Amendment History

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<th>Author</th>
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<td>Pete Smith</td>
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<td>Bill Meredith</td>
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All trademarks are acknowledged
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1 Introduction

1.1 The training facilities

DRS has a fully equipped, climate controlled training facility on the first (upper) floor of its Linford Wood offices in Milton Keynes. A passenger lift (elevator) is available for those with special access requirements.

For the standard scheduled training courses, no more than four candidates will be trained at any one time and each candidate will have his/her own hardware & software configuration, thus ensuring a high level of personal attention by our skilled trainers.

The training room is equipped with a hardware based 'ClassNet' system which facilitates a high degree of interaction between the trainer and the trainees.

If preferred, it may be possible to carry out the training on the customer’s own premises but this will normally involve additional charges and it is recommended that, wherever possible, the facilities at DRS should be used.
1.2 How to find us

1.2.1 By Road

The main roads in Milton Keynes form a grid network and the "V" roads (vertical) and "H" roads (horizontal) are numbered consecutively.

DRS Head Office is located off Sunrise Parkway at:

1 Danbury Court, Linford Wood, Milton Keynes, MK14 6LR.

(Near the junction of V8 and H4).

Or use www.multimap.com and search for the UK Postcode MK14 6LR
1.2.2 By Rail

Milton Keynes Central is on the Intercity routes from London Euston, Birmingham, Manchester, and Glasgow. DRS is a 10 minute taxi journey from Milton Keynes Central Station.

1.2.3 By Air

From Heathrow Airport:

1. Take the London Underground train (Piccadilly Line) to Leicester Square then take the Northern Line to Euston Station and follow the signs to Euston Station Mainline (walk: 3 minutes). Take the Intercity or Silverlink service to Milton Keynes Station.

2. Take the Heathrow Express to Paddington then take the Circle Line to Euston Square Underground Station and follow the signs to Euston Station Mainline (walk: 3 minutes). Take the Intercity or Silverlink service to Milton Keynes Station.

From Birmingham Airport:

Direct rail link from Birmingham International Station to Milton Keynes Central Station.

From Luton Airport (by car taking M1 North):

Car hire and taxi services are available from all airports in which case directions by road via the M1 motorway (Northbound to junction number 14) should be followed. The journey by car from Luton Airport to Milton Keynes is approximately 25 miles (40 Km) and should not take more than 45 minutes under normal traffic conditions.
1.3 The training

NOTE: It is very important that candidates should have the minimum pre-requisite knowledge as detailed for each training course, otherwise they are unlikely to benefit fully from the training and they may cause difficulties for other candidates on the same course.

1.3.1 Software & Operator training

There are three categories of Software & Operator training course available:

1. Scheduled training courses: Training in DRS standard products for which there is continuous demand. These courses will normally be held at DRS' premises in Milton Keynes at intervals of approximately three or four weeks depending on demand. Examples of such courses are FLIPS and SOSKit. For these courses, a copy of the latest schedule is available on request.

2. Specially arranged training courses: Training in DRS standard products for which there is limited demand. These courses will normally be held at DRS' premises in Milton Keynes on dates which are mutually agreed with the customer. Examples of such courses are EDPAC® and SOSKit Developer training.

3. Bespoke training courses: Training which is specific to the customer's own DRS supplied system. These courses will be arranged with the individual customer to an agreed format and content and will be held either at DRS or on the customer's own site, whichever is most appropriate.

1.3.2 Engineering & Support training

In addition to the software training, we are able to offer specialist training courses to our distributors and to those organisations which are expected to install, maintain or otherwise support DRS products.

These courses will be available by arrangement and will be tailored to the individual customer's needs.

1.4 The cost

Some DRS products may include the cost of training. If in doubt, or if you require a quotation for training, please contact your DRS Account Manager on 01908 666088 or email enquiries@drs.co.uk.
1.5 What is / is not included

Accommodation & Travel are NOT normally included. If an overnight stay in Milton Keynes is required, you should make your own arrangements. The course booking form contains a list of some of the nearby hotels.

For the convenience of overseas visitors, DRS will be happy to make the necessary accommodation and local travel arrangements if required. Please discuss your requirements with your DRS Account manager well in advance of your visit.

Refreshments (Tea/Coffee/Water & biscuits) are available on arrival and during the day. A buffet lunch is provided – please advise in advance if any candidates have special dietary requirements.

1.6 How to book

Contact your DRS Account manager for a quotation (if appropriate – see sect. 1.4) or E-Mail enquiries@drs.co.uk.

- For standard training courses, please ask for a copy of the current training schedule

- For special or bespoke training, your DRS Account Manager will be happy to make the necessary arrangements with our training department

On receipt of your order, we will send you a booking form which contains a list of local hotels, directions to DRS and course start / end times.

When booking, please let us know if any of your delegates have any special dietary or access requirements.
2 The courses

2.1 FLIPS – current version

Who should attend?
Staff who will be required to use the FLIPS software to design and Laser-print OMR forms.

Pre-requisites
Candidates should be familiar with:
- the use of a PC keyboard and mouse
- the general operation of software running under the Microsoft Windows XP or similar environment
- the meaning of such terms as ASCII Text file, directory, folder, sub-directory, record, field, font
- the use of Windows Notepad or WordPad or other ASCII Text editor
- the operation of the laser printer which they will use with FLIPS

Duration of course
One day. Normally from 09:30 to approximately 17:00.

