

## **NAS Data Correction Tool - Guidelines**

This document lays down the guidelines for error correction of achievement test data in the CSV file generated by the OMR scanning software.

To ensure that your CSV file is without any error, the following steps need to be followed (in the given order) at the district level by the MIS coordinators/ District Assistant Computer Programmers.

Please download the Data Correction Package from the login page of NAS Web-Application (<http://nasslo.ncert.gov.in/>). The zipped folder of the package has:

- Data Correction Tool (a set of 3 Excel sheets, one each for class 3rd, 5th and 8th)
- Data Validation Rules Document

In case you are unable to download the package, please mail us at [nashelp17@gmail.com](mailto:nashelp17@gmail.com) and we will send it immediately!

Note: Please use this tool only for the achievement test CSV file data correction, not for PQ, TQ or SQ.

### **Prerequisites:**

To check the achievement data in CSV file for errors, you will require the following:

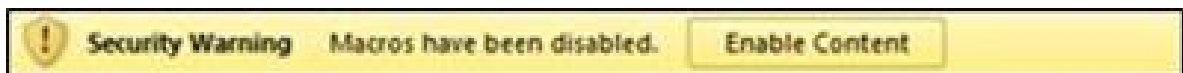
1. Existing CSV files for the achievement test (NOT PQ, TQ, SQ)
2. Data Correction Tool (a set of 3 Excel sheets, one each for class 3rd, 5th and 8th)
3. Data Validation Rules Document
4. Macro enabled on Microsoft Excel

**STEP 0: Choose a grade for which you want to correct the achievement test CSV file**  
(Example: Grade 3)

### **STEP 1: Opening Data Correction Tool and Enabling Macros in the tool**

- Open the Data Correction Tool for that grade (Example: Data Correction Tool\_Grade 3)
- Once the file opens in MS Excel, click on Enable Content.

When file is opened, on the top of the file you will be able to see this message.



Note: In case you can't find the "Enable Content" option, follow these steps:

- Click the Microsoft Office Button
  - Click Access Options.
  - Click Trust Center
  - Click Trust Center Settings
  - Click Macro Settings.
  - Click on Enable all macros.
- Keep this Data Correction Tool opened on the computer and move to Step 2.

## **STEP 2: Opening the achievement test CSV file generated by the OMR scanning software and copying data to Data Correction Tool for error correction**

- Right click on the achievement test CSV file (Example: Grade 3 CSV file) → go to open with → choose “Microsoft Excel”
- Select all the data on the sheet(Ctrl + A)
- Copy all the data (Ctrl + C)
- Go to the Data Correction Tool again relevant to the grade for which you are correcting the data(Example: Data Correction Tool\_Grade 3)
- In the Data Correction Tool, make sure that you are on the sheet “Paste data here” and on the cell “A1”
- Paste all the data (Ctrl + V) onto the sheet “Paste data here”

## **STEP 2: Using the Data Correction Tool to generate the “Error List”**

- Click on the sheet named “**Check for Error**” in the Data Correction Tool.
- Click on the button “**Click here to check for errors**”
- Go to the third sheet in the Data Correction Tool named “**Error\_Report**”
- You will be able to see a **list of errors** with **reasons for errors** on this sheet.
- Take a print out of this sheet and keep it handy.

## **STEP 3: Correcting errors manually by using the error report**

- Look at the print out of the error report. The report will have the exact cell where the data is incorrect. It will also have a comment explaining the error.
- Use the cell number given in the error report to identify the errors on the first sheet i.e. “**Paste Data Here**”(For example, if the error report says that cell number D8 has an error then go to the sheet “Paste Data Here” and go to the cell number D8).
- You will see that the specific cell on the sheet “**Paste Data Here**” highlighted in yellow indicating an error.
- Modify the value given in the yellow cells, in accordance with the validation rules. (Refer to the “**Data Validation Rules Document**”)

- Go back to the sheet named “**Error\_Report**” and repeat the process for the next error listed in the sheet.

#### **STEP 4: Re-checking for errors**

- Repeat STEP 2
- On the sheet “Check for Error”, the “Total number of errors” should be shown as 0 if all the errors have been corrected. If not, please correct the remaining errors till the “Total number of errors” become 0.

#### **STEP 5: Saving the clean file as a CSV file**

- Go to the sheet named “**Check For Error.**”
- Click on “**Save File for upload**”
- A “Save File As” dialogue box will appear → Choose suitable a name and location for the file→ Click on “Save”
- Your cleaned data has been saved in a “CSV” file and is ready for upload

#### **STEP 5: Repeat the process for other grades too.**