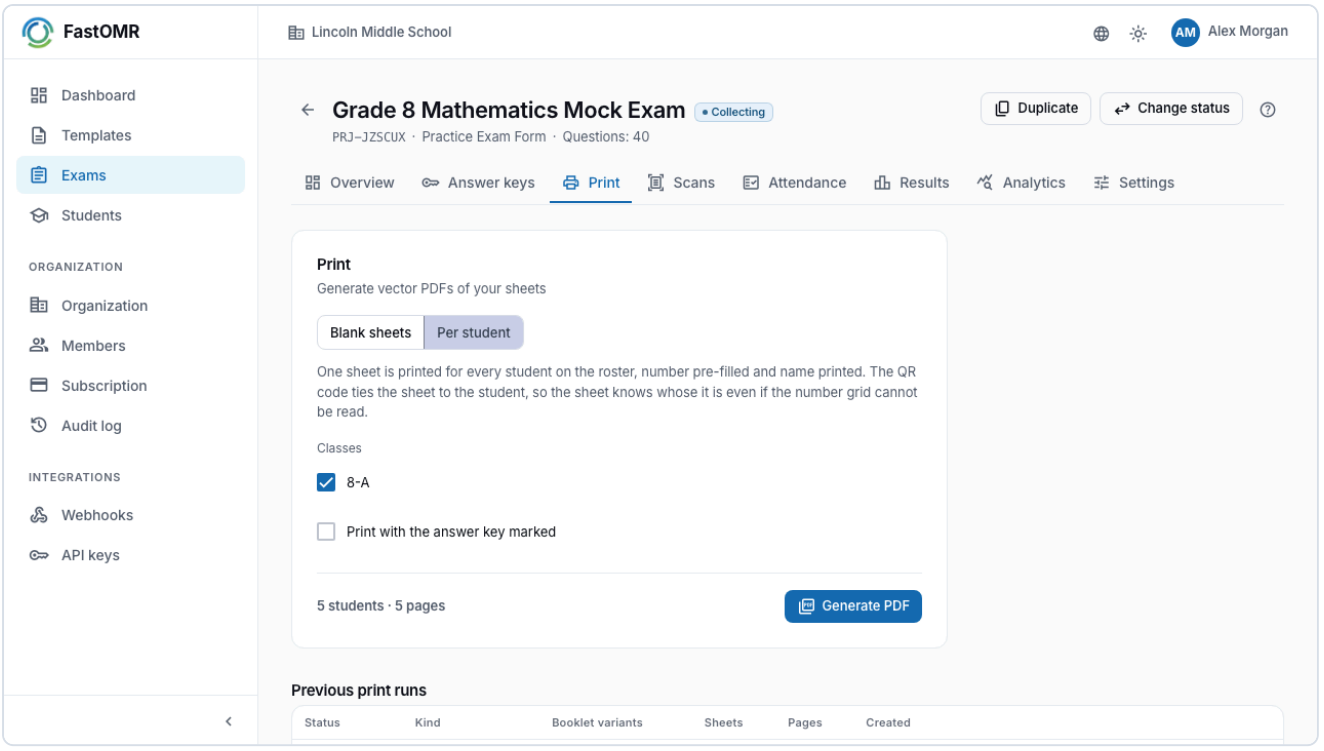
This is not a cancellation: a student who marked A or C is right, one who marked B is still wrong. In bulk entry use square brackets — `AB[AC]D` is four questions, the third accepting both A and C. In question-by-question entry, the ⊕ button beside the row opens the "accept another option as correct" menu; clicking a marked option again removes it. Clicking an option makes the key *that* option, it does not add a second — so two correct answers never stay by accident. Saving rescores the exam; the report card and the review screen show the question as "A/C", and the answer-key print marks both boxes. Each booklet's key is its own: in a booklet whose options are ordered differently, you enter the same decision with that booklet's letters.

6. Printing the sheets



Print. Choose how many copies and — when the exam has more than one booklet — which booklet types (A, B, …) to produce. Every copy is unique: the QR code on it identifies that paper. The booklet type is decided as the paper is printed, and the booklet box comes pre-marked; the student does not code it. *Print with the answer key marked* produces a control copy with the key's bubbles filled: you scan it to test your scanner and your key. A red warning is printed along its bottom edge, it appears in the print history with a "Control copy" badge, and it is not handed to a student.

A sheet per student



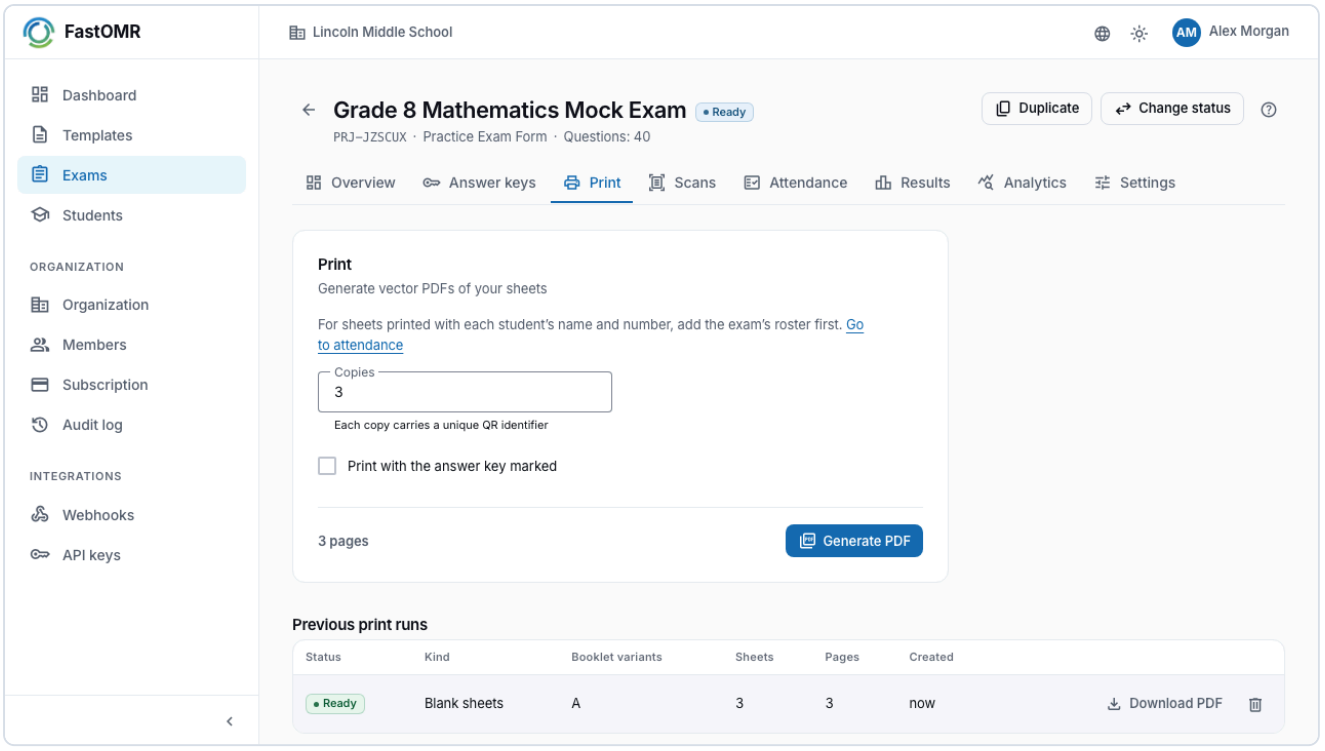
Per student. Once a roster is loaded, the print screen offers this option; pick the classes and print one sheet for each student.

With a roster loaded, the print screen offers *Per student*. It prints a separate sheet for every student on the list: the student number pre-coded in the boxes, the name and class written on the line at the top of the sheet. Booklet types are dealt out in turn down the list (A, B, A, B …), so two students sitting side by side do not get the same booklet. You can print only certain classes if you like.

A lost or damaged sheet does not mean reprinting the class: on the Attendance tab, the printer icon on the student's row prepares a sheet for that student alone; the PDF lands on the Print tab.

Why it matters: the student-number boxes are where an exam goes wrong most often. One digit coded in the wrong column means a paper written to a number that is not on the list. On a per-student sheet, the paper knows whose it is from its QR code; even if the number boxes cannot be read, the result goes to the right student. If a student codes a different number over the printed one, the system notices and sends the paper to review — the sheets may have been mixed up between desks.

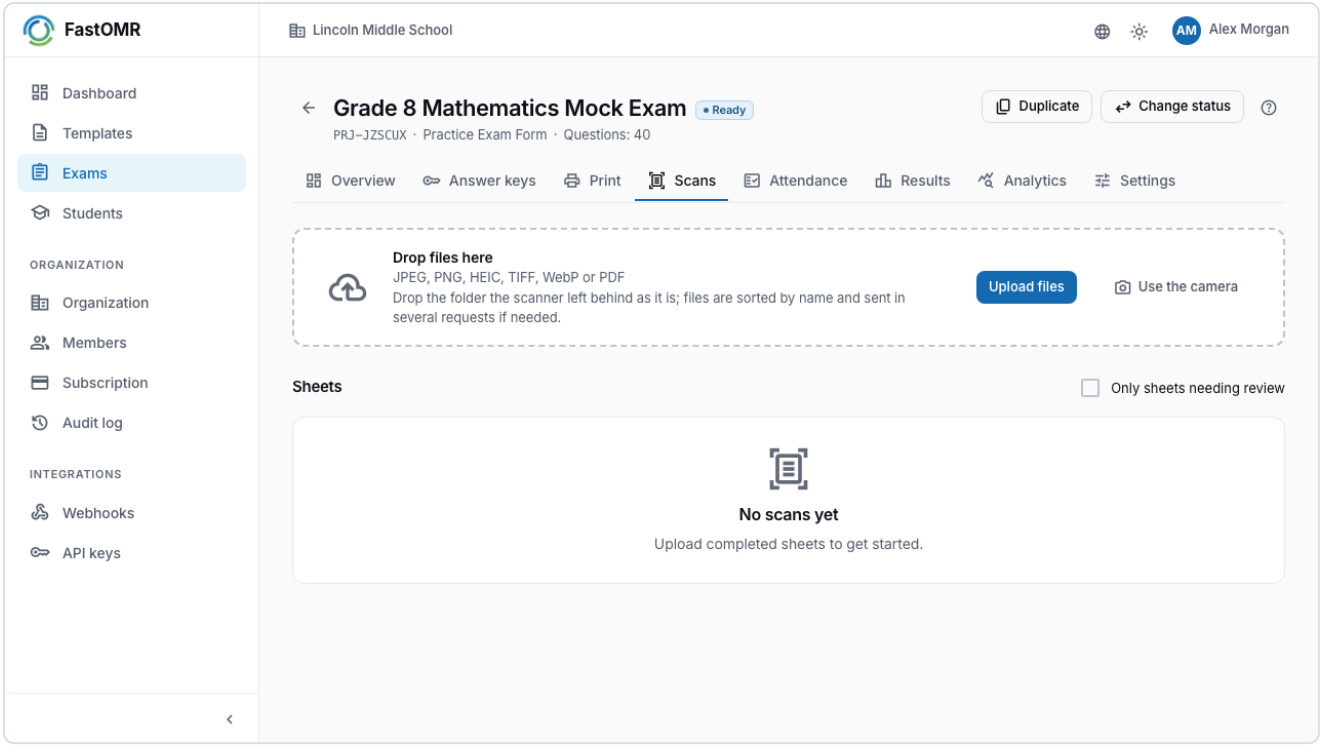
If your template's top line carries the `{{ student.name }}`, `{{ student.number }}` and `{{ student.class }}` placeholders (the starter template does), they are filled in on a per-student print; on a blank print they stay empty, as the space the student writes in by hand.



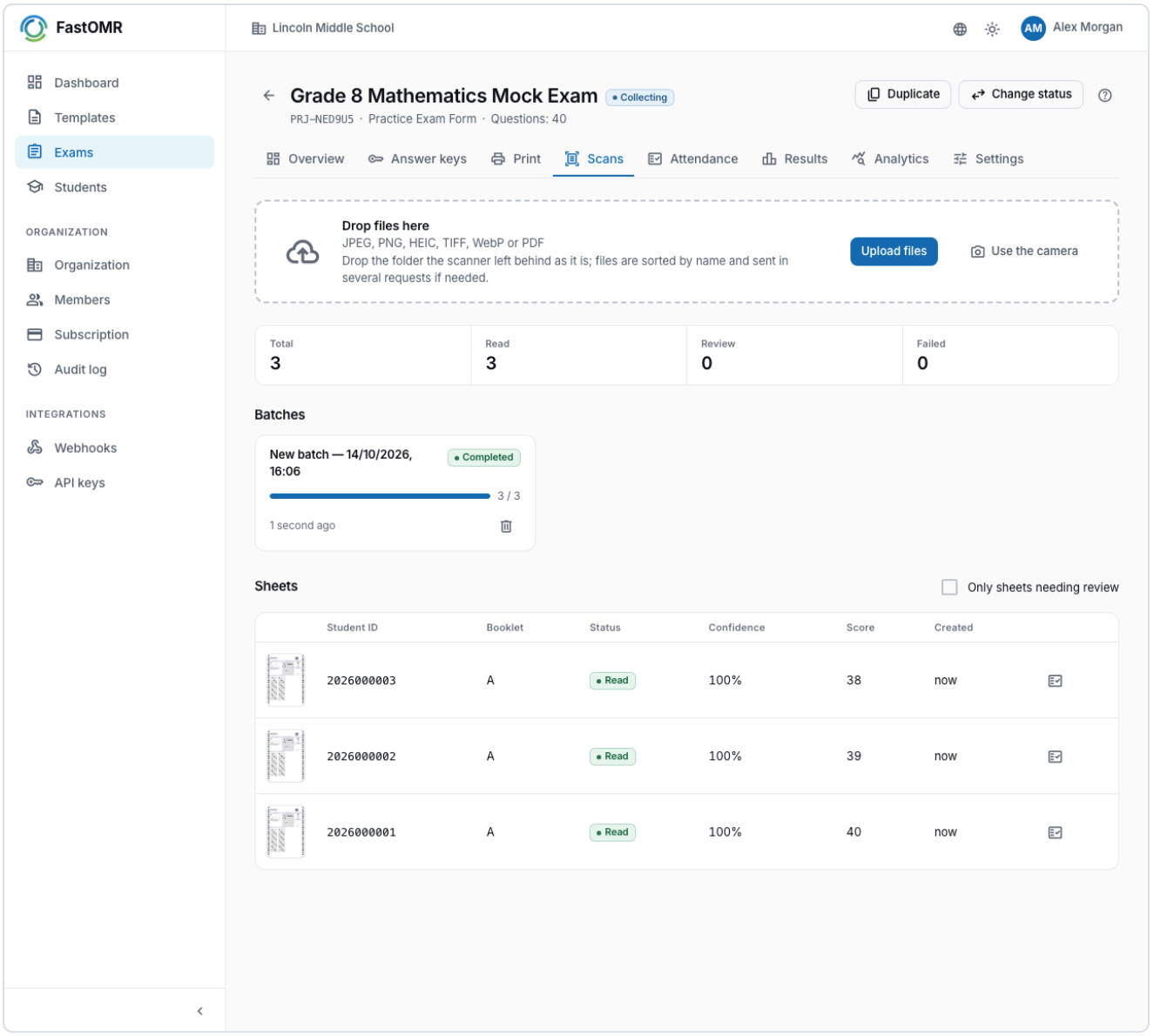
Ready. Once the PDF is generated it can be downloaded. It is produced at 300 DPI; an ordinary laser or inkjet printer is enough. A print taken with the wrong booklet or an old roster is deleted with the bin icon on its row; the PDF leaves storage. A print whose papers have been scanned cannot be deleted — the sheets know their booklet and their student from that record.