Location
At DRS premises in Milton Keynes. Alternative arrangements may be made if required. Please consult your DRS Account manager for additional charges.
Course content

OMR Form Design

- An introduction to the features of an OMR form
- Basic form layout
- Using standard design & drawing tools
- Creating data capture fields. OMR ‘Matrix zones’ and ‘Random zones’
- Setting up a form to ‘merge print’ with data from an ASCII ‘User file’
- Correcting printer margin (image positioning) errors
2.2 DRS SOSKit – current version

Who should attend?
Staff who will be required to use the DRS SOSKit software to implement and create the scanning ‘Decode file’ for new OMR forms.

Pre-requisites
In order to participate in the training course, candidates should be familiar with:

- the use of a PC keyboard and mouse
- the general operation of software running under the Microsoft Windows XP or similar environment
- the meaning of such terms as ASCII Text file, directory, folder, sub-directory, record, field
- the use of Windows Notepad or WordPad or other ASCII Text editor
- the required structure of the data file that they wish to produce when the OMR forms are scanned
- the meaning of terms such as fixed length data fields, delimited data fields, binary coded decimal (BCD)

Duration of course
Normally one day. From 09:30 to approximately 17:00.

Location
At DRS’ premises in Milton Keynes. Alternative arrangements may be made if required. Please consult your DRS Account manager for additional charges.
**Course content**

**SOSGen**
- Using SOSGen to generate the scanning decodes & to define the data file field structure for single and double-sided OMR forms

**SOSInp**
- Using SOSInp to scan OMR forms and to export the scanned data to various text file formats, e.g. fixed length or delimited fields (.txt or .csv files)

**SOSDef**
- Using SOSDef to select the different batch scanning options, e.g. selecting the output data file type (csv, txt etc.), name and destination disk / directory

**SOSLnk**
- Using SOSLnk to link two or more single page decodes into one composite multi-page decode

**Image clipping (DRS PhotoScribe® Imaging machine users only)**
- Using SOSGen and SOSDef to define Image clip positions and properties
- Using SOSGen and SOSDef to define Generic Barcode positions
2.3 **SOSKit Developer Training (SOSKit ‘Companion’ Programs)**

Who should attend?

Software developers who are already familiar with DRS SOSKit and who will be required to write more complex validation, custom forms processing and/or data export routines than are provided with the standard product.

**Pre-requisites**

It is essential that Candidates should have programming skills using Microsoft Visual Basic, .NET development tools or similar and should also be familiar with:

- OMR Decode authoring with SOSKit (candidates who are not proficient in decode authoring should first attend the 1 day DRS SOSKit course)
- Windows Software Development
- Microsoft COM architecture

**Duration of course**

The course will normally be three days from 9:30 to approx 17:00 each day.

**Location**

At DRS' premises in Milton Keynes. Alternative arrangements may be made if required. Please consult your DRS Account manager for additional charges.

**Course content**

- Optimising forms for use with companions
- SOSInp companion architecture
- Interfacing with SOSInp
- Writing SOSInp companions
- Writing SOSInp export filters
- Debugging and testing companions and export filters
2.4 **DRS PhotoScribe® Developer**

Advanced training can be provided to experienced software developers who wish to program directly the DRS PhotoScribe® scanners.

These courses normally take place at DRS' premises in Milton Keynes and are held over a number of days depending on the requirement.

For further details please contact your DRS Account Manager.

2.5 **EDPAC® – current version**

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**Who should attend?**

Staff who are already familiar with the concept of Multiple Choice Examinations and who will be required to use the EDPAC® software to scan DRS standard multiple choice examination papers and to print reports of Student results and also, the statistical and item analyses available in EDPAC®.

**Examples of EDPAC® answer sheets**
Pre-requisites
Candidates should be familiar with:

♦ the general concept of Multiple Choice Examinations
♦ the use of a PC keyboard and mouse
♦ the general operation of software running under the Microsoft Windows XP or similar environment
♦ the meaning of such terms as ASCII Text file, directory (folder), sub-directory, record, field, font

Duration of course
One half day (approximately four hours) by special arrangement.

Location
At DRS’ premises in Milton Keynes. Alternative arrangements may be made if required. Please consult your DRS Account manager for additional charges.

Course content
♦ Setting up an Exam file by keying or scanning correct answers
♦ Importing student information from a text file
♦ Scanning student answer scripts
♦ Printing student result and Item Analysis reports
♦ Interpreting Item Analysis
♦ Correcting anomalies and re-scoring
♦ Exporting results and statistics for use by other software
2.6 Engineering & Support training for Overseas Distributors

Who should attend?
Engineers who will be required to install, maintain and support the DRS CD Series Optical Mark Readers and/or the DRS PS (PhotoScribe®) series Imaging Mark Readers.

Pre-requisites
Candidates should be English speaking and should be familiar with:

- the use of Microsoft Windows NT, Windows 2000, Windows XP or similar environment
- PC ISA/PCI architecture
- the operation and maintenance of electro-mechanical devices
- the theory and practice of networking
- some knowledge of OMR and Imaging theory would be useful but is not essential

Duration of course
Variable from three to seven days, depending on requirements.
Location

At DRS’ premises in Milton Keynes. Alternative arrangements may be made if required. Please consult your DRS Account manager for additional charges.

Course content

The course content will vary depending on the individual requirements and may include:

- Routine maintenance, fault finding and repair of the DRS CD series Optical Mark Readers
- Routine maintenance, fault finding and repair of the DRS PS (PhotoScribe®) series Imaging Mark Readers
- Calibration, setup & testing of the above
- Replacing or upgrading the firmware for the above

The distributor training may also, by prior arrangement, include other modules from this catalogue such as SOSKit, SOSKit Developer training etc.