

# Instructions

August 2020

## 1 How to submit responses

Create an Excel Sheet and JUST TYPE IN THE RESPONSES (the options) IN THE FIRST COLUMN (DON'T make any column for typing the question numbers) and in LOWER CASE ONLY. The answers MUST be in a serial order. If any question is not attempted, type in 'z' in that cell. For the multiple correct questions, type all the options ALPHABETICALLY (i.e. if the answer of a question is options a,b and d, fill the cell as 'abd' ONLY and NOT as 'adb' or 'dab' or any permutation). A reference image is provided.

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.

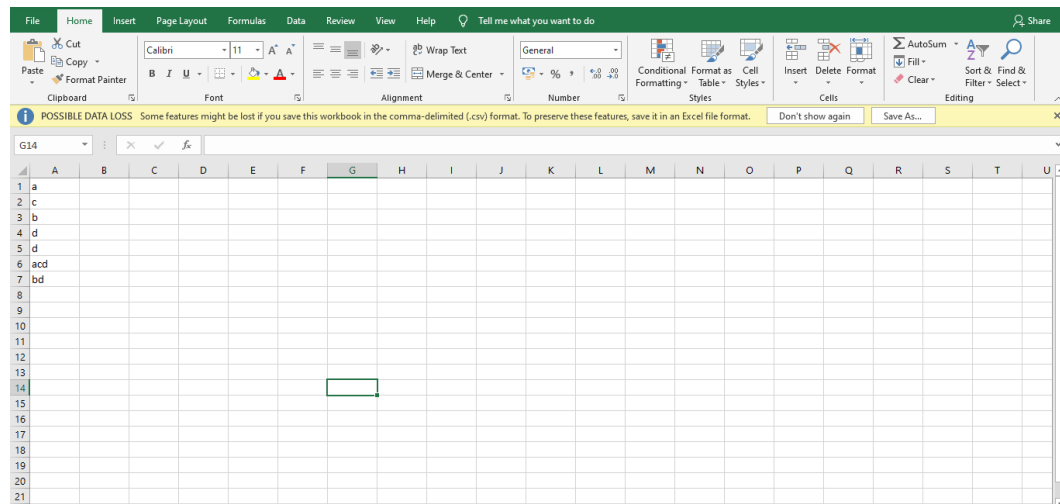


Figure 1:

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

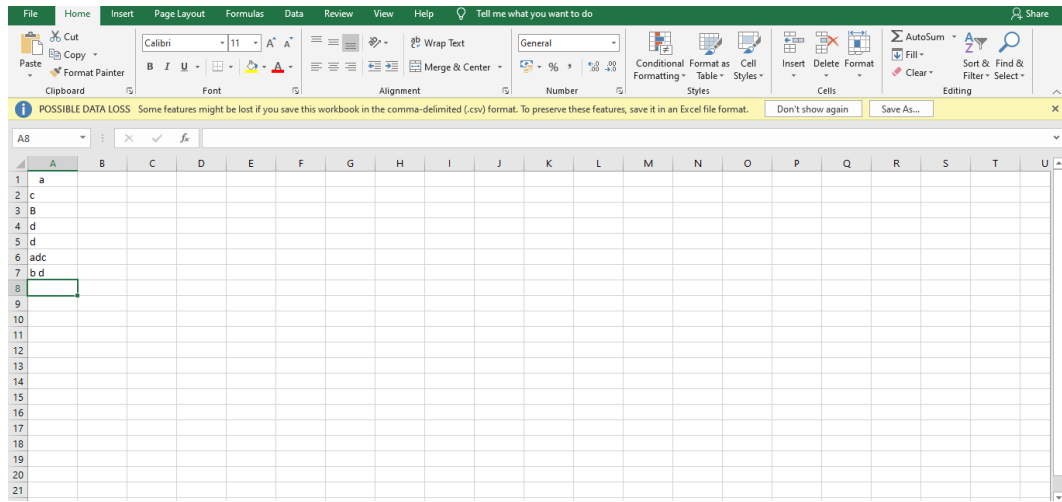


Figure 2:

