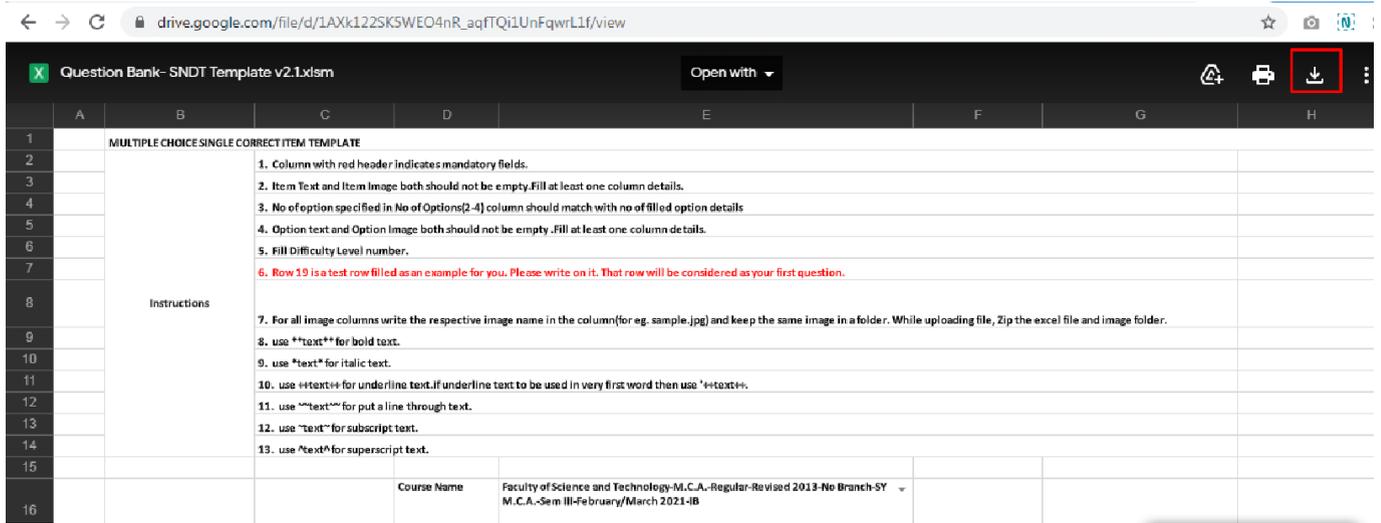


Dear Paper setter,

Kindly download the template on your computer by clicking following link.

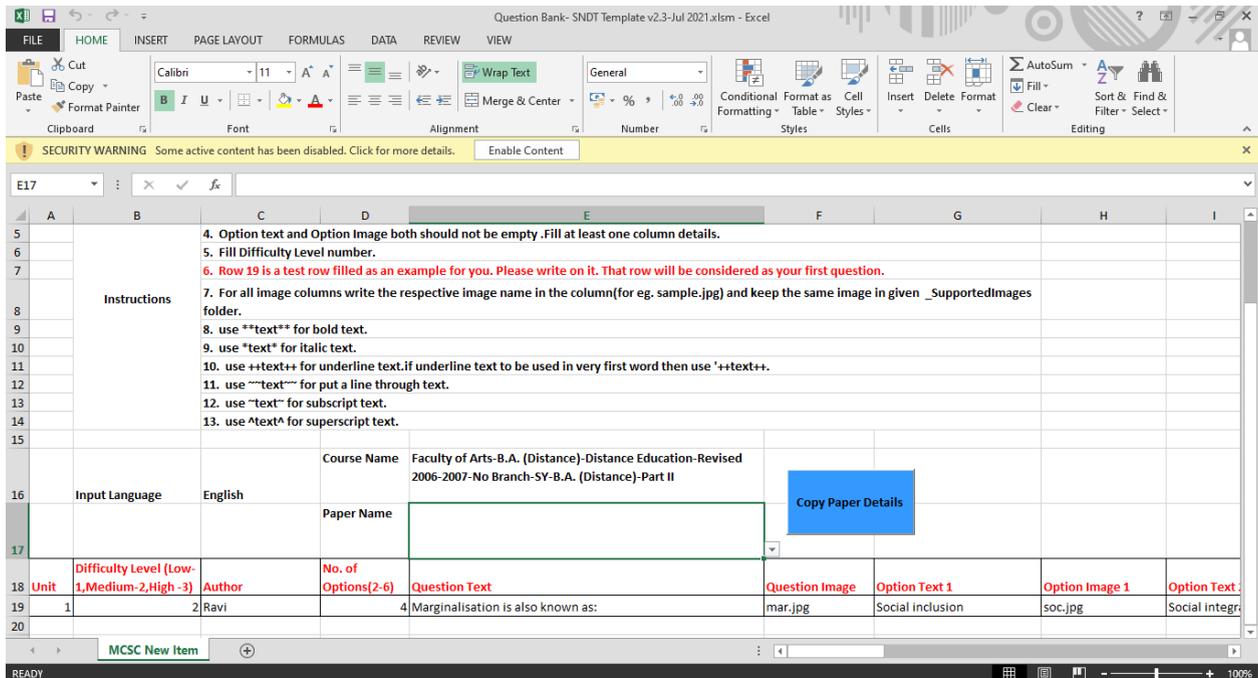
<https://drive.google.com/file/d/1Ld6C2HWmOPbh9Vq3Ti87bgZbWYMz9He7/view?usp=sharing>