> **Three rules for printing**
>
> - **Scaling must be off.** In the print dialog choose "Actual size / 100%" rather than "Fit". A shrunken sheet cannot be read.
> - **Photocopies are fine.** Print one copy and copy it; every paper carries the same QR code, but the system tells students apart by the number they code. Two papers carrying the same number go to review as "read twice". Do not copy a per-student sheet — the number and name are printed on it.
> - **Print single-sided** (unless the sheet was designed double-sided).
> - **Use plain white paper.** Coloured or patterned paper makes the marks harder to tell apart.

7. Scanning and uploading the sheets



Scans. Drag files — or the folder the scanner left, as it is — onto this area, or choose them to upload. The order of the sheets does not matter; on a multi-page sheet each student's pages must follow one another, and for that the files are sorted by name (the scanner's numbering is enough).



Read. Each sheet is processed in turn after it is uploaded. The status column moves through *Pending* → *Processing* → *Read*; you need not refresh the page. The yellow mark beside the status gives the number of warnings, and the red exclamation says why a sheet could not be read or scored — hovering shows the reason; you decide from the list which sheet to open.

Which files you can upload

Format	Note
PDF	Multi-page scanner output — on a single-page sheet every page is a sheet; on a two-page sheet the pages are grouped in twos in order, and a page left over is not processed and is reported.
JPEG, PNG, TIFF, WebP	The common formats scanners produce.
iPhone photos	Pick them straight from the phone's library on the upload screen: the phone hands them over as JPEG. A HEIC file copied to a computer cannot be opened on the server — export it as JPEG, or set the camera to *Most Compatible*.

There is no limit on the number of files: the interface sends the stack to the server in requests of 50 files and never splits one student's pages on a multi-page sheet; progress reads "50/120 files uploaded". A file may be at most **40 MB** and **300 pages** — a class's stack is 60–80 pages; split a stack that scanned the whole school into one PDF. One more limit counts **pages**: the number of pages one request may read is **25, 200 or 1000** depending on your plan. The interface splits the stack by that too; the limit is felt for one multi-page PDF uploaded on its own, because a PDF's page count is not known when the file is chosen. Over the limit, the system refuses the request before it starts reading — you are not left with a half-read exam.

Batches, and what stops an upload

Every upload is a **batch**. Under the upload area each batch shows its sheets — *Total*, *Read*, *Review*, *Failed* — and its own status: *Uploading*, *Queued*, *Processing*, *Completed* or *Failed*. A batch is named after the moment it was opened; the pencil on its card names it for what it holds — *Hall B*, *8-A* — until the exam is archived. The sheet list's search finds a paper by the number or name read from it, or by the name of the file it came in; *Status* narrows the list to those *Needing review* or those that *Failed* — clicking the *Review* and *Failed* counts above does the same. *Batch* narrows it to one batch's sheets, as does the list button on a batch's card. *Review N sheets* opens the first sheet waiting, and the review screen's arrows go on to the rest. **Reprocess** reads sheets again with the exam's *current* recognition settings — after lowering the filled threshold for a faint-pencil class, say: *Needing review and failed* reads those again at once, *Every read sheet* asks first and reads them all; with the list narrowed to one batch, only that batch's. Corrections made by hand are kept, the papers are not uploaded again, and reading a paper again is not charged as another sheet. A line above the list says when some sheets carry a number the roster does not know: they are scored but belong to no student, and *Match in attendance* leads to them.

- **"Scans cannot be uploaded at this stage".** A closed or archived exam takes no scans (§4). The notice says which stage the exam is in and offers the button that reopens it. A draft opens on its own with the first upload.
- **"The reader is not running".** Uploaded sheets wait in a queue and are not read; tell your system administrator. When the worker starts, the queue resumes where it left off.
- **"The system is busy right now".** While the server is reading other stacks it asks the interface to wait: a request turned away has done nothing, so the interface asks again by itself, waiting a little longer each time, before it shows this message. Nothing is left half-uploaded; try again in a minute.

Files that were not read

If a file was not read after an upload, it is listed under the upload area **by name and with the reason**: an unsupported format, an image too large (more than 80 megapixels — scanning a sheet above 600 DPI adds nothing the reader can use, so rescan it lower — or a PDF page larger than about 60 cm), a missing page or a HEIC photo that could not be opened. The list stays until you close it or upload again; that is where you see which paper needs scanning again.

You cannot upload the same scan twice. When a folder is dragged in a second time by mistake, the system recognizes the image already in the exam, says which file it was uploaded as, and does not read it again — no student gets a second result and attendance does not show a "class read twice". A paper

that went through the scanner twice is two different images; that one appears on the attendance screen as *Read twice* and is settled there.

If you photograph with a phone

Without a scanner, the camera works too. Put the paper on a flat surface, get all of it in the frame, cast no shadow and shoot from as directly above as you can. The system straightens skewed and slightly rotated images, but the alignment marks in the four corners of the paper must be visible.

Ignore the orientation. The paper may be upright, sideways or upside down; the system tells which way it is from the position of the QR code and corrects it. Turning the stack to straighten it does nothing but push the paper out of the frame.

Shooting one after another without leaving the page

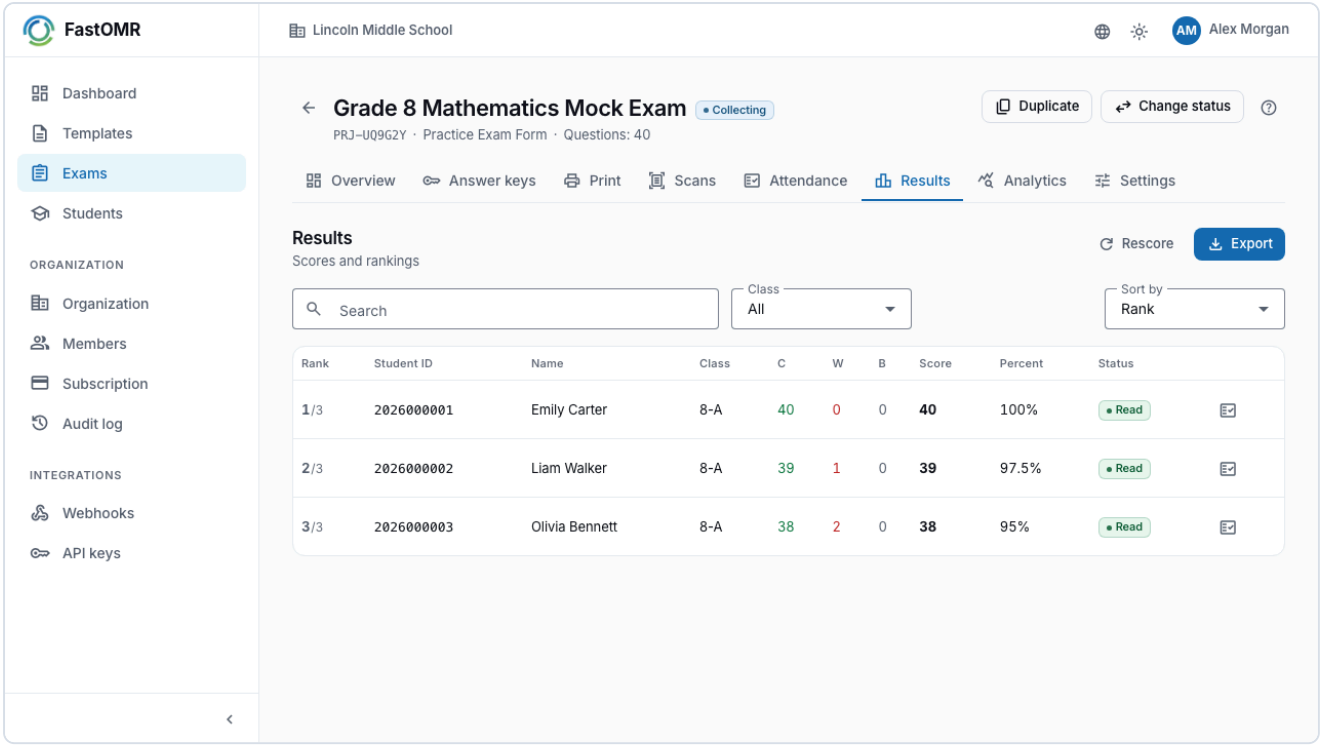
The *Use the camera* button on the Scans screen opens the phone's rear camera inside the page. Every shot is added to the strip below; discard a blurred one before uploading, and send them all at once. No round trip to the operating system's file picker for every sheet — thirty sheets, thirty round trips. The corners drawn over the picture show where the page's corners go — a page that fills the frame leaves its bubbles the most pixels — and where the phone's browser offers it, a button switches the camera's light on for a dim room. Nothing is taken until you press *Take*.

The button appears only on devices that have a camera and allow it. The browser asks for permission once; if you refuse, you can carry on uploading by choosing files.

Taking back a sheet uploaded by mistake

A sheet uploaded to the wrong exam or scanned badly can be removed by the person who uploaded it *as long as it has not been scored*. Deleting a scored sheet needs an admin — so a result cannot quietly disappear.

8. Results, analysis and attendance

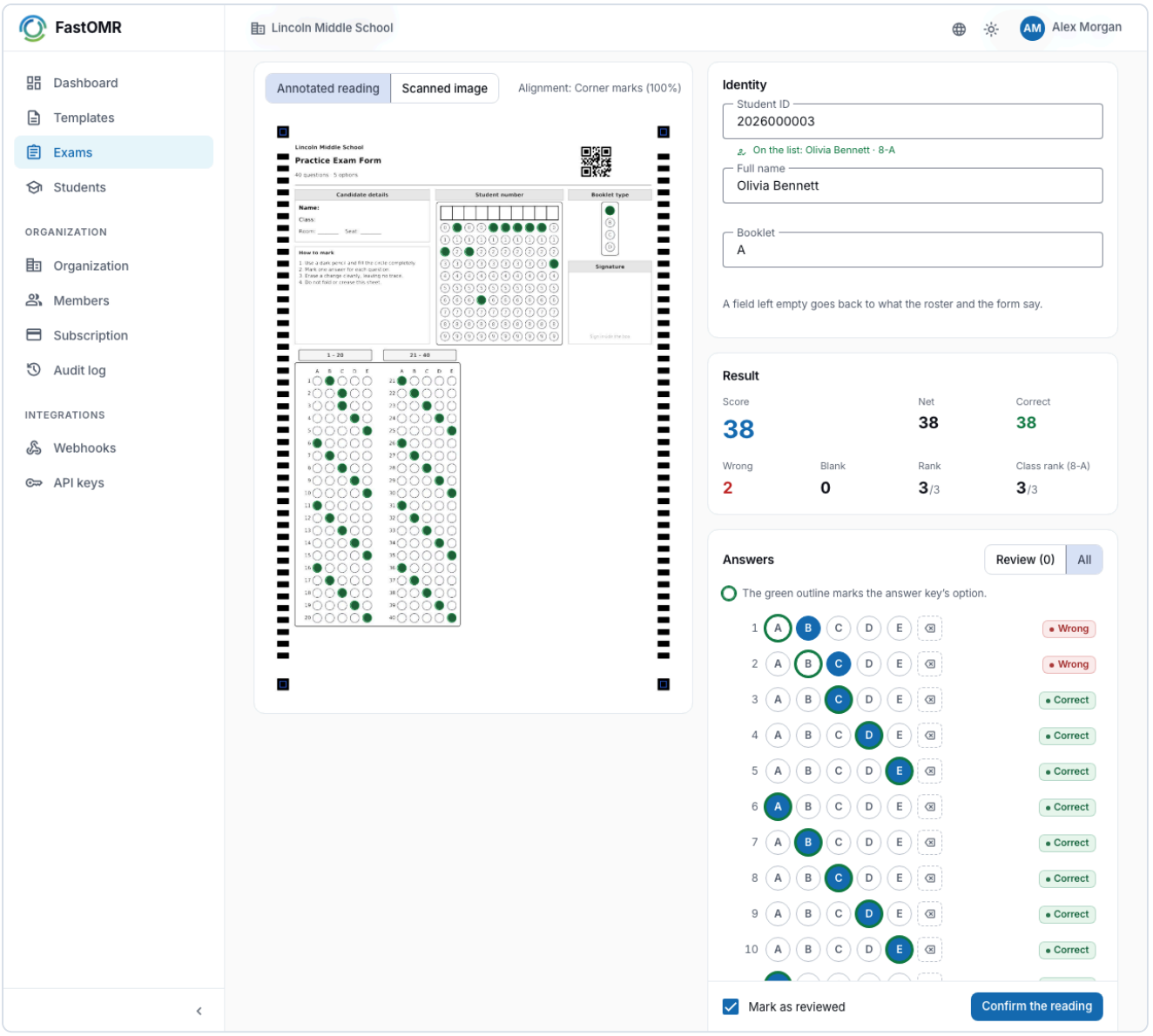


Results. One row per sheet read: the exam rank and — where there is more than one class — the class rank (equal scores share a rank), the student number, the name and class (from the roster), correct–wrong–blank, the net and the score. In an exam divided into subjects, each subject's net has a column of its own. The list filters by class and by booklet; filtering never changes the ranks, because a rank is the place in the whole exam. *Export*, at the top right, downloads the list as a spreadsheet — each subject's correct, wrong and net (*English (C)*, *English (W)*, *English (Net)*), the answers question by question, survey columns if any, and the mastery percentages per learning outcome come in the same file. *By class and number* in the menu orders the file the way you go down it when typing into the school system; with a class chosen in the list, the file keeps to that class. When the same number was read on two sheets, both rows are flagged and the icon beside the number says why; which one belongs to the student is decided on the Attendance tab.

> **What the Export menu offers**
>
> The formats are **Excel (.xlsx)**, **CSV** and **JSON** (the last for programs). The boxes above them choose what goes into the file: *Include per-question answers*, *Include section scores*, *Only reviewed sheets*, *By class and number* (for typing into the school system) and — for the report cards — *Show ranks on report cards*. The files and the report cards follow the list's filters: the class, the booklet and the passed/failed choice carry into them — that is how a make-up exam's list of those who failed is taken — and a line under the boxes says which are in force. The search does not. Below the formats stand **Student report cards (PDF)** and **Exam summary (PDF)**; the summary is part of every paid plan, and the menu says so beside it on the Free one. An Excel file carries a *Summary* sheet beside the results and, on a paid plan, two more: *By class* — the whole file's average and each class's, overall and in each subject — and *Item analysis* — a row a question: its subject, key, right, wrong and blank counts, difficulty, discrimination, whether to look at it again and how many chose each option. Both are worked out over the papers in the file, so a class's file gives the class's analysis. A CSV opens in columns in a spreadsheet set to a language that writes decimals with a comma: it is separated by semicolons where that is what such a spreadsheet expects.

