USER GUIDE FOR YOUZU SINGAPORE

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Section A: User Guide for website

This user guide is for a simple React website which allows you to upload Singapore primary/secondary school exam papers in PDF, and receive the output of a CSV file containing the text of the questions.

1 Home

1.1 Uploading your own file

Click the green button to upload a file, which must in .pdf format, to the server. You can also drag and drop the files onto the dotted box. Multiple files can be selected or dropped at a time, but if you select more than 5 files, only the first 5 files will be processed.

1.2 Processing provided file

Up to 10,000 pdf files are provided on the website. These are listed in the form of a table. You can use the search bar to look for more specific files, such as English papers. The files can also be rearranged by clicking on the columns, such as name, last modified and status.

Select the files that you want to digitize, and click the Process PDF button on the top right. Multiple files can be selected at a time, but if you select more than 5 files, only the first 5 files will be processed.

You may click the download button to download these files to your computer as well. For the Status explanation, please refer to section 2.1.

1.3 Progress bar

When you upload your own files or process provided files, the progress bar and a status will be displayed. If multiple files are selected, the corresponding tabs will open. There are three stages involved. The first two stages will be displayed in terms of the number of pages, while the third stage will be displayed in terms of the number of questions detected. When the file is processed, the page will automatically be navigated to the Edit tab.This happens automatically for the other tabs opened too.

1.4 Custom PDF page range

To upload file with custom page range:
1. Check the box "Choose custom PDF page range"
2. Upload or select file from pdf table.
3. A pop up will appear. Select the required page range.(Screenshot shown above). Click confirm.
4. File is being processed.

To upload file without custom page range:
1. Uncheck the box "Choose custom PDF page range"
2. Upload or select file from pdf table.
3. No pop up will appear. File is being processed.

The pdf file will automatically be truncated. Please note that if not all of the pages of a pdf file is processed, the Status in the table will still remain as "Not Processed".

2 Library
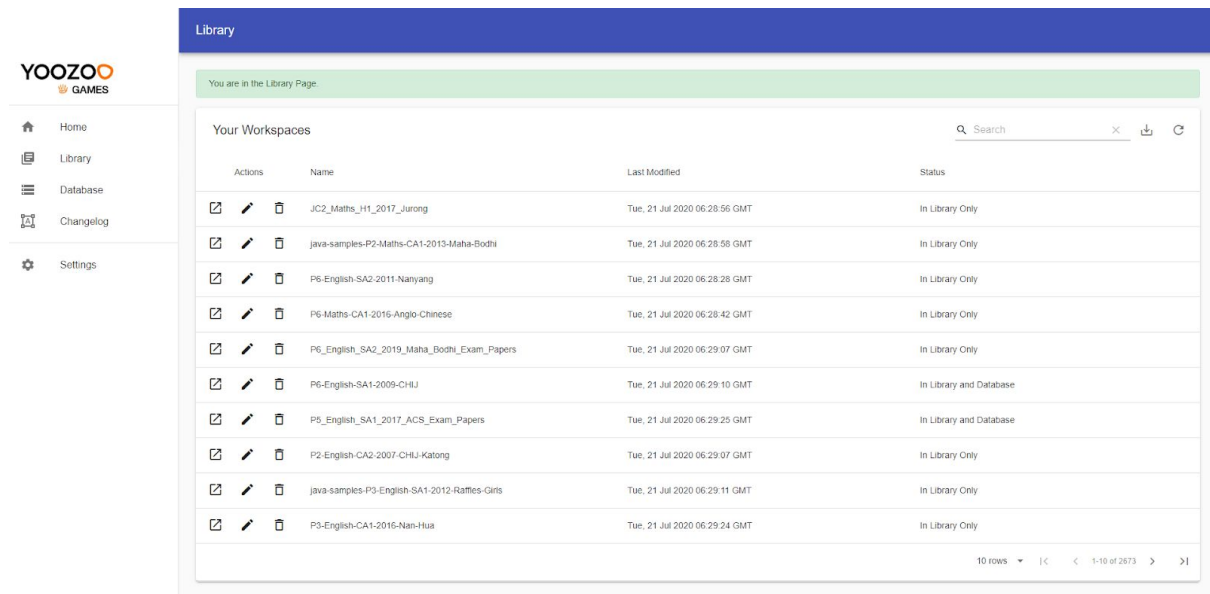
2.1 Library Overview

The library stores the saved workspaces of the user. When a user processes a pdf file, the user can choose to save the resulting workspace in a library. Each workspace has a Name, Last Modified, and Status.

Status can be three types: Not Processed, In Library Only, and In Library and Database. The pdf file is considered in the Library if the "Save Workspace" button is clicked in the edit tab, and is considered in Database if "Upload all Questions to Database" or "Upload Selected Questions to Database" is clicked. Currently the status of 'In library' will only be updated if the entire exam pdf is processed (processed files with custom page range will indicate 'not processed').

2.2 Library Actions

Action	Icon	Description
Open workspace		Opens the workspace in a new tab
Edit		Modify the name of the workspace.