Click on download button shown in Top right hand side of screen.

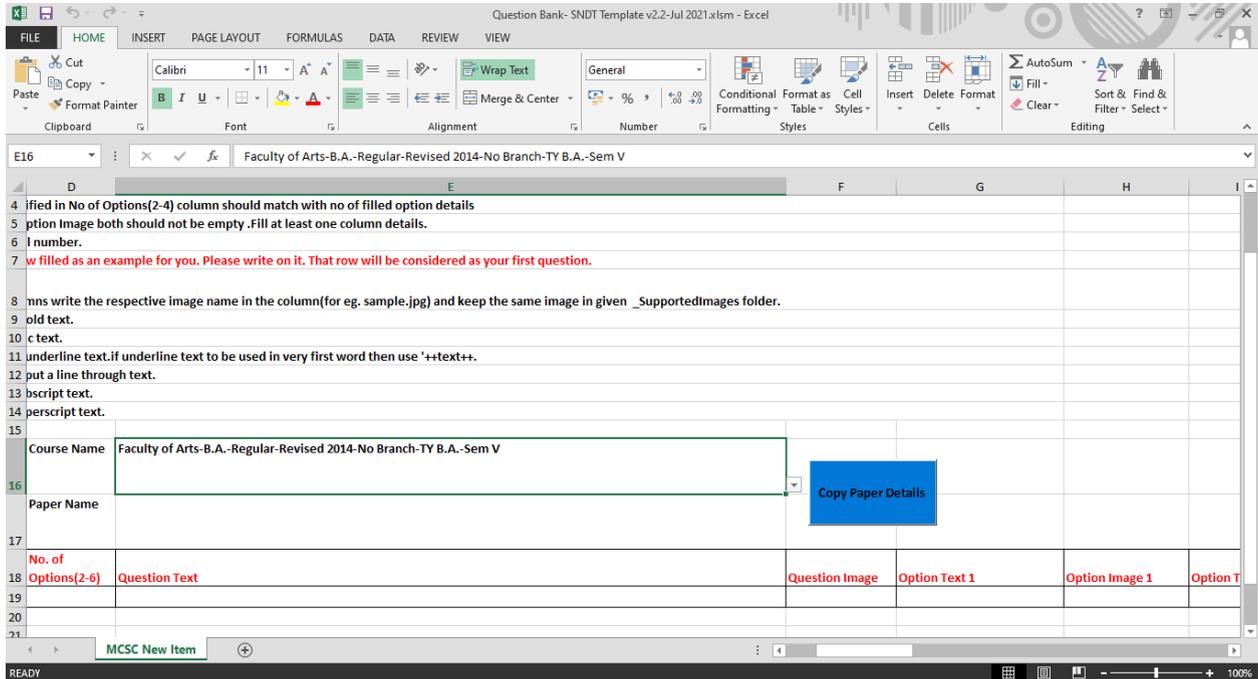


Steps to add question bank in the template

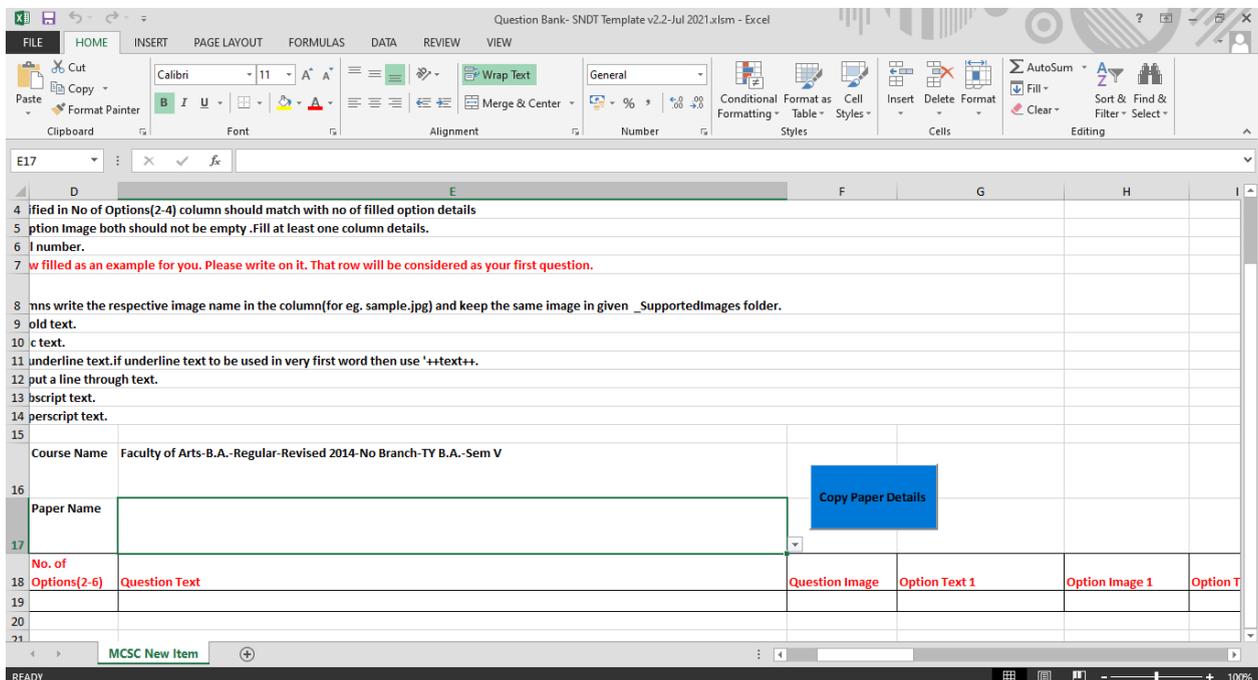
1. Open the excel 'QB Template August 2021'. Click on 'Enable content' button which will be shown only 1<sup>st</sup> time