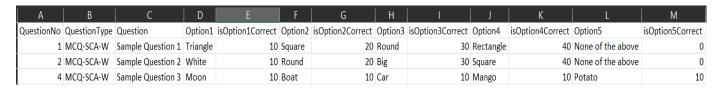# Read Me First: Instructions for Bulk Uploading Questions in the Option Weightage Assessment using the template

General Guidelines

- **Follow the Defined Format**: Ensure you use the specified template format for all questions.
- **Consistent Number of Questions**: Create the same number of questions as declared in the Basic Information section of the platform
- **Define Question Type**: In **Column B 'QuestionType'**, use the abbreviation 'MCQ-SCA-W' for all the questions
- **Instructions for the Question:**
  - Add the question/statement in **Column C 'Question'**.
  - **Options:** List all possible options in the given columns labelled as 'Option1', 'Option2' etc.
  - **Weights:** Indicate the weight for each option between (0-100) against each adjacent column labelled as 'isOption1Correct', 'isOption2Correct' etc.
- **Avoid Junk characters**: Recreate similar question formats manually instead of copying and pasting to prevent junk characters.

A	B	C	D	E	F	G	H	I	J	K	L	M
QuestionNo	QuestionType	Question	Option1	isOption1Correct	Option2	isOption2Correct	Option3	isOption3Correct	Option4	isOption4Correct	Option5	isOption5Correct
1	MCQ-SCA-W	Sample Question 1	Triangle	10	Square	20	Round	30	Rectangle	40	None of the above	0
2	MCQ-SCA-W	Sample Question 2	White	10	Round	20	Big	30	Square	40	None of the above	0
4	MCQ-SCA-W	Sample Question 3	Moon	10	Boat	10	Car	10	Mango	10	Potato	10

Sample of how to populate Question type: MCQ-SCA-W in the template for Option Weightage bulk Upload Questions