Rescoring

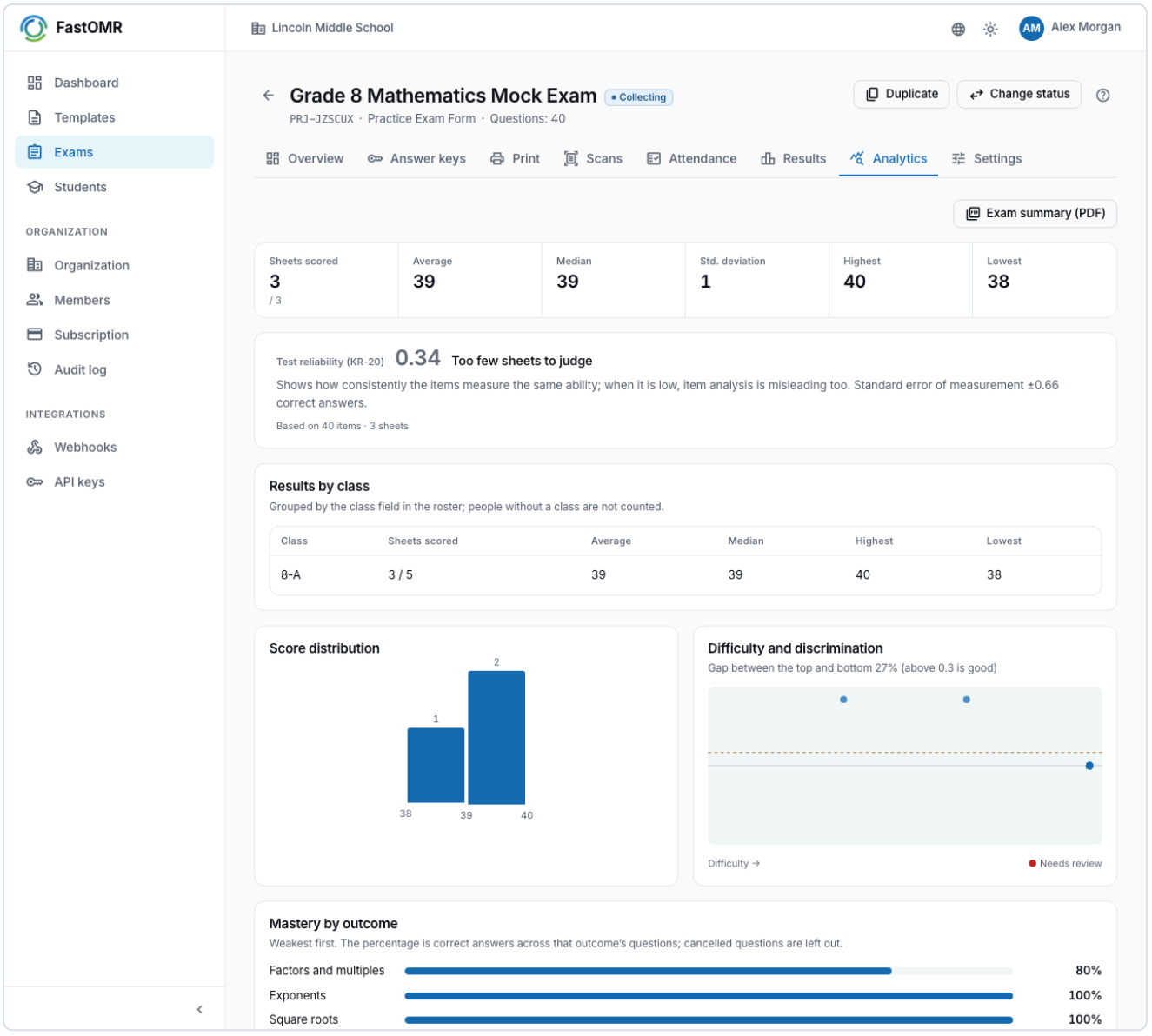
Change the answer key, the scoring rule, the subjects or the roster and every result is recalculated by itself; while that runs, the Results tab says so and refreshes every few seconds. If it takes more than two minutes, the scoring worker may not be running — the screen says that too and asks you to tell your system administrator; once the worker starts, the waiting job is processed by itself. *Rescore* runs the same calculation once more whenever you ask; the papers are not read again.



Sheet review. Opens from the icon on a row. On the left, the scanned paper and the system's marked reading — click the paper to bring that spot nearer, drag to move about, click again to fit it back; for telling a faint mark from an erased one. The magnifier in the corner zooms to the outlined question, and once nearer, ↑ ↓ to another question take the view with them. Switching between the marked reading and the scanned image keeps the zoom. On a wide screen the whole page fits the screen and stays in view beside the answers as they scroll. On the right, the identity, the *Result* card (score, net, correct–wrong–blank, exam and class rank, the subject table) and every question against the key: the option the student marked filled, the key's correct option outlined in green. "I put C for question 13, why is it wrong?" is answered on this screen. Correct a mark and save, and the sheet is rescored. The number field looks at the roster: whoever the number is, their name and class appear under it; if the number is not on the list, it says so. If the number could not be read, start typing the name on the paper — the list suggests matching students with their numbers, and choosing one writes the number into the field. If a paper printed for another exam was uploaded here by mistake, *Move to the exam it was printed for* sends it to the exam its QR code names, where it is read again in a batch of its own. The arrows at the top right — or ← and → on the keyboard, Ctrl/⌘+Enter to save — go to the next and previous sheet awaiting review, with the number waiting beside them. Confirm or correct a waiting sheet and save, and the next one waiting opens by itself; after the last, the message offers a button to the results. The confirm and save button stays at the foot of the screen while the answers are in view, so there is no scrolling to the last question. You work through twenty-five sheets without going back to the list — from the keyboard too: the first question waiting is outlined; its letter (A–E) marks it, Delete clears it, ↑ ↓ move the outline, ← → change sheet and Ctrl+Enter saves.

What does "confidence" mean?

How sure the system is of the marks it read. Values near 100% mean a cleanly filled paper. A low value says a mark may be faint or may spill over — on the review screen you see what the system read and correct it by hand if need be. When you correct an identity field (number, name, booklet) by hand, your correction takes precedence over what was read from the roster and the sheet; clear the field and save to return to the automatic value.



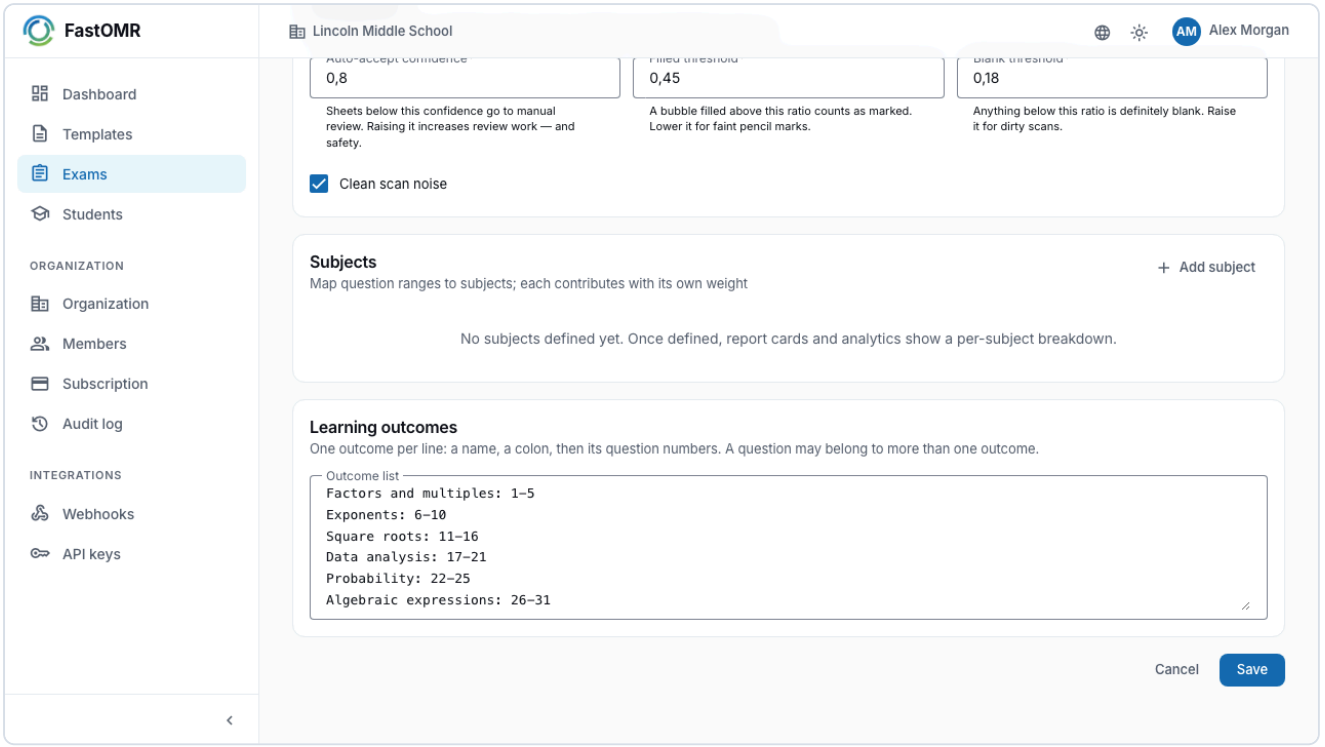
Analytics. Measures the exam itself. The item analysis is part of every paid plan (§10); on the Free plan the tab points at the upgrade instead. At the top, the test's reliability (KR-20) and the score distribution; below, the *Item analysis* table gives, for every question, the correct, wrong and blank counts, two measures — *difficulty* (how many got it right) and *discrimination* (how well the question separates the stronger students from the rest) — and the *option distribution*: which option the class went for, the key's option in green; where the booklets shuffle the options, it is drawn booklet by booklet, each against its own key. A wrong option most of the class chose is either a good distractor or a sign to check the key. The table first shows the questions *to review*, those whose discrimination is low or negative — usually badly built questions or a wrong key; questions everyone got right are not in that list (they discriminate nothing, but they are not broken); untick the box and every question appears. With learning outcomes defined, the *Mastery by outcome* table appears here too. The *Results by class* table also gives each class's average in each subject, in amber where it is under the exam's own average there — which class is behind in which subject, at a glance. *Exam summary (PDF)*, at the top right, puts this screen on paper — the figures, classes, subjects, the outcomes weakest first and the questions to review — for a department meeting or the head's file; the same document is in the *Export* menu of the Results screen.

> **Surveys, counted**
>
> An exam whose sheet has a survey field — or a form that is only a survey, a course evaluation or a staff satisfaction form — gets a *Survey* tab. Each question is one bar showing how the single marks fell across the options, named in the form's own words, with the mean position on the scale beside it (the first option is 1) and the blank and double-marked answers counted apart; the row statements printed on the form stand beside their questions. The results workbook carries the same counts on a *Survey* sheet. A form that is only a survey needs no answer key: each sheet read is a result as it is, and the answer key, analytics, score columns, ranks and report cards step aside.

Analysis by learning outcome

Item analysis says "questions 3, 9 and 17 were hard". That is a fact about three questions; it is not the answer to "what do we revise on Monday". Define learning outcomes and the system gathers the same results at the level of the **outcome** instead of the question: "the class is at 41% on exponents".

You write the outcomes in *Exam settings*, one per line:



Learning outcomes. A name, a colon, then the numbers of the questions that measure it. The box is plain text so that it can be pasted from the specification table the department already wrote: twelve outcomes across forty questions are hundreds of clicks in a picker and eight lines here. A line that cannot be read blocks saving, and which line and why is written underneath — rather than being dropped silently and going missing from the analysis.

Ranges are allowed (`7–9`), and the same question may belong to more than one outcome — one question can measure two things at once. That is the difference from subjects: subjects cannot overlap, because that would make the score ambiguous; outcomes can, because **they never touch the score**.

Adding outcomes to an exam already read

Freely. An outcome has no weight and no scoring rule; adding, renaming or deleting one changes nobody's score and starts no rescoring. It only changes what the analysis can say.

The mastery percentage is the share of correct answers among the outcome's *counted* questions. A blank counts against — not answering is not the same as not being asked. A **cancelled question** leaves both the numerator and the denominator: counted as correct for everyone, it would flatter every outcome it belonged to. An outcome a student was never asked about shows a **dash**, not a zero.

Student report card

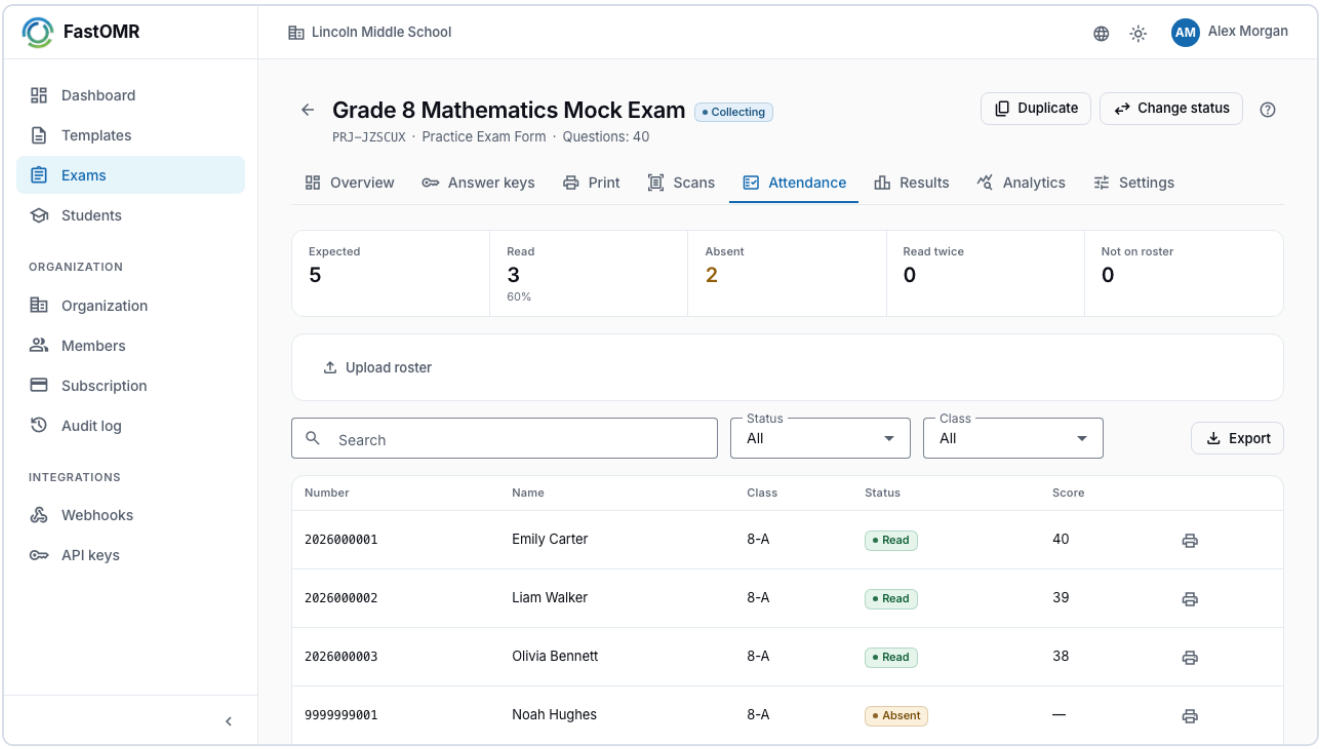
The *Export* menu on the Results screen has **Student report cards (PDF)**. An exam is held **to give the student a result**; every output the organization sees — the table, the item analysis, the review screen — faces the organization. The report card is the one output that faces the student, and it puts three things on one sheet: **what I scored**, **where I stand in each subject and each outcome**, and **how I marked each question**. Given separately, a student cannot match their score to their mistakes, and the card stops being information and becomes a notice. The subject table gives, beside each subject, the exam's average in it (*Exam avg.*): "5 in English" says little to a family until it says the exam's average was 9.4. The cards print in the order they are handed out: class by class, in number order.

The rank appears on the card only as a **number** (12 / 251); another student's name or score never reaches a card under any circumstances. The student's name is taken **from the attendance list**, not from the letter grid read off the sheet — the letter grid is the most error-prone field on the sheet, while a matching roster record is certain.

With a pass mark set, the card prints the percentage and the verdict — **PASSED** or **FAILED** — beside the score. Ranks print only when *Show ranks on report cards* is ticked in the report-card dialog; a company's starts unticked, since a colleague's place is rarely anybody's business. Names are printed in the script they are written in — Chinese, Japanese, Korean, Arabic, Hebrew, Thai or Hindi as well as Latin, Greek and Cyrillic — and the cards come out on the paper the organization's country prints on: US Letter in North America, the Philippines and the parts of Latin America that print on it, A4 everywhere else.