when you open the excel. Once you click the button, it will not be shown afterwards.



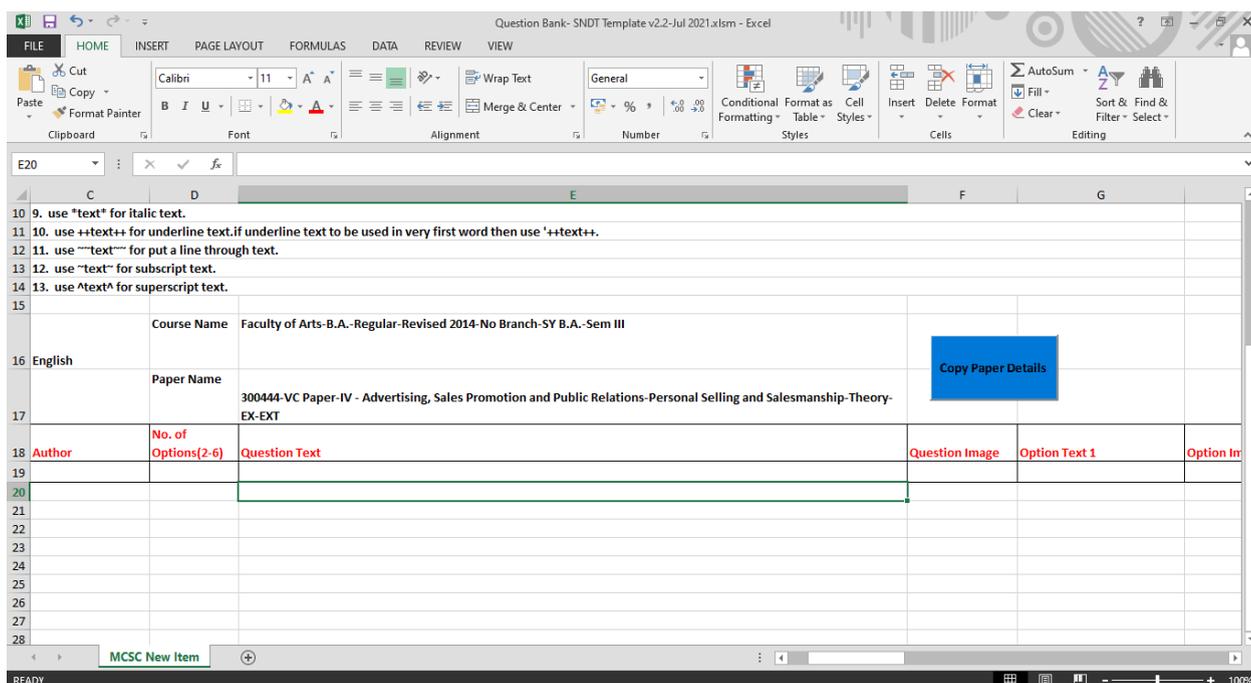
2. Course Name – In next cell of Course Name, drop down for course selection is given. Click on drop down and select the course for which you are preparing Question bank



