

How to Prepare the Question and Answer Sheet

Sample

	A	B	C	D
1	POOL			
2	My First Question	1	Shuffle	My Question Explanation (Optional)
3		My answer 1		
4	*	My answer 2		
5		My answer 3		
6		My answer 4		
7				
8	My Second Question	1	Shuffle	My Question Explanation (Optional)
9		My answer 1		
10	*	My answer 2		
11	*	My answer 3		
12		My answer 4		
13				
14	My Third Question	1	Shuffle	My Question Explanation (Optional)
15	*	My answer		
16	*	My alternative answer		
17				
18	END			

Question Blocks

What is a question pool?

A question pool is a set of questions which are defined in the excel sheet. When you are ready to give your students an assessment (a test or quiz), tool will pull questions randomly from the defined pool(s) and serve to the student.

This tool can have several Pools for a particular test and excel sheet can be used to define how many questions (from each pool) contribute to the final test.

When using the questions template, please consider below points as guidelines.

POOLS

1. Please use the template downloaded from the CDEPD website and replace existing sample questions from questions and answers of your test.
2. First cell (First Column, First row) should contain the word **POOL**. At the end of the questions and answers, it should have the word **END** in the Column A. In between these two words, there can be multiple questions (Please consider the above sample. It has three questions in between).

- In the same row of the word **POOL**, Column B (Highlighted with Yellow) should denote how many questions this pool should contribute to the final test. According to the above example, I have mentioned that this pool should contribute 2 questions randomly (Out of 3 questions) to the final test.

Note: You can define several Pools in a single excel sheet.

QUESTIONS AND ANSWERS

2	My First Question	1	Shuffle	My Question Explanation (Optional)
3		My answer 1		
4	*	My answer 2		
5		My answer 3		
6		My answer 4		

- After the word Pool, you can start to add question and answers. **Each question block should be separated with an empty row.** A question block should contain below details (Please consider the above image).

- Column A – First Row of the Question: Your Question
- Column B – First Row of the Question: How many marks student will get if he answers this question correctly. **If all questions are equally weighed, keep this as 1 in all questions in all pools of a test.**
- Column C – First Row of the Question: Should randomize the order of the answer. This is **optional** and if you do not need to shuffle answers, keep this cell blank.
- Column D – First Row of the Question: Explanation of the correct answer. This is **optional** and if you do not need to add an explanation, keep this cell blank.
- Column B – After the First Row of the Question: Answers of the question.
- Column A – After the First Row of the Question: Use asterisk (*) mark to denote the correct answer in front of the correct answer. In the above Sample, My answer 2 is the correct one and has used * mark to denote that.

FAQs

- How many questions a single pool can have?

A single pool can have unlimited questions. But each question should be separated with an empty row.

2. How do I make True/False, Multiple Choice and Fill in the blank questions?

True/ False: Add true false as your answers in a question block and use * mark in front of the true. Just like the Orange question block above.

Multiple Choice (Choose One): Similar to the Orange question block above.

Multiple Choice (Choose Many): Similar to the Green question block above. Have used multiple * marks to denote correct answers.

Fill-in-the-blank: Similar to the blue question block. All answers are marked with * symbols. Generally we use two answers for such questions. First one is the obvious answer. Second one is the alternative answer. But since there can be several multiple alternative answers, you can add them as 3rd, 4th answers.

3. How many answers a single question block support?

One question can have one to many answers. As this says, each question should have at least one answer.

4. How many pools can we create in a single excel file?

As you know, an excel file can have several sheets. So this tool will always consider the first sheet only.

So, you can define all your pools (One to many) in the first sheet only.

5. How do I provide partial marks for a Multiple Choice (Choose Many) question?

8	My Second Question	1	Shuffle	My Question Explanation (Optional)
9		My answer 1		
10	*	My answer 2		
11	*	My answer 3		
12		My answer 4		

Add the tilde symbol (~) in front of marks that the Multiple Choice (Choose Many) question carries (Ex: ~1). Using this symbol, student will get partial marks based on their answers (Ex: if a student only selected My answer 2, he/she will get 0.75). Marks will be calculated using,

$$\text{marks} = 1/n$$

equation. (where n is the number of choices).

But why 0.75? That's because he/she did not select 1st and 4th as answers. So he/she has correctly guessed 3 (By Ticking 2nd and by not ticking 1st and 4th) answers.