Page count when printing in bulk

Cards can be produced for one student or in bulk with the class/booklet filter. The question-by-question breakdown is optional; turned off, the card shrinks to a one-page summary — which noticeably cuts the page count when hundreds of cards are printed to go home.



Attendance. Load the list of students expected to sit the exam; the screen totals the expected, read, absent, read-twice and **not-on-list** sheets at the top, and shows row by row who stands where below. "Not on list" sheets carry a number your list does not have: the number was misread, or the student was never added; each is listed with the number read and the score, and *Review sheet* leads straight to that paper — you correct the number there. If the number is right and the student simply never made the list, *Add to roster* writes them onto it and ties the sheet to their row; a number already in the school's records brings its name and class along, otherwise it asks. The same button sits on the review screen, beside the "This number is not on the list" warning. On "Read twice" rows the two papers' links stand side by side; look at the papers and delete the one that is not the student's. When the roster's number and the sheet's number differ only in leading zeros (234 and 0000000234), the system takes them as the same student. Without a roster this screen stays empty; results are not affected. The search box finds a row by number (leading zeros ignored), name or class; the status and class filters narrow the list — for one class's attendance in a year-group exam, choosing the class is enough. *Export*, beside the filters, downloads the list as filtered on screen (status and class) as Excel or CSV — downloaded with the "Absent" filter, it is the absence list the office asks for; sheets not on the list are appended at the end of the file with their own status.

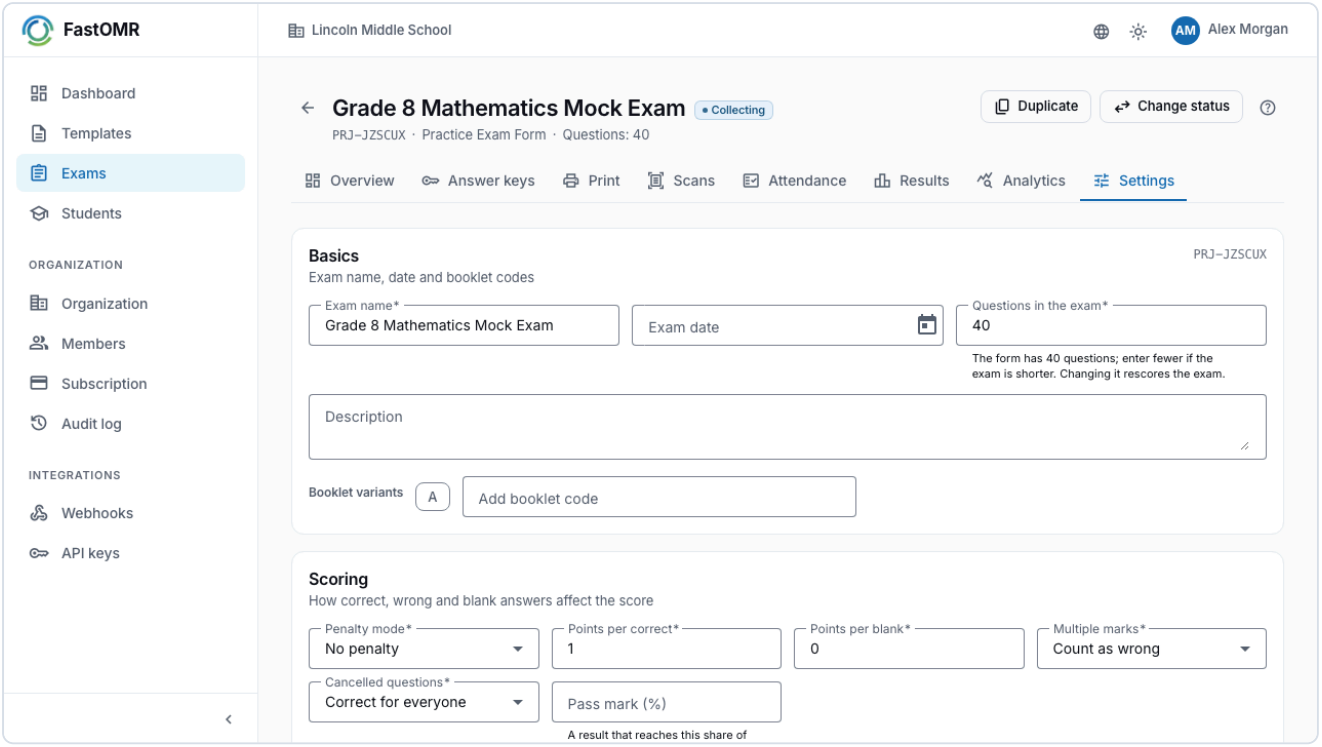
Loading the roster: paste it or choose a file

Copy the list from a spreadsheet and paste it into the box, or choose the Excel file (.xlsx) exported from your school's information system or a CSV with *Load from a file*; both land in the same preview, and nothing is written to the roster without your confirmation. If the first line of your list carries column names (*Student number*, *First name*, *Last name*, *Class*) the system recognizes the columns **by name**; their order does not matter. A system that gives the grade and the section in separate columns is no problem: "9" and "A" join into "9-A"; a national identity number column is recognized as such too.

A company's list works the same way: an HR or training system's export with *Employee ID*, *Staff number* or *Badge number*, *Employee name* and *Department* columns is read by name — the department becomes the group — and an e-mail address or an HRIS, LMS or SIS ID column, the person's key in that system, is kept and returned in the results and attendance files, so the scores can be loaded back where they came from.

Without a header line the order is assumed to be *number, first name, last name, class*. The preview shows which column it mapped to what before loading — so you see it there rather than notice it afterwards.

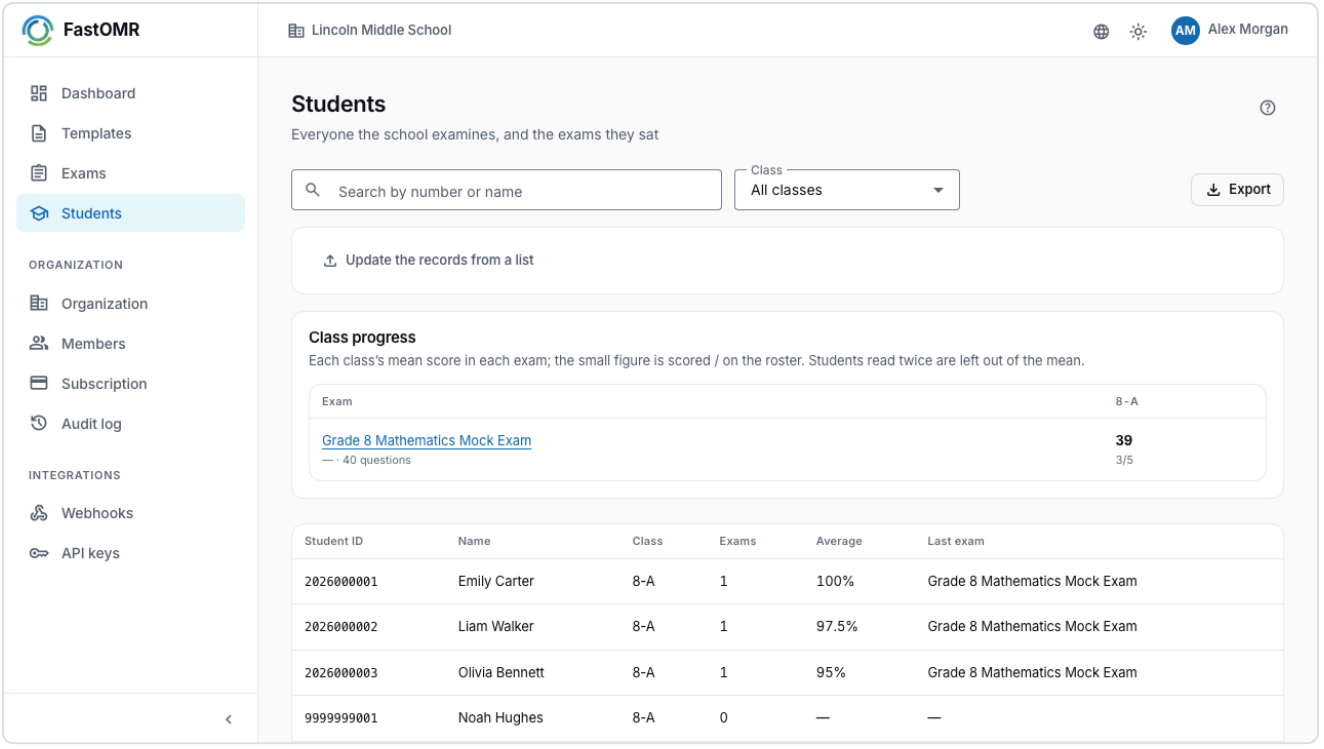
After the year's first list the file is no longer needed: every student stays in the school's records with their class, and *Add from records* lists those classes with their sizes; the students of the classes you choose are added to the roster, those already on it are updated, nobody is removed. A student who transferred in or enrolled late is written onto that exam's roster with *Add to roster*; the records take them too, and they come with their class next exam.



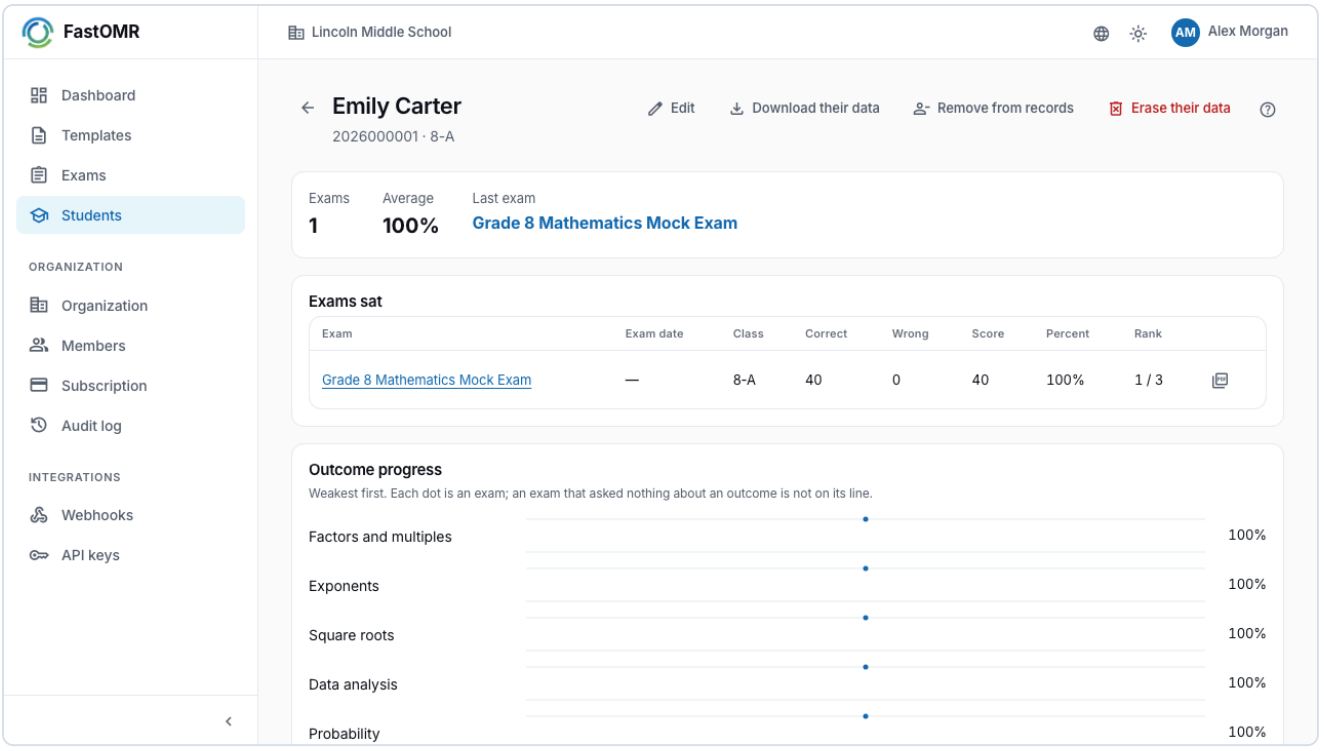
Exam settings. Subjects, scoring rules, cancelled questions, learning outcomes and the exam's name are edited here. Changes that affect scoring are applied again to the existing results; outcomes do not touch the score, so they start no rescoring.

9. Students

The exam screens show a single day: who scored what in that exam. The **Students** screen does the opposite — it takes one child and puts every exam they sat side by side. Students gather here by themselves when you load a roster into an exam; there is no separate record to open.



Student list and class progress. The table at the top lays the exams down and the classes across: each cell is that class's average score in that exam and the number read / on the roster — which class is pulling itself together across the mock exams, at a glance. Below it, the student list: number, name, class, exams sat, average and the date of the last exam. Search by number or name, list one section with the class filter, and click a row to open that student's history. *Export* downloads the list — the filtered class or all of it — as Excel or CSV; the national identity number is not in this file. A student read twice in the same exam is left out of the figures and averages until it is settled on the attendance screen. The exam date is optional: left empty, that column stays blank, but the exam still sits in the right order.



Student history. At the top, the exams sat: correct, wrong, net, score and the rank in that exam; the PDF icon at the end of the row downloads that exam's report card for this student alone — for the parent asking at the door, without opening the exam's results screen and filtering. Beside it, the progress by learning outcome — one line per outcome, the weakest at the top. At the bottom, *By section*: an exam a row, a section a column; a cell holds the net in that section (the correct answers, on an exam where a wrong answer costs nothing) out of its questions, and the right, wrong and blank counts on hover. Sections are matched by name — two exams' "Mathematics" share a column — so "how is she doing in maths?" at a parents' evening is answered without opening report cards one by one.

Correcting the record

The records gather from rosters; for a name mistyped in a file or a section that changed mid-year you need not wait for the next file. **Edit** on the student's page brings the name and class up to date; the number cannot be changed — the sheets carry it and every result matches on it; a record opened under a wrong number is not corrected, it is deleted. Finished exams keep their rosters with the class the student sat in that day: a section change in March does not alter January's class ranks. With *Apply to open exams' rosters too* ticked, the student's row in exams not yet closed is updated and those exams are rescored; the results screen shows the new name and class within a minute. What changed is written to the audit log.

September: updating the records from one file

In the new year everyone moves up a class, the leavers go, the new enrolments arrive — the school list your information system exports says all of that in one file. **Update the records from a list** on the Students screen writes that file (or a pasted list) to the records only: classes are updated, new students added, **no exam's roster is touched**. The preview, the column mapping and the problem rows are the same as for an exam roster. The way a number is written does not split a record in two: a student written "1023" in the file and "0001023" in the previous list is one record and keeps the latest spelling; a number that appears twice in the same file in two spellings is shown in the preview as "Duplicate number" with its line number. Class names are written one way too: "9/A", "9 A" and "9a" all become "9-A", so the filter

never shows two 9-As; a name it does not recognize, "Science 9-A" say, stays as written. The *Remove students the list does not name from the records* box is ticked when the file is the whole school: leavers and transfers out leave the records; the confirmation shows how many students the file counts and how many the records hold, side by side. If the file is a single year group, leave the box empty — or the other year groups leave too.

Leavers: a class or a student

It works without a file too. If graduated sections and students who transferred out stay in the records, *Add from records* puts them on next year's roster and the exam fills with "absent" rows. With the class filter set to one section, **Remove class … from the records** appears and takes that section out of the school's current list — one click each for 12-A, 12-B, 12-C in June. For a single student, **Remove from records** on the student's page does the same. This is not deletion: the rosters, results and papers of the exams they sat stay as they are, report cards and results screens do not change; if the number comes back on a list one day, the record reopens with the old results still beside it. Erasing their data is a separate operation, described below.