Delete	🗑	:Delete the workspace(Cannot be undone)

Q Search   ✕   🔽   ↻

Action	Icon	Description
Search	Q Search ✕	Enter your search, and it will automatically update
Download as CSV	🔽	Download entire table if no search result is entered, else download search results only
Reload Data	↻	Reloads the table from server

Clicking on 'Last Modified' will list the files according to their last modified date, in descending order.

3 Edit

IMPORTANT: The Edit page cannot be navigated to through the website. If the user refreshes the Edit page, <u>all </u>unsaved changes <u>will </u>be lost, and the user will be directed to the Homepage.

3.1 Overview

The above figure is an example of a typical edit page for an english paper with MCQ question type. On the left, a preview of the selected page of the question paper can be viewed by the user, while the right side is the interface to edit and inspect the question content.

3.2 File Information

This section enables the user to edit the relevant information of the selected paper. The changes will be reflected in the downloaded csv and database after being saved and uploaded. As a form of standard procedure, we advise users to leave the filename intact and as default as much as possible.

3.3 PDF preview

Section C: Vocabulary Cloze   (5 x 1 mark)

For each question from 16 to 20, choose the word(s) closest in meaning to the underlined word(s). Shade your answer (1, 2, 3, or 4) on the Optical Answer Sheet.

Everyone, young or old, enjoys stories. Stories come in many forms such as novels, plays, television shows or movies. Whichever form they take, they have the ability to (16) give rise to different emotions within us. In this digital age, some people claim that books are (17) redundant. Yet, an increasing number of books are being converted to movies. This (18) seems to suggest that the film industry is reliant on books. On the other hand, others (19) debate that a story written in words can never be (20) adequately represented through movies. Whichever side one takes, these two forms of storytelling will continue to support each other for many years to come.

Adapted from *From Book to Film* by POPCLUB *Issue 64*

16.   (1) evoke
      (2) stir up
      (3) provoke
      (4) bring up

17.   (1) not available
      (2) not desirable
      (3) not accessible
      (4) not necessary

18.   (1) states
      (2) claims
      (3) proves
      (4) implies

19.   (1) argue
      (2) oppose
      (3) contest
      (4) question

20.   (1) efficiently
      (2) completely
      (3) satisfactorily
      (4) appropriately

White Area
(Selected Region)

Grey Area
(Unselected Region)

A-4

Worksheets at https://www.sgtestpaper.com/

For each question from 16 to 20, choose the word(s) closest in meaning to the underlined

A preview of the processed pdf file is shown. If a custom page range is chosen, the truncated pdf file will be shown. Furthermore, the user can left click on the pdf preview (as shown above) to "crop" the current page. The selected region preview (white area) will be shown right below the pdf file. After selecting the selected region, the user can click on the green button "Add cropped image" to add this selected region to the corresponding question.

To add cropped images across pages, the user can first click on the grey area on the pdf preview after cropping out the selected region and ensure that the preview at the

bottom is correct. Next, navigate to the relevant page and click on the green button next to the appropriate questions. The cropped image will then be appended to the selected questions.
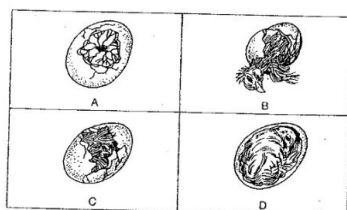
3.4 Editing of Individual Question

The questions are organized into pages. Each question consists of the question number, question title, four answer choices, the correct answer, as well as the images. For ease of editing, the user can use the 'tab' key to navigate to the next row.

Question number: This number is automatically provided, and it follows the current number of questions in the workspace.

Question title and Answer choices: Currently, we provide the answer choices which are meant to support MCQ questions only. Future implementations will remove the answer choices for structured questions. The default content for the 'Answer' row is a '-' and the user is required to fill in the correct content. (Note:Questions with default '-' as answers will not be uploaded to the database when the buttons are clicked) There is no required format for the 'Answer', but the current format in the database is a number. (2 if the answer is 2 etc.)
Images:

Multiple images can be tagged onto a single question. In the example above, four images are tagged to the question. This will be shown in terms of the Base64 format in the downloaded csv file.

The user can click on the image to expand it, shown above.

