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

General Guidelines

- **Follow the Defined Format**: Ensure you use the specified template format for all questions.
- **Define Question Type**: In **Column B 'QuestionType'**, use the following abbreviations to define the Question Type
  - **MCQ-SCA**: Multiple Choice Question - Single Correct Answer
  - **MCQ-MCA**: Multiple Choice Question - Multiple Correct Answers
  - **T/F**: True/False
  - **FTB**: Fill in the Blanks
  - **MTF**: Match the Following
- **Question Tagging**: Use the same question tagging format (Difficulty Levels or Proficiency Levels) as declared in the Basic Information section on the platform. In **column D 'QuestionTagging'**, use the following label to define the declared Question tag:
  - **Difficulty Levels (EMDH)**:
    - Easy
    - Medium
    - Difficult
    - HOTS
  - **Proficiency Levels**:
    - Proficiency1
    - Proficiency2
    - Proficiency3
    - Proficiency4
- **Avoid Junk characters**: Recreate similar question formats and labels as defined in this guide and template. Prevent any language errors.
- **Review After Upload**: Ensure to select the same number of questions with proper tagging after bulk upload.
- **Edits on the Platform:** Feel free to make any format changes to the questions, once uploaded on the platform.
- **Disclaimer:** In case the csv file template shows error upon uploading on IoS, please ignore the error message.

Specific Instructions by Question Type

- **Multiple Choice Question - Single Correct Answer (MCQ-SCA)**
  - Add the question in **Column C 'Question'.**
  - **Options:** List all possible options in the given columns labelled as 'Option1', 'Option2' etc. Indicate the one correct option by marking 'Yes' and other incorrect options by marking 'No' in each adjacent column labelled as 'isOption1Correct', 'isOption2Correct' etc.
- **Multiple Choice Question - Multiple Correct Answers (MCQ-MCA)**
  - Add the question in **Column C 'Question'.**

○ **Options:** List all possible options in the given columns labelled as 'Option1', 'Option2' etc. Indicate the correct options by marking 'Yes' and incorrect options by marking 'No' in each adjacent column labelled as 'isOption1Correct', 'isOption2Correct' etc.
● **True/False (T/F)**
  ○ Add the statement in **Column C 'Question'.**
  ○ **Options:** Use 'TRUE' as 'Option1' and 'FALSE' as 'Option2'. Indicate the correct option by marking 'Yes' and incorrect option by marking 'No' in each adjacent column labelled as 'isOptionCorrect'.

QuestionNo	QuestionType	Question	QuestionTagging	Option1	isOption1Correct	Option2	isOption2Correct	Option3	isOption3Correct	Option4	isOption4Correct
1	MCQ-SCA	What shape is the moon?	Proficiency1	Triangle	No	Square	No	Round	Yes		
2	MCQ-MCA	What are the characteristics of the moon?	Proficiency1	White	Yes	Round	Yes	Big	Yes	Square	No
3	T/F	The moon is square	Proficiency1	TRUE	No	FALSE	Yes				

Sample of how to populate Question type: MCQ-SCA, MCQ-MCA and T/F in the template

● **Fill in the Blanks (FTB)**
  ○ Add the statement with a '<blank>' in the defined format in **Column C 'Question'**. Maximum number of blanks that can be added to the questions are 3.

Example: What is <blank> name of the first prime minister of India? What is the <blank> of the current Prime Minister of India? Indira Gandhi <blank> the first woman Prime Minister of India.

  ○ **Options:** List the correct answers as per the number of blanks in the columns labelled as 'Option1', 'Option2' etc. Mark 'Yes' in each adjacent column labelled as 'isOptionCorrect'.

QuestionNo	QuestionType	Question	QuestionTagging	Option1	isOption1Correct	Option2	isOption2Correct	Option3	isOption3Correct
5	FTB	What is <blank> name of first prime minister of India. What is the <blank> of current Prime Minister of India? Indira Gandhi <blank> the first woman Prime Minister of India.	Proficiency1	the	Yes	name	Yes	was	Yes

Sample of how to populate Question type: FTB in the template

● **Match the Following (MTF)**
  ○ Add the prompt 'Match the following to the appropriate choice.' in **Column C 'Question'**.
  ○ **Options:** List the left-side options in columns labelled as 'Option1', 'Option2' etc. List the corresponding right-side match options in each of the adjacent columns labelled as 'isOption1Correct', 'isOption2Correct' etc.

QuestionNo	QuestionType	Question	QuestionTagging	Option1	isOption1Correct	Option2	isOption2Correct	Option3	isOption3Correct	Option4	isOption4Correct
4	MTF	Match the following to the appropriate choice.	Proficiency1	Moon	Sky	Boat	Water	Car	Land	Mango	Fruit

Sample of how to populate Question type: MTF in the template