

Instructions

June 2021

1 How to submit responses

Please follow the following instructions for submitting the responses. Following the instructions is **MUST** for proper evaluation of the responses.

1. The submission must be as a csv (Comma Delimited) file. You can either create your own excel sheet and save it as desired format (as direction given later) or you can use the blank csv file as uploaded in the website. **Don't forget to rename it** in a way mentioned later.
2. In the first column, just type the responses in serial order. Don't give any headings, labels anything. **JUST THE RESPONSES IN SERIAL ORDER.**
3. **For un-attempted questions, put an 'x' in the cell.**
4. **All responses must be in lower cases.**
5. There **should not be any spaces** between the responses, before or after the responses.
6. It is advisable to first write the responses in a paper and then put it down in the csv file just once before submission. This will prevent accidental spaces, bad formats etc.

Sample answer excel sheet has been given with the number of single correct option questions is 5 and number of multiple correct option as 2 for reference.

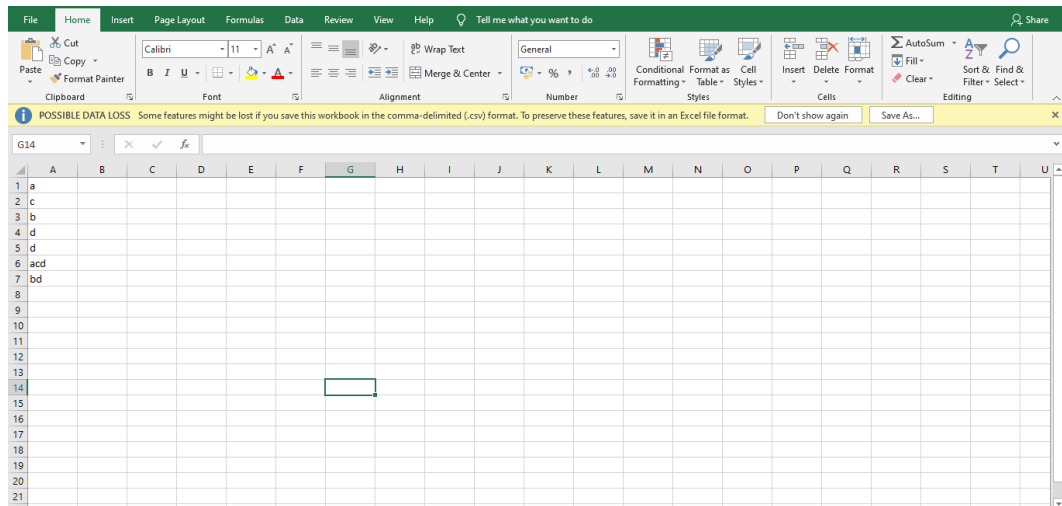


Figure 1:

This is THE CORRECT WAY TO SUBMIT RESPONSES. A few WRONG WAYS are provided so that those mistakes are not done.

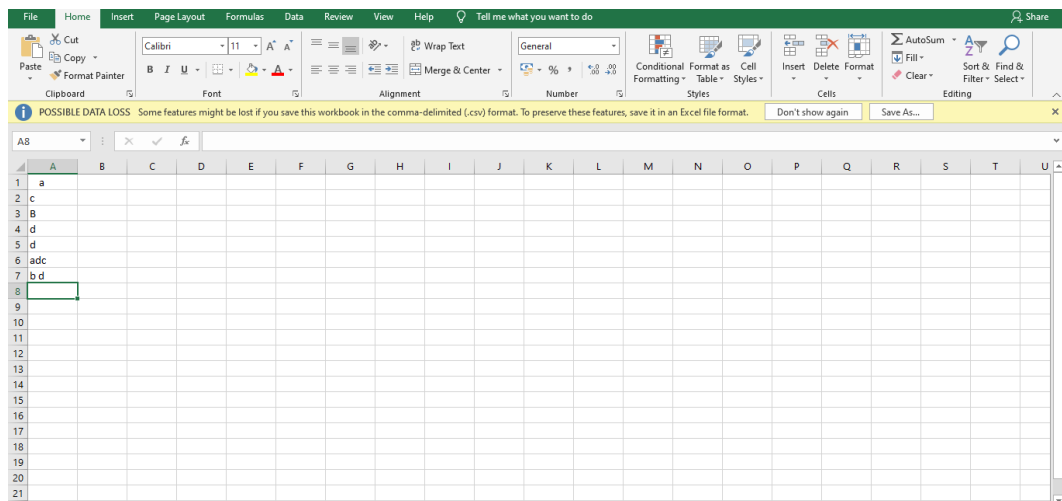


Figure 2:

This is WRONG because -

1. There is space before the first answer
2. 3rd answer is given in Upper Case
3. 7th answer - there is a space between b and d

None of the above mistakes should be there in the submitted key.