This is WRONG because -

1. There is space before the first answer
2. 3rd answer is given in Upper Case
3. 6th answer is not written in alphabetical order (should be 'acd' instead of 'adc')
4. 7th answer - there is a space between b and d

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

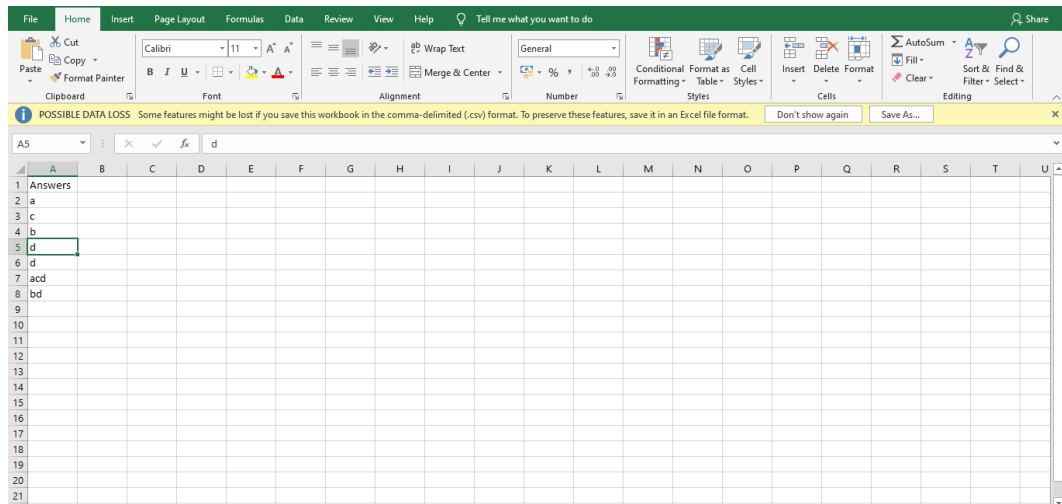


Figure 3:

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

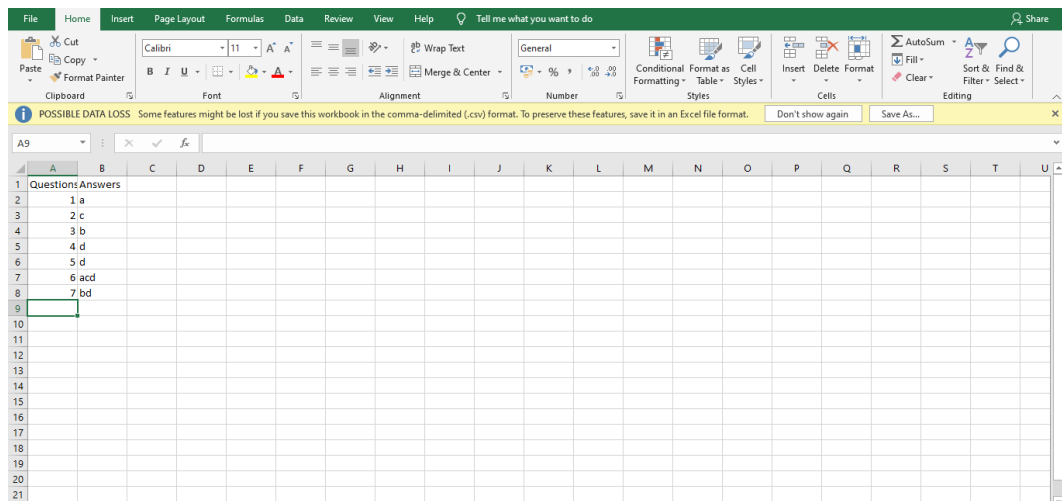


Figure 4:

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.

After this, if possible and recommended, convert it to a CSV file. The 'Save as type:' should be 'CSV (Comma delimited)' and send this CSV file to us via mail.

If you are not sure about how to convert, you are allowed to send it to us as an excel sheet.

Name the file with your registration number followed by an underscore followed by your first name.

Eg: If your registration number is '2' and first is say 'Harry', save the file with name '2\_Harry'.