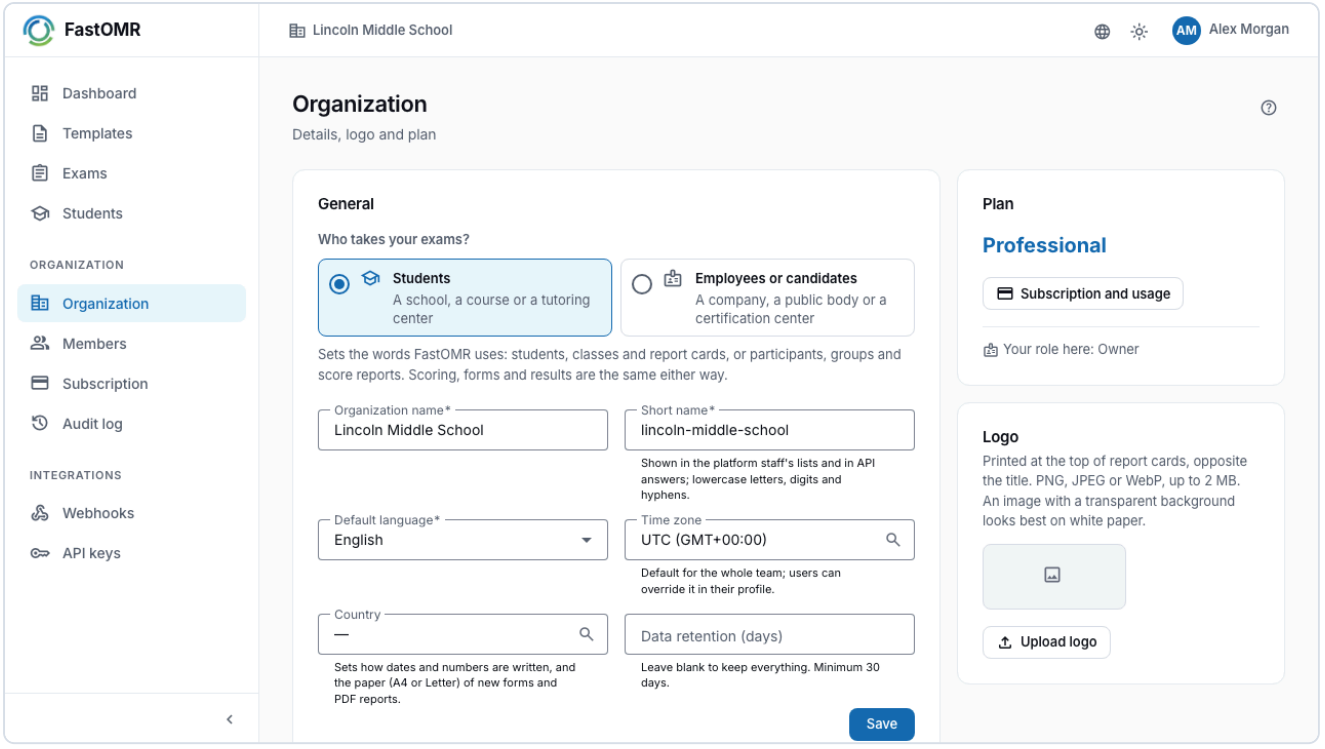
> **Gaps in the line**
>
> On an outcome's line every point is an exam. An exam that asked nothing about that outcome **is not on the line**. A line drawn dropping to zero would make an outcome that was never asked look forgotten.

Handing over and erasing a student's data

When a parent or a student asks "what do you hold about me", **Download their data** on the student's page downloads everything held as one file: identity, the exams sat, the answers and the scores. It is downloaded rather than shown on screen for a simple reason — the answer to such a question should be something the other side can keep.

Erase their data cannot be undone and appears only for the admin and owner roles. The student's identity, results and scanned paper images are erased. The confirmation says so too: the averages, item statistics and **other students' ranks** in the exams that student sat change after the erasure. That is not a side effect, it is the direct result of the operation — the data is not hidden, it is really gone.

10. Managing the organization



Organization. The organization's name and short name (the identifier the platform staff's lists and the API show), its logo, country, time zone, default language and data retention, and who takes its exams. The logo (PNG, JPEG or WebP, at most 2 MB) is printed at the top of every report card, opposite the title — at the right, or at the left on an Arabic card, which reads from the right; it is included in the Pro and Enterprise plans. To have it on the answer sheet too, add it in the designer as an *image* element — the sheet belongs to the template, independently of the logo. The time zone and the language are defaults for the whole team; each person can choose their own in their profile (§11). Someone who belongs to several organizations switches between them from the organization menu at the top; each has its own plan and its own limits. A further organization — a second school — is added by the platform's staff.

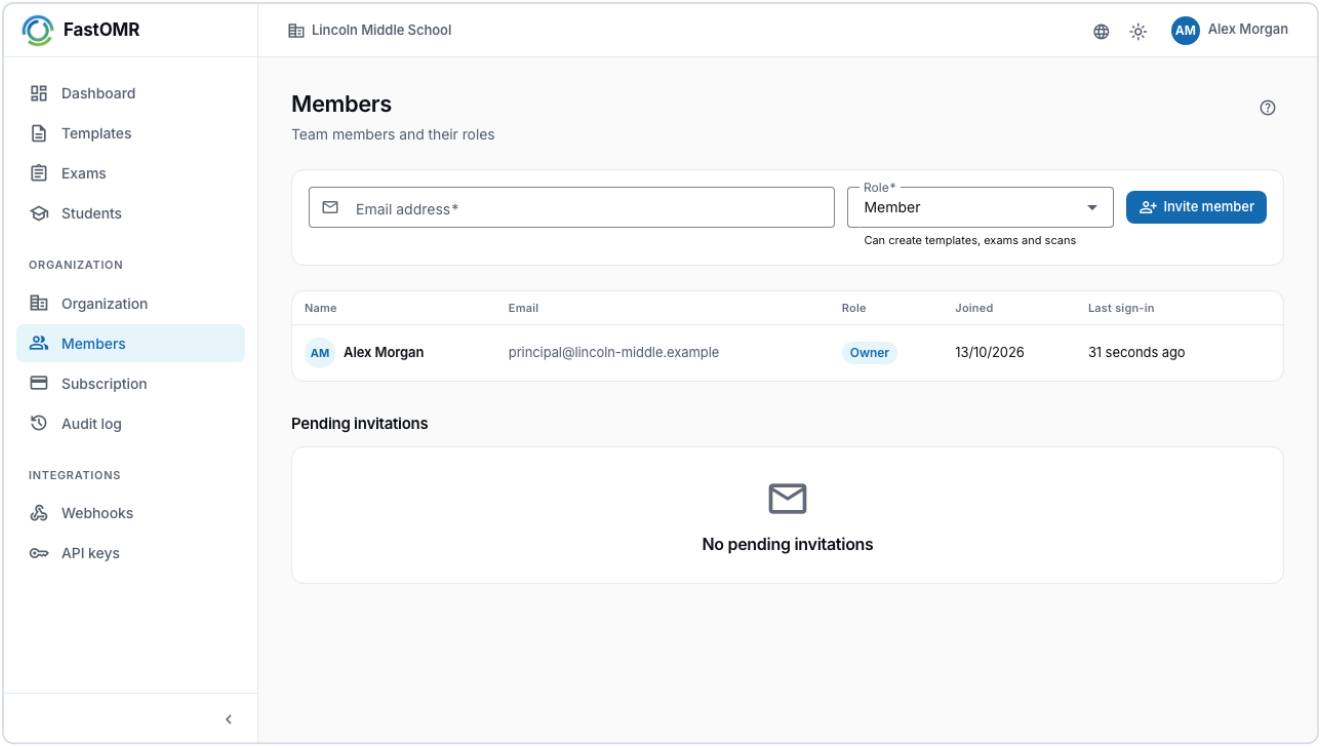
> **A school or a company**
>
> When the platform's staff add an organization, they answer *Who takes your exams?* for it: *Students* (a school, a course or a tutoring center) or *Employees or candidates* (a company, a public body or a certification center). The answer changes words, not features. A company's screens say *participant* for student, *group* for class, *section* for subject, *topic* for learning outcome and *score report* for report card, and its files and printed reports follow; its report cards leave the rank off unless asked. The answer can be changed on this screen at any time, and nothing already recorded changes with it.
>
> The organization's country — given when it is added, and changed on this screen — decides the paper a new form and the reports start on — US Letter where offices print on it, A4 everywhere else — and the organization's time zone decides the calendar an exam date is kept in: a date picked by a member abroad is the same day for everyone, on screen and on paper.

Closing, leaving and handing over an organization

- **Closing** (the owner). *Close organization* at the foot of the Organization screen asks for two things a slip cannot produce: the organization's **name written out** and your **password**. Its contents are

permanently deleted after 30 days; until then only a system administrator can reopen it — not even the owner who closed it. A subscription held by the payment provider is cancelled at the end of the period; to be sure, cancel it from Subscription first. Your only organization cannot be closed here: closing it is closing your account, which is done from the Profile screen (§11).

- **Leaving** (everyone but the owner). *Leave organization* at the foot of the same screen takes you out: you lose access to its templates, exams and results; your account and your other organizations stay as they are; the API keys you made there are revoked; an admin can invite you back. The owner cannot leave — they hand the organization on, or close it.
- **Handing over.** Members → the menu on the person's row → *Transfer ownership*. It asks for your password and names who receives it. They become the owner and you become an admin; the keys only an owner could make are revoked; only the new owner can hand it back. An account that is suspended cannot receive it.



Members. Invite your colleagues by e-mail address and choose their role — Admin, Member or Viewer; ownership is never given by invitation. The invitee joins by opening the link in the e-mail, which is valid for seven days; without an account they create one, with one they simply sign in. Pending invitations are listed below the members and count against the plan's member limit. If the e-mail does not arrive — it landed in the junk folder, or the school's mail server is not set up yet — the icon on a pending invitation's row sends it again with a fresh link (an address can be sent only ten invitations a day, which keeps a stranger's inbox from being flooded). The link is only ever sent to the invited address: that is what proves it is theirs, and not even the person who invited is shown it. The menu on a member's row changes their role or removes them; the API keys they made in this organization are revoked with them.

- Nobody changes their own role, and nobody outranks the owner: ownership moves only by the transfer above.
- A role that is lowered takes with it the API keys and webhook endpoints that need more than the new role has.
- Invitations go with their sender's authority: if the sender leaves, is removed or is lowered below what an invitation grants, that pending invitation is withdrawn — the same way a key goes with the person

who made it.

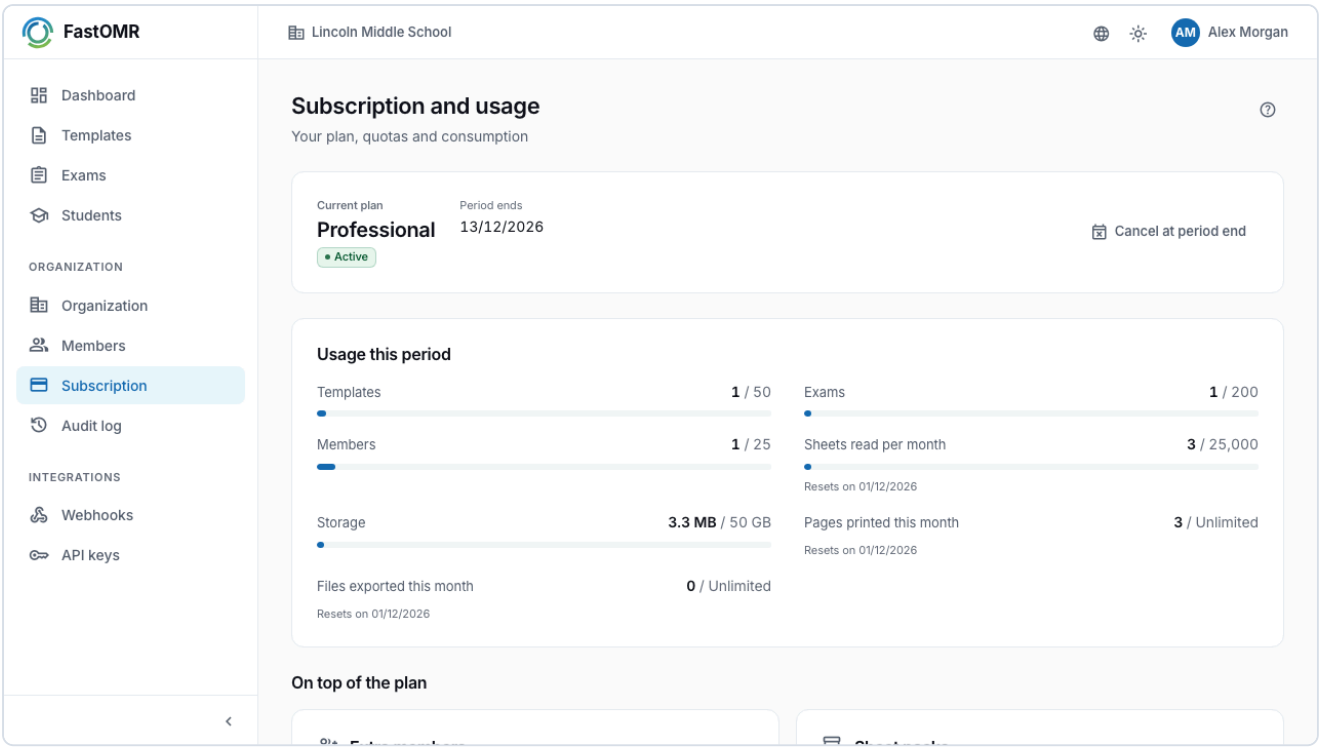
Plans and what each includes

	Free	Personal	Professional	Enterprise
Templates (archived ones do not count)	1	10	50	Unlimited
Exams	1	25	200	Unlimited
Members (pending invitations included)	1	1	25	Unlimited
Extra members, on top of the plan’s own	—	up to 4	any number	—
Sheets read per month	50	1,000	25,000	Unlimited
Sheet packs, on top of the month’s sheets	✓	✓	✓	—
Storage	250 MB	5 GB	50 GB	Unlimited
Pages one upload may carry	50	100	200	1,000
API keys	—	—	5	50
Webhook addresses	—	—	5	25
Item analysis, reliability, exam summary (PDF)	—	✓	✓	✓
Logo on report cards	—	—	✓	✓
Audit log export (CSV)	—	—	✓	✓
Priority support	—	—	—	✓

Everything else — designing, printing, scanning, results, report cards, attendance, students, the audit log itself — is on every plan. The Subscription screen shows the same numbers and your use of them; on a school's own installation the limits are the same. Moving to a smaller plan is refused while your use does not fit it. An organization that falls to a plan without API access or webhooks keeps its keys and endpoints, so that upgrading again brings them back, but they are refused until the plan includes them.

Extra members and sheet packs

Two things are added on top of a plan, so that one more colleague or one busy month does not mean the next plan up. **Extra members** are places beyond the plan's own, kept for as long as they are needed: the Personal plan takes up to four, which makes five people, and the Professional plan any number. A place is given back only once it is empty — the members and the pending invitations must still fit. **Sheet packs** are sheets bought once: a pack is drawn on only after the month's own sheets are spent, the pack that runs out soonest first, and what is left in it on its last day is gone; a pack bought by card keeps for a year. Both stand on the Subscription screen under *On top of the plan*, with what the organization holds and, for each pack, how many sheets are left and until when.



Subscription. Your plan and your usage. Limits such as sheets read per month, storage and the number of members are followed here, next to the plans to compare.