3. . Paper Name – In next cell of Paper Name, drop down for paper selection is given. Click on drop down and select the paper for which you are preparing Question bank



4 File Name- In next cell of Paper Name, File Name is displayed. **Please save your Question Bank excel file with this name. Please also paste this name Google sheet.**



5 . Entering Questions, options and correct answer

- **Unit** - Unit column is added in the template. There are 6 units in all question banks. Please mention number from 1 to 6 in Unit column. (If there are less than 6 units in your paper e.g. 4 units, then there will be 0 question in Unit 5 & 6)
- Difficulty Level
- Author – Mention Name of Paper setter.
- No. of Options – 4
- Enter Question text & Option text for Base language (For most of the question banks Base language is English)
- Image column – We have given Image columns after each column. **If there is image in question or in Option**, please write image file name with extension in Image column. Also save all images in 1 folder and upload zip file in google form. While making zip file add excel sheet in the folder and then zip the folder.
- Correct Option – 1 OR 2 OR 3 OR 4
- Marathi Question Text & Marathi Option Text – Translation details will be added. **Please use Arial Unicode font for Marathi**
- Hindi Question Text & Hindi Option Text – Translation details will be added. **Please use Arial Unicode font for Hindi**
- Gujarati Question Text & Gujarati Option Text – Translation details will be added. **Please use Arial Unicode font for Gujarati**