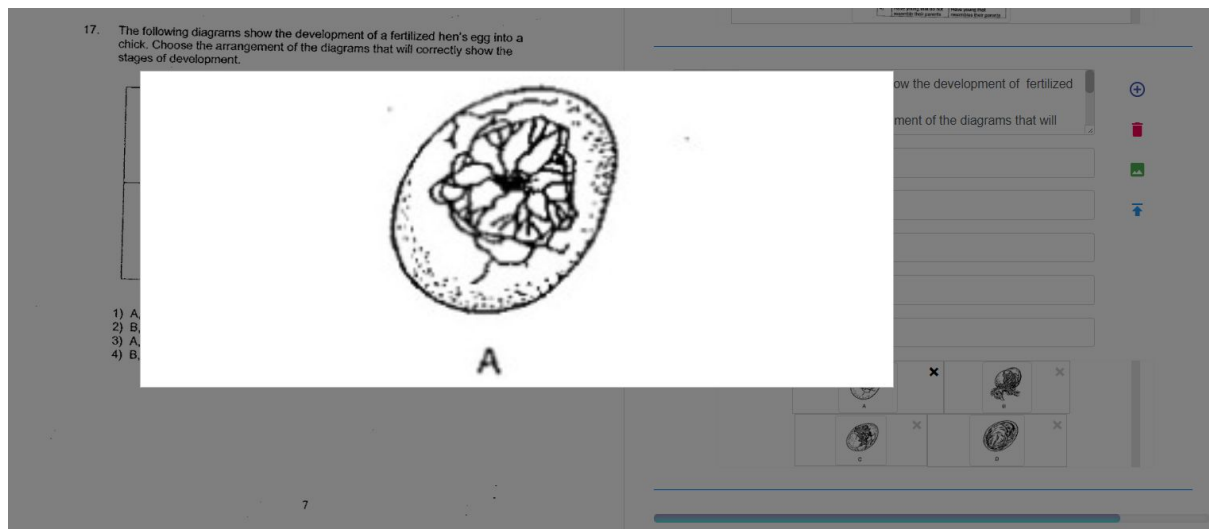In addition, there are four buttons that are shown beside each question. They are the "Add a new question below", "Delete the question", "Add cropped area on preview to this question", and "Upload your own diagram".
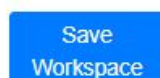
Add a new question below: ⊕ Creates a blank question right below the current question, on the same page. Note that all the question numbers in all pages will automatically be updated, which will also be reflected in the csv file. The question numbers are not linked with the pdf file, as they will change according to the number of questions the user adds/deletes. The contents of the new question will all be "-" dashes.

Delete the question: 🗑 Delete this *single* question only. Question numbers will also be automatically updated.

Add cropped area on preview to this question: 🖼 As explained in section 3.3, select the cropped image through the pdf preview on the left and click this button to tag the image to this question. The added image will be shown below the question. The image can be deleted by clicking the corresponding cross button.

Upload your own diagram: ⬆ As with adding a cropped image, you can click this button to upload your own diagram instead, which will be tagged to this question. There is no current maximum file size limit, but take note that the resulting csv file may be of a huge file size if large images are added.

3.5 Buttons

Save Workspace   Download as .csv   Revert to Original   Upload all Questions to Database   Upload Selected Questions to Database   Delete Selected Question(s)

Save Workspace: Clicking on this button will enable the user to save their edits as a copy under the library tab. Please wait for a prompt to appear after clicking this button. This prompt will appear after saving the file, serving as confirmation that the action is successful and recorded. Users can access this copy again by selecting from the Library tab. If an error is encountered, please contact the system administrators.

Download as .csv: A copy of the paper with edited questions in its current state will be downloaded in the form of the csv. The columns of the downloaded csv is shown below.

School	Subject	Level	Year	Exam	Page Number	Question Number	Title	Option 1	Option 2	Option 3	Option 4	Answer	Question Type	Images	Image
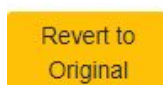
Revert to original: All changes made to the workspace will be undone, this includes adding or deleting questions, editing of the question contents etc. Please note that it only reverts to the time when you opened the workspace. If you saved and closed the workspace, this will be the last checkpoint when the workspace is opened again.
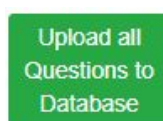
Upload all Questions to Database: All edited questions which do not have the default '-' as an answer will be uploaded to the 'qbank' table in the database. Questions with its contents will be uploaded individually and every question will appear as a row entry. If no questions from the selected paper is present in the database, the questions will be immediately added and a prompt will indicate a successful upload. However, in the event that the database already contains questions from the same paper, a prompt like the one shown on the bottom right will appear to notify the user. Upload will proceed upon clicking on 'OK', and the previous entries for the same paper will be overwritten. Otherwise, the user can cancel the action and retain the previous record in the database by clicking on 'Cancel'. If an error is encountered, please contact the system administrators.

Upload selected Questions to Database: This is the same as the above 'upload all questions to database' button, but with the additional criteria that only the questions with the checked checkbox will be considered. If an error is encountered, please contact the system administrators.

Delete Selected Questions: All questions with the checked checkbox will be deleted.

4 Database

The database tab shows each question in the database as a row in the table.

Each row entry containing a single question contains the following components:
question(as shown above):
Title: The question title
1: Answer choice 1
2: Answer choice 2
3: Answer choice 3
4: Answer choice 4
answer: The correct answer choice
Page: The page the question appeared in
number: The question number
question_type: Either MCQ or structured question
level: School level, such as P1-P6

subject: Subject of the question, such as English or Mats

year:-

school: -

exam: Type of assessment, such as sa2 and ca2.