Changing the plan

A plan, extra members and sheet packs come through one of two doors, and the screen shows the one that is open. Where the installation sells by card, the card of a larger plan carries *Buy*, the extra members are set with the – and + buttons beside their price, and a pack is bought with its own button; the payment is made on the payment provider's page. More extra members are charged at once for the rest of the period, and fewer lower the next payment. Where nothing is sold by card — online sales are closed — all three are given by the platform's staff: on the service, the FastOMR team; on a school's own installation, its platform administrator (System administration → Organizations). The cards then carry *Write to us* where the installation has a sales address. On an installation without a payment provider the owner can also move to a lower plan on this screen, when the organization's use fits it; extra members belong to the plan they were added to, and a plan lowered by hand starts without them.

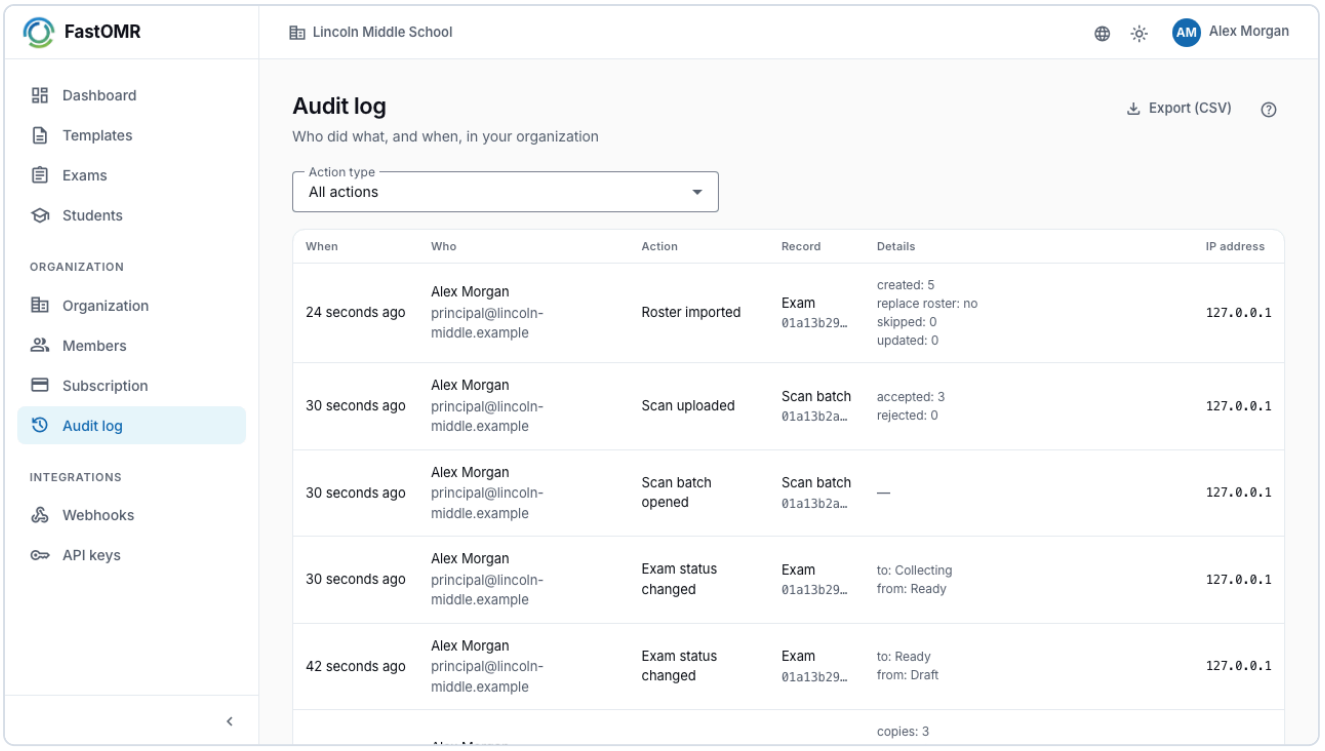
Where a payment provider holds a subscription, the card, the invoices and cancellation live on the provider's page, opened with the *Billing page* button; the latest invoices are also listed at the foot of this screen. If a payment cannot be taken, a red notice appears at the top of the screen and the owners are e-mailed: the provider retries for a few days, and updating the card changes nothing else; if it cannot be taken, the subscription ends and the organization returns to the free plan — exams, templates and results stay as they are, only the free plan's limits apply. The *Enterprise* plan is not bought from the screen; *Write to us* opens an e-mail to the vendor.

You are told before a quota fills

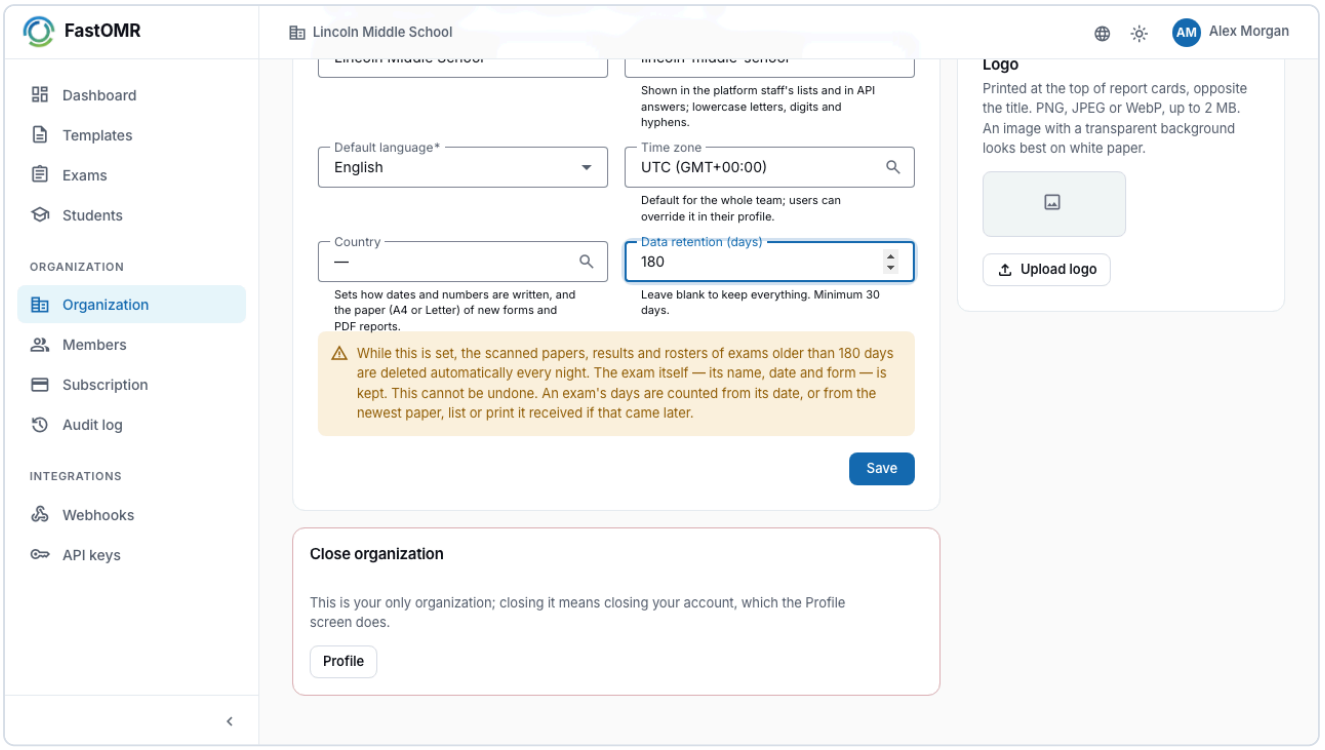
There are two separate limits, and both raise a "You are close to a limit" notice **on the dashboard** past 80%: **sheets read per month** and **total storage**. The point is not to hit a wall in the middle of exam week.

They are different things. The monthly allowance resets by itself at the start of the calendar month (UTC) — nothing to do but wait, and deleting does not help. Storage accumulates: to make room you delete old exams' scans, or switch on the **data retention** setting and leave the job to the system. A sheet takes about 1 MB, so every plan holds at least two months of its own monthly sheet allowance.

Whichever limit a stack you upload would exceed, the system refuses **before** starting and says which — it does not read the sheets one by one and stop halfway, and you are not left with a half-read exam.



Audit log. Who changed what, and when: each line has the time, the person (or the API key, or the system), the action, the record it concerned, its details — what was changed, from what to what — and the address it came from. The *Action type* filter narrows it to one kind of action. Why a result changed, or who removed a sheet, is found here. **Export (CSV)** downloads the log, with the action filter currently chosen, as a file — that is what you send to an institution that asks for an audit; it is part of the Pro and Enterprise plans.



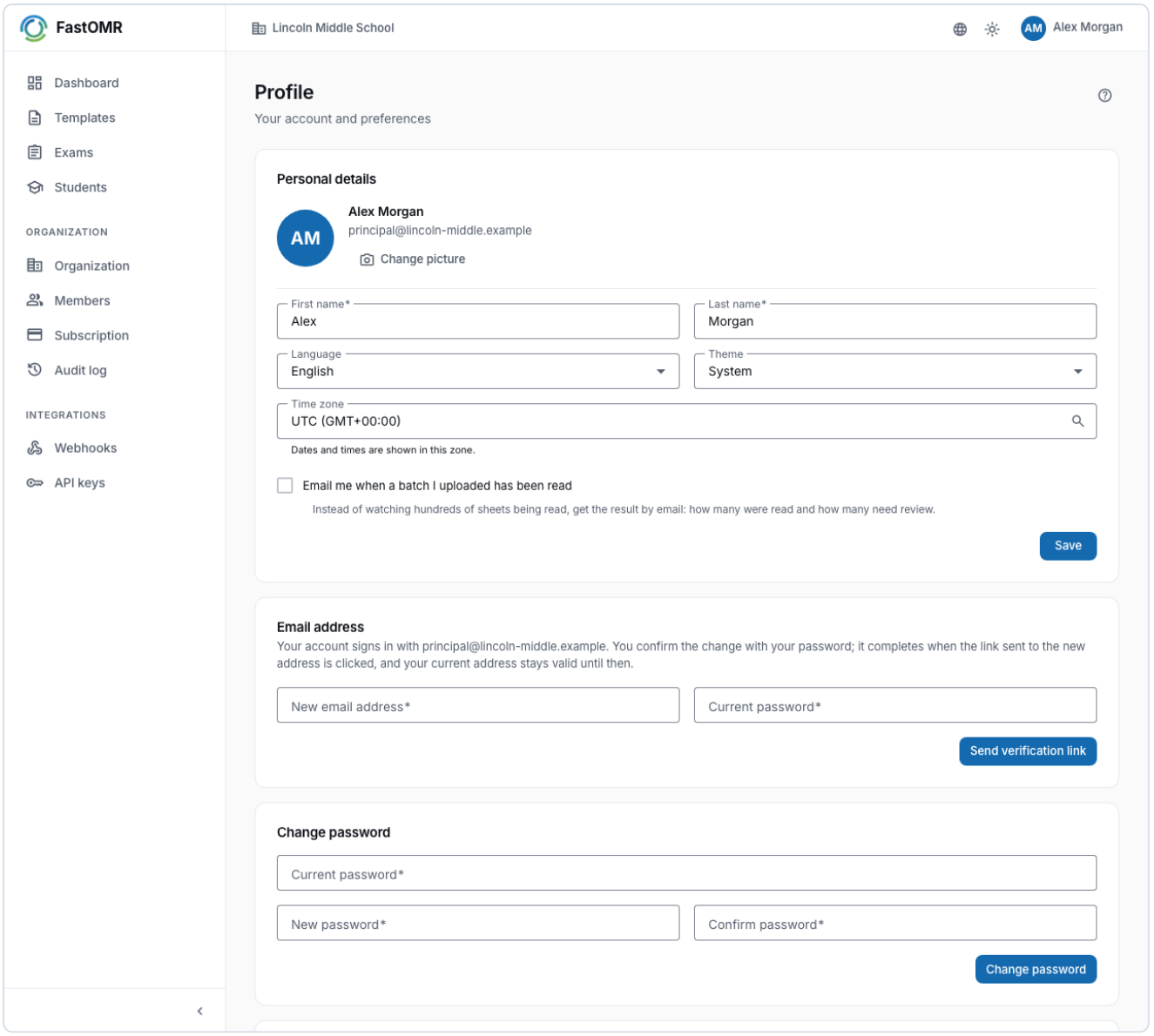
Data retention. Sets after how many days old exams' data is deleted by itself. Left empty, nothing is deleted; the shortest period that can be entered is 30 days.

> **What goes, what stays**
>
> With a period entered, the **scanned papers, results and rosters** of exams older than that are deleted every night. An exam's days are counted from its date, or from the newest paper, list or print it received if that came later — papers scanned today are kept for the whole period. The exam itself — its name, date and sheet — stays. It cannot be undone.
>
> Before saving, the screen lists by name **which exams this setting would clean up tonight**; if there is nothing to delete, it says that too. You see what a number will do before, rather than learn afterwards.

Connecting the school's own software — API keys and webhooks — has a chapter of its own: §12.

11. Your profile and account security

The **Profile** screen (user menu → *Profile*) is yours, whatever your role: nobody else can change what is on it, and every role has all of it. The organization's roles decide what you may do in an organization; this is about *you* — how you sign in, on which devices, and what is held about you.



Profile. Personal details at the top; below them the e-mail address, the password, two-step verification, your devices and your data.

Personal details

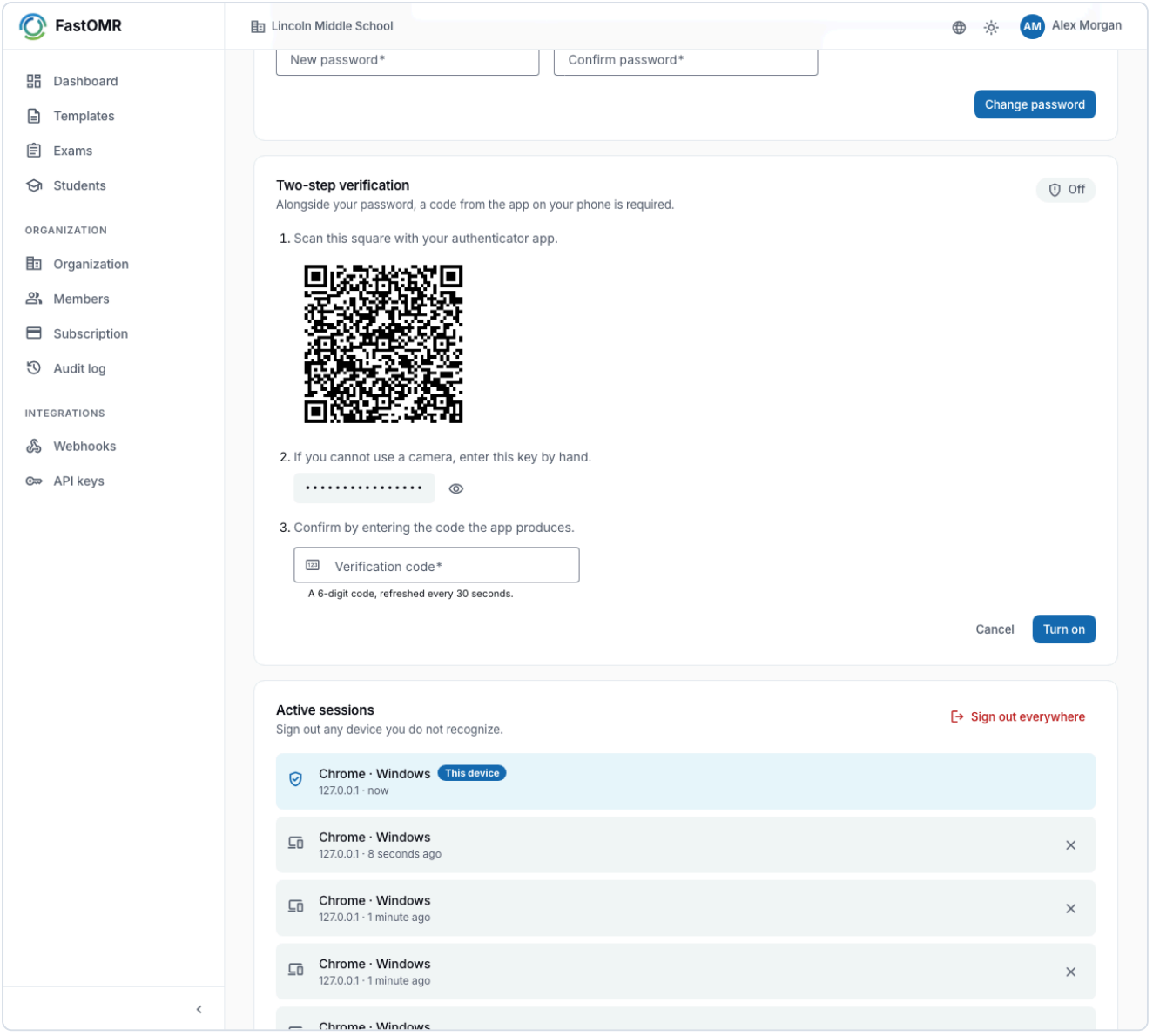
- **Name and picture.** *Change picture* takes a PNG, JPEG or WebP of up to 2 MB. Your name is what colleagues see in the members list and the audit log.
- **Language and theme.** Chosen here or from the icons at the top; they belong to your account and follow you to every device. The theme is *System* (the device's own), *Light* or *Dark*.
- **Time zone.** Dates and times are shown in it; it starts as the organization's and is found by typing.