6. Save the file. Keep the file open.

7. Now click on following link to open the Google form.

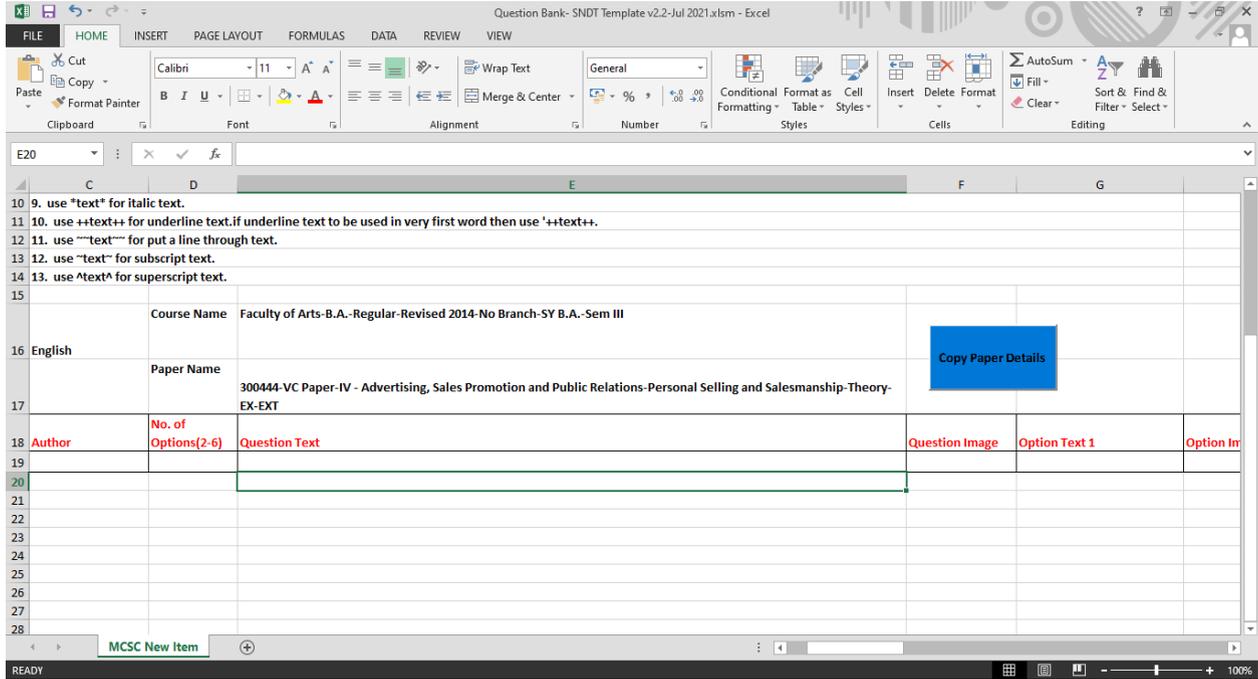
<https://forms.gle/JAqAUTzNQRpHwC9WA>

Enter Email address, Paper setter name, Contact number of chief paper setter, co-paper setters and translators as applicable.

**8 Copy Paper Details – After entering all question details in excel, click on ‘Copy Paper Details’. System will copy question bank code. Paste this code in google form in front of OES ID.**

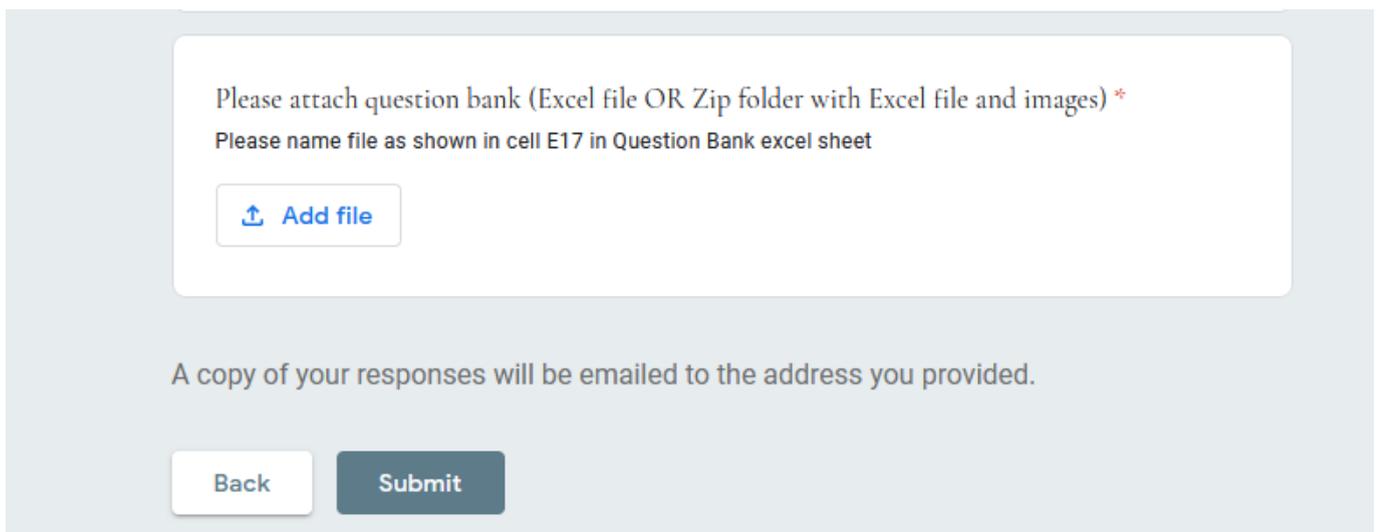
**AND**

**Copy paper details from Question Bank excel sheet cell E17 to ‘Paper Code and Paper Name’ in the Google form**



9. Google form fields – Kindly select the mediums of question bank and enter Number of total questions to be asked in paper and unit wise question count also. The total of unit wise count should match total number of questions to be asked.

10. Click on ‘Add File’ button and browse the question bank file from your computer to attach question bank file in Google form. After attaching the file click on Submit button.



Your question bank will get submitted in the Google folder.