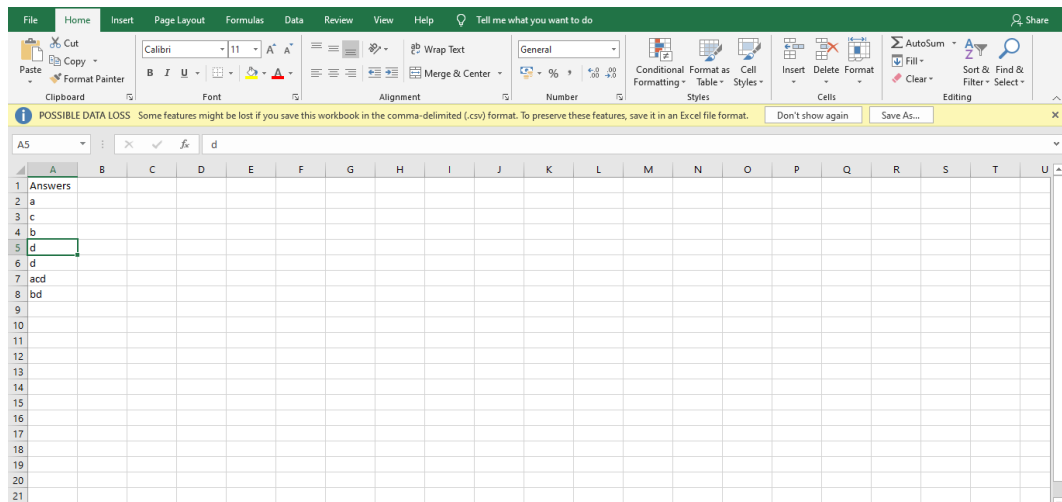


Figure 3:

This is WRONG because the first cell has been used to write 'Answers' (i.e. ONLY the options HAVE NOT been entered)

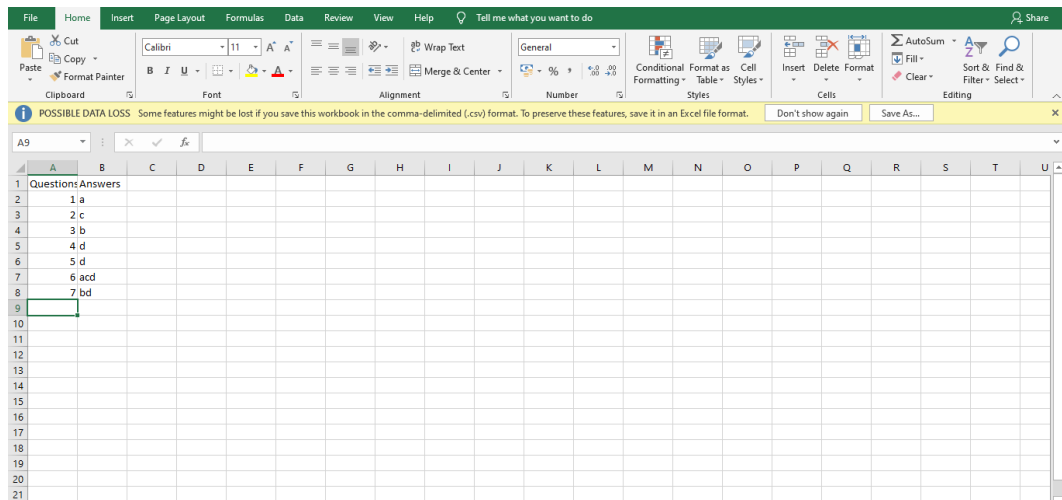


Figure 4:

This is WRONG because -

1. The first column has not been used to type the options

2. Heading like 'Questions' or 'Answers' are NOT to be given
3. Question numbers should NOT be mentioned separately.

2 How to get a csv file ?

An Escel workbook can be saved as a csv file. The option is in the 'Save As' menu. The 'Save as type:' should be 'CSV (Comma delimited)'.

You can create your own csv file or use the blank csv file as uploaded in the website. **But don't forget to rename it appropriately.** It is advisable to complete these formalities before the start of the round.

NO OTHER FILE FORMAT OTHER THAN CSV (COMMA DELIMITED) WILL BE ACCEPTED.

3 Naming of the file

The file should have the **Decoherence registration number only** as the name. For example, if your registration number is DECO999, the file should come as: DECO999.csv i.e. the filename must be DECO999 and the format must be csv. Similarly, if your role number is DECO99 or DECO9, the files must be DECO99.csv and DECO9.csv respectively.

It is highly recommended to keep the named file ready beforehand. Any file with improper name will not be considered for evaluation.