- **Email me when a batch I uploaded has been read.** The one message the product sends that you can switch off and keep your account. When a stack of hundreds is read, the mail says how many sheets were read and how many wait for review, and the link goes straight to that exam's waiting sheets. It carries an unsubscribe header that mail programs offer as their own button, and the address to write to.

E-mail address and password

- **E-mail address.** Enter the new address with your password on the *Email address* card; a verification link goes to the new address and a notice to the old one. The move completes when the link at the new address is opened — until then you keep signing in with the old address, and you can cancel the pending request from the same card.
- **Change password.** The current password, then the new one twice, under the rules of §2. A wrong current password is refused as "the password is incorrect". Changing it **signs every other device out**.

Two-step verification



Two-step verification. After the password, sign-in asks for a six-digit code from an app on your phone — Google Authenticator, 1Password, Bitwarden and the like. A stolen password alone then gets nobody in.

1. **Turn on**, then scan the square with your authenticator app — or, with no camera, type the key by hand.
2. Confirm by entering the code the app shows.
3. **Save your recovery codes.** Ten single-use codes are shown **once**; copy or download them and keep them somewhere safe. They are the only way back in if you lose the phone; the screen asks whether you have saved them before it lets them go.

At sign-in the second screen takes the app's code, or, with *Use a recovery code*, one of the saved ones — each works once, and the card shows how many are left. *Generate new recovery codes* replaces the set (it asks for your password), and *Turn off* asks for it too and deletes the codes. You are e-mailed whenever the second step is turned on or off or the codes are renewed, so that a change you did not make is noticed. **If you lose both the phone and the codes**, write to whoever runs your installation — *Contact support* in the user menu. A system administrator, after confirming who is asking by another

channel (a call to your school, to your organization's owner), can turn the second step off for you; that ends every session and mails you a notice, and you can turn it on again from your profile. The platform's own staff are required to use it.

Your devices

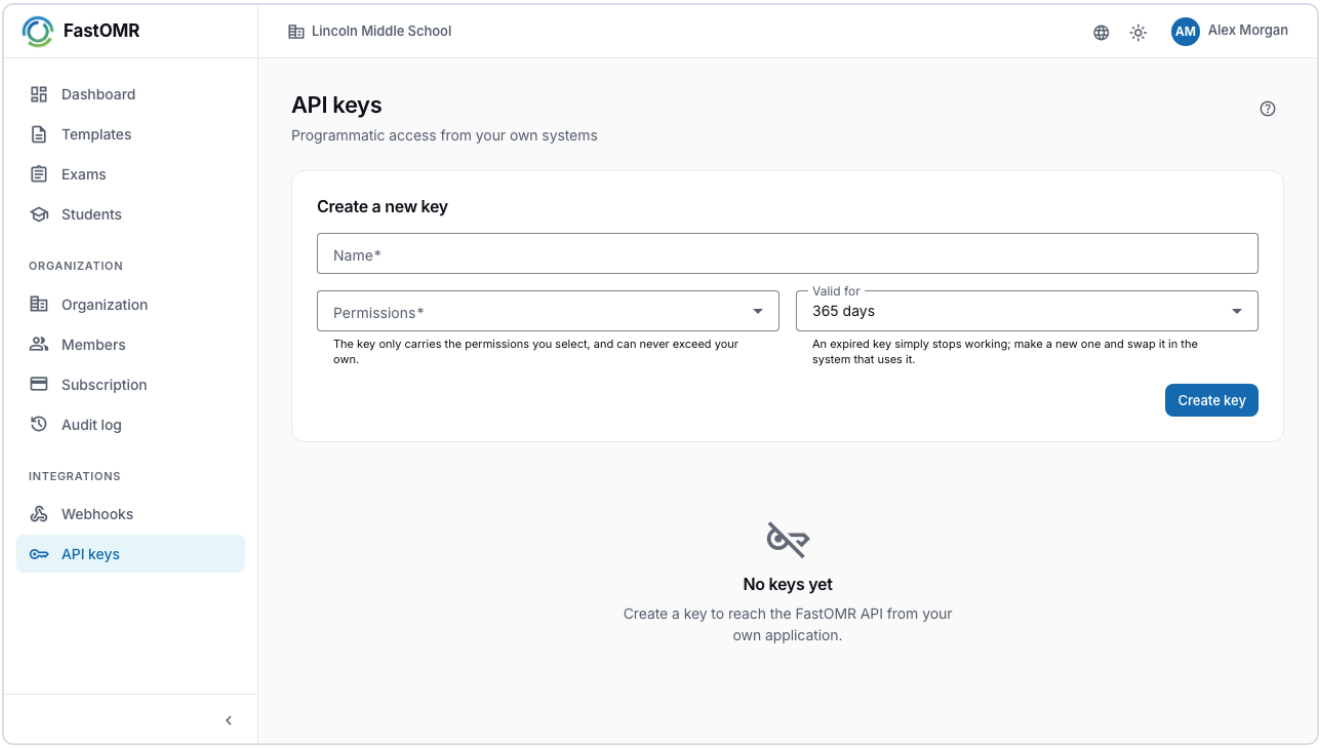
Active sessions lists every device you are signed in on — browser and system, when it was last used, and which one is *This device*. *Sign out* on a row ends that device's session; **Sign out everywhere** ends them all, this one too. Do it for a device you do not recognize, or one you left signed in somewhere.

Your data

- **Download my data.** Your profile, memberships, sessions, activity history and the terms you accepted, as one JSON file — the answer to "what do you hold about me". It is generated in the browser, not left as a link.
- **Delete my account.** Asks for your password. The account is closed at once — sessions ended, memberships removed, and the keys, invitations and webhook endpoints you made in your organizations stop working — and your personal details are permanently removed after 30 days; it cannot be undone. Templates and exams you made stay in their organizations. If you own an organization that has other members, you are asked to transfer ownership first; if you are its only member, it closes with your account.

12. Connecting your own software

If the school's own software — its student information system, its reporting — should read from FastOMR, or be told when something happens, two doors exist: an **API key** lets a program in, and a **webhook** lets FastOMR call out. Both are on the Professional and Enterprise plans (§10) and are managed by admins and the owner.



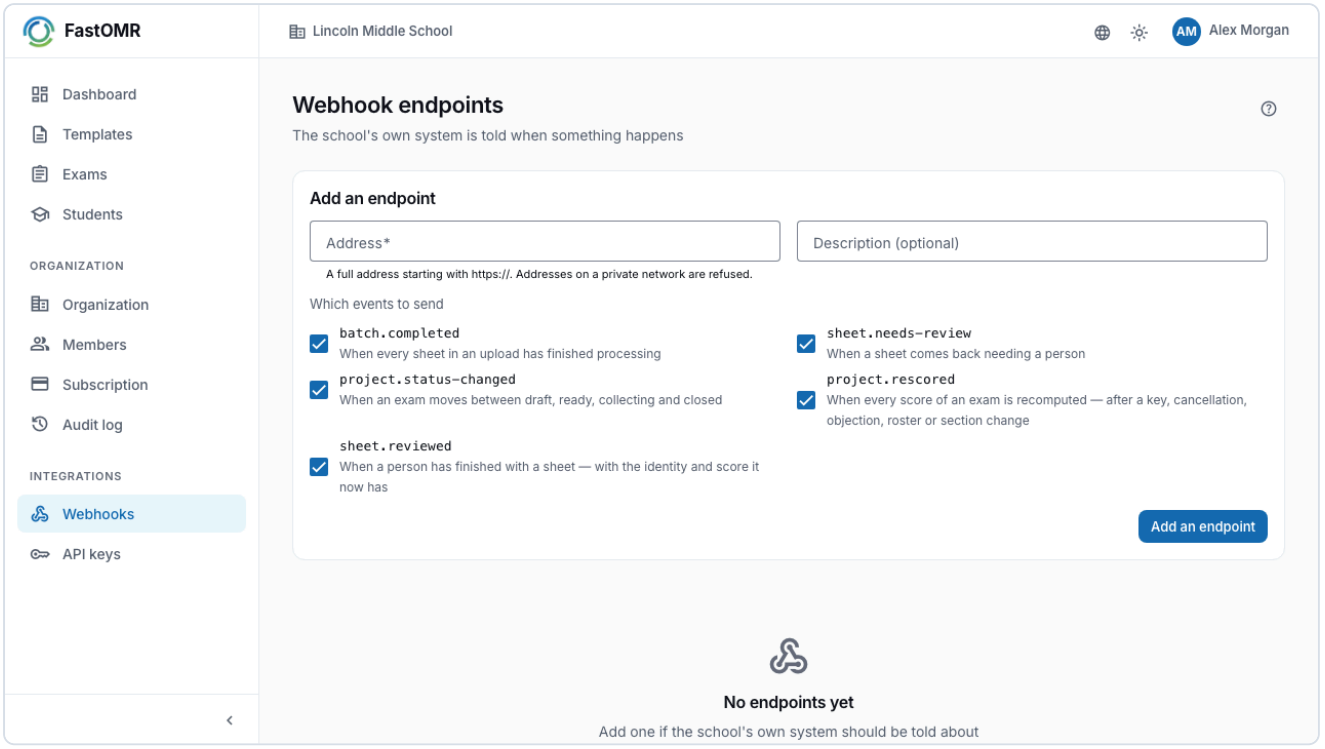
API keys. To connect FastOMR to your own school software, generate a key here: a name, the *permissions* it carries, and how long it is *valid for* (or that it never expires). The key is shown in full only at the moment it is created — only a hash is kept — so copy it then; if it is lost, generate a new one. The list shows each key's prefix, its permissions, when it was last used and when it expires; *Revoke* stops a key at once (it stays on the list, struck through, under *Show revoked*).

- A key carries **only the permissions you select**, and never more than yours; and never those that only a person may use — changing or closing the organization, members, other keys, the plan, erasing a student. Give each integration only what it needs.
- An expired key simply stops working and does not count against the plan's limit; make a new one and swap it in. A key goes with the authority of the person who made it: when they leave, are removed or are lowered below what the key needs, it is revoked.
- Every key's creation and revocation is in the audit log.

Using a key

Every request goes to the installation's address followed by `/api/v1`, carries the key in an `X-API-Key` header, and sends and receives JSON. The complete reference is the OpenAPI document (`docs/openapi.json`, and `/developers/openapi.json` on an installation that publishes its site); the same site has *Developers* pages — the API and its errors in English and Turkish, the webhooks in English.

- **Lists** take `page`, `pageSize` (20, at most 100), `search` and `sortBy`, and answer `items` and `meta`.
- **Errors** all have one shape: a `statusCode`, a `code` to decide on (never the message), the `requestId` — quote it when you write to whoever runs the installation — and, for refused input, `issues` saying where. Typical: 401 no key or a revoked one; 402 a plan limit or a feature the plan lacks; 403 the key's permissions do not cover it; 404 not in this organization; 409 changed by somebody else since you read it (`VERSION_CONFLICT`: read again and apply your change); 422 the input was refused; 429 too many requests, wait `Retry-After` seconds; 503 briefly unable to take the work.
- **Retrying safely.** A `GET` can be repeated. A `POST` or `PATCH` that timed out may have been done: send it with an `Idempotency-Key` — a UUID of your own, new for each request — and send it again with the same key: within a day it is answered as the first time, marked `Idempotent-Replayed: true`, and its work is done once. The same key with another request answers 422, and while the first still runs, 409; only a success is kept.
- **Limits.** Each key is counted on its own, apart from the people using the interface: 300 requests a minute unless the installation says otherwise, and fewer on a few expensive routes. The plan's limits — sheets read, storage, exams — apply to a key as to a person.



Webhook addresses. If the school's own software should be told when something happens instead of polling FastOMR, add an address here and tick the events it wants. The address must be `https`, and private network addresses are refused; an address nothing could be delivered to is refused at once. *Send a test* sends a signed `ping` event to the address now and shows the answer (HTTP status and duration) at once — you see that the other system is reachable and verifies the signature before the first exam is over.

Event	When it is sent
`batch.completed`	When every sheet in an upload batch has been read
`sheet.needs-review`	When a sheet needs a person to look at it
`project.status-changed`	When an exam moves to draft, ready, collecting or closed
`project.rescored`	When all of an exam's scores are recalculated — after a change to the key, a cancellation, an appeal, the roster or the subjects
`sheet.reviewed`	When a sheet's review is finished, with whatever its identity and score now are

The signing secret is shown only once

When you add an address a signing secret is generated and shown in full **only at that moment**. It is how you verify that a request really came from FastOMR: sign the text made of the timestamp, a dot and the body with HMAC-SHA256 and compare it with the value in the `X-FastOMR-Signature` header. If you lose the secret you can rotate it, but the old one becomes invalid at that instant — rotate it before updating the other system and the deliveries fail signature verification.

Deliveries are listed on the same screen: each one's state — *Waiting*, *Retrying* (with the time of the next attempt), *Delivered* or *Failed* — which attempt it was and the error text, if any; a failed one can be **sent again** once the receiver is fixed. Timeouts, 5xx and refused connections are retried, ten attempts over about a day, with increasing pauses; **most 4xx are not retried** — you understood the request and refused it, sending the same thing again changes nothing. Each attempt waits ten seconds and redirects are not followed.

An address that keeps failing is followed up: after an hour of failures the owners and admins get a letter, and after five days the address is **paused** automatically — nothing more is sent to it — with a second letter; *Resume* once the receiver is fixed. You can also pause an address by hand. A webhook goes with the authority of the person who added it, like a key: when they lose the permission to manage webhooks, their endpoints are switched off.

13. Practical notes

Situations that come up

Situation	What to do
I deleted the wrong exam or template	Press **Undo** on the notice that follows a deletion. Later, deleted exams and templates are kept for 30 days: choose *Deleted* in the list's *Status* filter and *Restore* on the row. Either comes back as it was when it was deleted — an exam with its status, sheets, keys and results. A closed organization can be reopened only by a system administrator.
A sheet is marked "could not be read"	Usually the QR code could not be read: the paper is folded, a corner is cut off or the photo is too blurred. Scan and upload the sheet again.
Confidence is low	Open the sheet and look at the marks the system read. The student may have erased, or marked two options at once; you can correct the answer by hand.
The student number shows empty	The number field was left blank or is faint. The result is scored all the same; enter the number on the sheet review screen — start typing the name on the paper, and the list suggests the student with their number.
A sheet went to review as "the name on the sheet does not match the roster"	The student may have shifted the number by a digit and coded a classmate's number; the name grid gives it away. On the review screen, the note under the number field says who the roster thinks it is; start typing the name on the paper, the list suggests the right student with their number, choose and save.
The answer key was shifted by mistake	Read the bulk-entry warning: it lists the characters ignored and the numbers of the questions left blank. Correct the key and apply it again, and every result is recalculated.
I want to change a published template	Open it and edit; saving turns it back into a draft, and you publish it again (§3). Exams that already exist keep the copy of the sheet they were created with, so the papers you printed stay valid; the change reaches the exams you create afterwards.
The same student appears on two sheets	The Attendance tab shows the two papers side by side on the "read twice" row; both rows are flagged in the Results list too. Look at the papers and delete the one that is not the student's, or correct its number; the ranking sorts itself out.
A paper was uploaded to the wrong exam	The sheet goes to review as "printed for another exam". *Move to the exam it was printed for* on the review screen sends it to the right exam and reads it there; you need not upload the file again.

An appeal made two options correct for a question	In the answer key, square brackets in bulk entry (`AB[AC]D`) or the row's ⊕ menu in question-by-question entry. It is not a cancellation: A or C is right, B is wrong. Saving rescores the exam.
I changed the key, the results look old	The Results tab says so while the recalculation runs and refreshes itself. If the note turns red and says "the worker may not be running", tell your system administrator; once the worker starts, the waiting job is processed by itself. *Rescore* runs the same calculation once more.
The invitation e-mail never reached my colleague	Ask them to look in the junk folder, then use the icon on the pending invitation's row on the Members page: it sends the e-mail again with a fresh link.
A student's sheet was lost	On the Attendance tab, the printer icon on the student's row prepares a new sheet for that student alone; the PDF lands on the Print tab. There is no need to reprint the whole class.
We photocopied the sheets — is that a problem?	No. Every paper carries the same QR code, but the system tells students apart by the number they code. Only a per-student sheet must not be copied; the number and name are printed on it.
A student's name is misspelt or their section changed	Open the student's page on the Students screen and choose *Edit*. Finished exams keep the class of the day; with "apply to open exams' rosters too" ticked, exams not yet closed take the new details and are rescored. A new exam's roster is built from the records anyway.
New year: everyone moved up, the leavers are gone	Load the school list from your information system with *Update the records from a list* on the Students screen; the "remove students the list does not name" box drops the leavers and transfers out. No exam's roster or results change. It works without a file too: *Remove class … from the records* with the class filter.
My answer key is in "1-A 2-B …" form	Paste it as it is. The system recognizes a numbered list — dashes, dots, brackets or two columns from a spreadsheet; the numbers say where each letter goes, and a skipped question stays blank.
I forgot my password	*Forgot password?* on the sign-in screen e-mails a link valid for an hour (§2). Choosing a new password signs your other devices out.
It says my account is locked	Eight wrong passwords in a row lock it for 15 minutes. Wait, or set a new password with *Forgot password?*, which lifts it at once.
I lost my phone and cannot give the two-step code	On the code screen choose *Use a recovery code* and enter one you saved. With none left, write to whoever runs your installation — a system administrator can turn the second step off after confirming who you are (§11).
The verification, password or invitation link stopped working	A verification link lasts 24 hours: *Resend link* on the waiting screen. A password-reset link lasts one hour, a new account's set-up link 24 hours, and each works once: when one has run out, the page it opens offers *Ask*

	for a new link; use the most recent e-mail. An invitation lasts seven days: an admin sends it again from the Members page (§10).
The page asks me to sign in again while I am working	Your session ended — another device signed out, the password changed, or the installation was updated. Sign in again in the box that appears; nothing on the page is lost (§2).
I was added to the wrong organization	*Leave organization* at the foot of the Organization screen (§10). Your account and your other organizations stay.
A menu item or a button a colleague has is missing on my screen	It belongs to another role: the menu shows what your role may open, and nothing else. Appendix B lists every feature by role; an admin can change your role from the Members page.
The Analytics tab, the exam summary, an API key or a webhook says it needs a plan	The Analytics tab and the exam summary are part of every paid plan; API keys and webhooks, of the Professional and Enterprise plans (§10). Results, report cards, attendance and the rest are on every plan.
The system says it is busy while I upload	The server is reading other stacks. The interface asks again by itself a few times; if the message still shows, wait a minute and upload again — nothing was half-uploaded (§7).
Our software stopped receiving webhooks	Open the Webhooks screen: an address whose receiver failed for five days is paused. Fix the receiver, press *Resume*, and use *Send again* on the failed deliveries (§12).
Something says "Reference 3f2a9c1e"	The server failed on its side. Press the button beside it to copy the reference and quote it to whoever runs your installation; it finds the request in their logs.

Limits

Item	Value
Files uploaded at once	Unlimited — the interface splits the stack into requests of 50 files and at most 48 MB
Pages read in one request	25, 200 or 1000 depending on your plan — the interface splits the stack by that
Size per file	40 MB
Total storage	250 MB, 50 GB or unlimited depending on your plan
Space one sheet takes	About 1 MB (the original, its preview and its marked copy together)
Print resolution	300 DPI
Supported scan formats	PDF, JPEG, PNG, TIFF, WebP (an iPhone's photos arrive as JPEG)
Password	10 to 128 characters, with upper and lower case, a digit and a symbol; common passwords are refused
Sign-in lock	Eight wrong passwords in a row lock the account for 15 minutes (the installation's default)
Session	About two months with *Remember me*; otherwise until the browser closes, and at most two weeks
Verification link, password-reset link, invitation	24 hours, one hour, seven days
Invitations to one address	Ten a day
Deleted exams, templates and accounts	Exams and templates can be taken back for 30 days; a deleted account's personal details are removed after 30 days
Data retention, shortest period	30 days
Logo, profile picture	2 MB each — PNG, JPEG or WebP
Elements on one form	500
API requests	300 a minute per key, unless the installation says otherwise
Webhook delivery record	Kept 90 days; the screen shows the last fifty of an address
Roster loaded at once	As a file, at most 2 MB (.xlsx or CSV). A list longer than 5,000 rows is written in the background piece by piece; on such an upload the "remove students the list does not name" option is off

Where is your data?

Your data is on the server of whoever runs FastOMR. Where your school installed the product on its own server, exam papers, student details and records never leave the school's infrastructure. Where you use it as a service, the privacy policy the sign-up screen links to says in which country the data is kept and which sub-processors (hosting, mail, payments) are used.

Appendix A. Permission table

What every role in the organization can do. The roles nest: each column includes everything in the column to its left. The code under each line is the name of the scope picked when an API key is created; a key carries at most the permissions of whoever made it, and never those only a person may use — changing or closing the organization, inviting, re-assigning and removing members, erasing a student, billing and API keys. The table is produced from the software's own role definition; it cannot show as "can" something the screen refuses.

Permission	Viewer	Member	Admin	Owner
Organization				
See the organization’s details and the plan catalog `organization:read`	✓	✓	✓	✓
Change the organization’s settings: name, logo, time zone, language, data retention `organization:update`	—	—	✓	✓
Close the organization and transfer ownership `organization:delete`	—	—	—	✓
Members				
See the members and the pending invitations `member:read`	✓	✓	✓	✓
Invite members; resend or withdraw an invitation `member:invite`	—	—	✓	✓
Change a member’s role `member:update-role`	—	—	✓	✓
Remove a member from the organization `member:remove`	—	—	✓	✓
Templates				
See the templates; make a test print `template:read`	✓	✓	✓	✓
Create and duplicate templates `template:create`	—	✓	✓	✓
Edit and archive a template; upload images for forms `template:update`	—	✓	✓	✓
Publish a template `template:publish`	—	✓	✓	✓
Delete a template and take a deleted one back `template:delete`	—	—	✓	✓

Permission	Viewer	Member	Admin	Owner
Exams				
See the exams, their rosters and their print runs `project:read`	✓	✓	✓	✓
Create and duplicate exams `project:create`	–	✓	✓	✓
Change an exam's settings, status and roster; print forms; rescore; maintain the student records `project:update`	–	✓	✓	✓
Delete an exam and take a deleted one back `project:delete`	–	–	✓	✓
Answer key				
Enter and change the answer key `answer-key:update`	–	✓	✓	✓
Scans				
See the scan batches, the sheets and their readings `scan:read`	✓	✓	✓	✓
Upload sheets and name the batches; move a misfiled sheet to the exam it was printed for `scan:upload`	–	✓	✓	✓
Correct a sheet's reading by hand; reprocess it `scan:review`	–	✓	✓	✓
Remove a sheet that has not been scored `scan:discard`	–	✓	✓	✓
Delete a scored sheet or a whole batch `scan:delete`	–	–	✓	✓
Results and students				
See the results, the analysis, the attendance and the students' exam histories `result:read`	✓	✓	✓	✓
Export the results, the report cards, the attendance and the student records `result:export`	–	✓	✓	✓
Erase everything held about a student `student:erase`	–	–	✓	✓

Permission	Viewer	Member	Admin	Owner
Audit and subscription				
See and download the audit log `audit:read`	—	—	✓	✓
See the plan, the usage and the invoices `billing:read`	—	—	✓	✓
Lower and cancel the plan; buy what is sold by card; open the billing portal `billing:manage`	—	—	—	✓
Integrations				
List the API keys `api-key:read`	—	—	✓	✓
Create and revoke API keys `api-key:manage`	—	—	✓	✓
See the webhook endpoints and their deliveries `webhook:read`	—	—	✓	✓
Add, change and delete endpoints; rotate the signing secret; send a test `webhook:manage`	—	—	✓	✓

The system roles (system administrator, support) are outside this table: they see the platform's user and organization lists, and enter an organization only as members.

Appendix B. Every feature, by role

The same roles, read feature by feature. The four columns on the left are the roles inside an organization; the two on the right are the platform's system roles, which give nothing inside an organization — a person who is a system administrator *and* a member of a school has that school's role there and the system role on the platform's screens. The table is produced from the software's role definition, like Appendix A.

Feature	Viewer	Member	Admin	Owner	System admin	Support
Your account						
Sign in; change the language, theme, name, picture, time zone and password	✓	✓	✓	✓	✓	✓
Two-step verification, recovery codes, signed-in devices, sign out everywhere	✓	✓	✓	✓	✓	✓
Download my data; delete my account	✓	✓	✓	✓	✓	✓
Leave an organization I belong to	✓	✓	✓	–	–	–
Templates						
See the templates and their previews; make a test print	✓	✓	✓	✓	–	–
Design, edit, publish, duplicate and archive a template	–	✓	✓	✓	–	–
Delete a template and take a deleted one back	–	–	✓	✓	–	–
Exams and answer keys						
See the exams, their print runs and their answer keys	✓	✓	✓	✓	–	–
Create and duplicate exams	–	✓	✓	✓	–	–
Change an exam’s settings, status and roster; print sheets; rescore	–	✓	✓	✓	–	–
Enter and change the answer key	–	✓	✓	✓	–	–
Delete an exam and take a deleted one back	–	–	✓	✓	–	–

Feature	Viewer	Member	Admin	Owner	System admin	Support
Scans						
See the batches, the sheets and their readings	✓	✓	✓	✓	–	–
Upload sheets (the camera included) and name the batches; move a misfiled sheet to the exam it was printed for	–	✓	✓	✓	–	–
Correct a reading by hand; reprocess a sheet	–	✓	✓	✓	–	–
Remove a sheet that has not been scored	–	✓	✓	✓	–	–
Delete a scored sheet or a whole batch	–	–	✓	✓	–	–
Results, attendance, students						
See the results, the attendance and the students	✓	✓	✓	✓	–	–
See the item analysis, the reliability and the exam summary †	✓	✓	✓	✓	–	–
Export the results, report cards, attendance and student records; download a student's data	–	✓	✓	✓	–	–
Correct a student's record; update the records from a list	–	✓	✓	✓	–	–
Erase everything held about a student	–	–	✓	✓	–	–
Organization and members						
See the organization's details, the members and the pending invitations	✓	✓	✓	✓	–	–
Change the settings: name, logo, time zone, language, data retention	–	–	✓	✓	–	–
Invite members, change their roles, remove them	–	–	✓	✓	–	–
Close the organization; transfer ownership	–	–	–	✓	–	–

Feature	Viewer	Member	Admin	Owner	System admin	Support
Subscription, records, connections						
See the plan, the usage and the invoices	–	–	✓	✓	–	–
Lower and cancel the plan; buy the plan, extra members and sheet packs sold by card; open the billing page	–	–	–	✓	–	–
See the audit log	–	–	✓	✓	–	–
Download the audit log as CSV †	–	–	✓	✓	–	–
Create and revoke API keys †	–	–	✓	✓	–	–
Add, change, test and delete webhook endpoints †	–	–	✓	✓	–	–
The platform (system roles)						
See the lists of users and organizations and a person's page (every look is recorded)	–	–	–	–	✓	✓
Create users; give system roles; suspend; close an account	–	–	–	–	✓	–
Sign a person out everywhere; turn off their two-step verification (with a password and a reason)	–	–	–	–	✓	–
Add a customer: open an organization with its plan and its owner	–	–	–	–	✓	–
Assign a plan to an organization; close and reopen an organization	–	–	–	–	✓	–
See an organization's extra members and sheet packs	–	–	–	–	✓	✓
Set an organization's extra members; add and take back sheet packs	–	–	–	–	✓	–

† Not on every plan; the table in §10 says which.

Appendix C. The e-mails FastOMR sends

FastOMR writes to you only when something needs you or concerns your account, in the language of your account. Every message but one is part of how the account works and cannot be declined while the account stands; the one you can switch off says where. Their wording can be edited by the team that runs the installation; the names and the moments below do not change.

E-mail	Sent to	When
Verify your e-mail address	An account waiting for its address to be confirmed	With *Resend link* on the waiting screen. Valid for 24 hours. Invited accounts and those the staff open verify nothing.
Invitation	The invited address	When a member is invited, and when the invitation is sent again. Valid for seven days.
Set your password	The owner of a customer the staff added, or an account a system administrator created	When the customer is added, or the account is created with *Send setup invitation*; and again when such an account, still without a password, uses *Forgot password?*. Valid for a day.
Reset your password	Whoever asked for it	After *Forgot password?*. Valid for one hour.
Your password was changed	The account's address	After a change or a reset — so that one you did not make is noticed.
New e-mail address (a link), **E-mail address change requested** (a notice)	The new address, and the old one	When the address is being changed (§11).
Two-step verification changed	The account's address	When it is turned on or off or the recovery codes are renewed.
Two-step verification turned off by the platform's staff	The person concerned	After a system administrator lets them back in (§11).
A new sign-in to your account	The account's address	When the account signs in from a browser and system it has not used lately — Firefox on a Windows computer where you use Chrome on a Mac. It names the device, the address and the time, and opens the sessions on the Profile, where a device that is not yours can be signed out. A newer version of your own browser is not a new device, and nothing is sent for an account's very first sign-in.
Too many wrong passwords	The account's address	Once, when wrong passwords pause sign-in to the account (§2). It says from which address and for how long, and opens *Forgot password?*. Nobody got in: a refused password lets no one in.
A batch you uploaded has been read	The person who uploaded it	When the batch is done, if *Email me when a batch I uploaded has been read* is ticked on the Profile. The only one you can turn off.
Subscription started, **Payment failed**,	The organization's owners	When a plan is bought, when a payment cannot be taken, and when the subscription ends (§10).

Subscription ended		
A webhook address keeps failing, **A webhook address was paused**	The owners and admins	After an hour of failures, and after five days, when the address is paused (§12).

A link in any of these opens the application at the right place — the invitation, the exam's waiting sheets — and keeps your language. Where an e-mail does not arrive, look in the junk folder; whoever runs the installation can check that its mail server is reachable.