Question Paper Creator

QUESTION PAPER CREATOR USER MANUAL

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Contents

❖ Introduction to Role & Login Process

The role of the Question Paper (QP) Creator on DigiProctor is to create questions papers and question banks for the examinations. This activity needs to be done well before the scheduled date of the test. Question papers must be double verified before confirming them to use for main test.
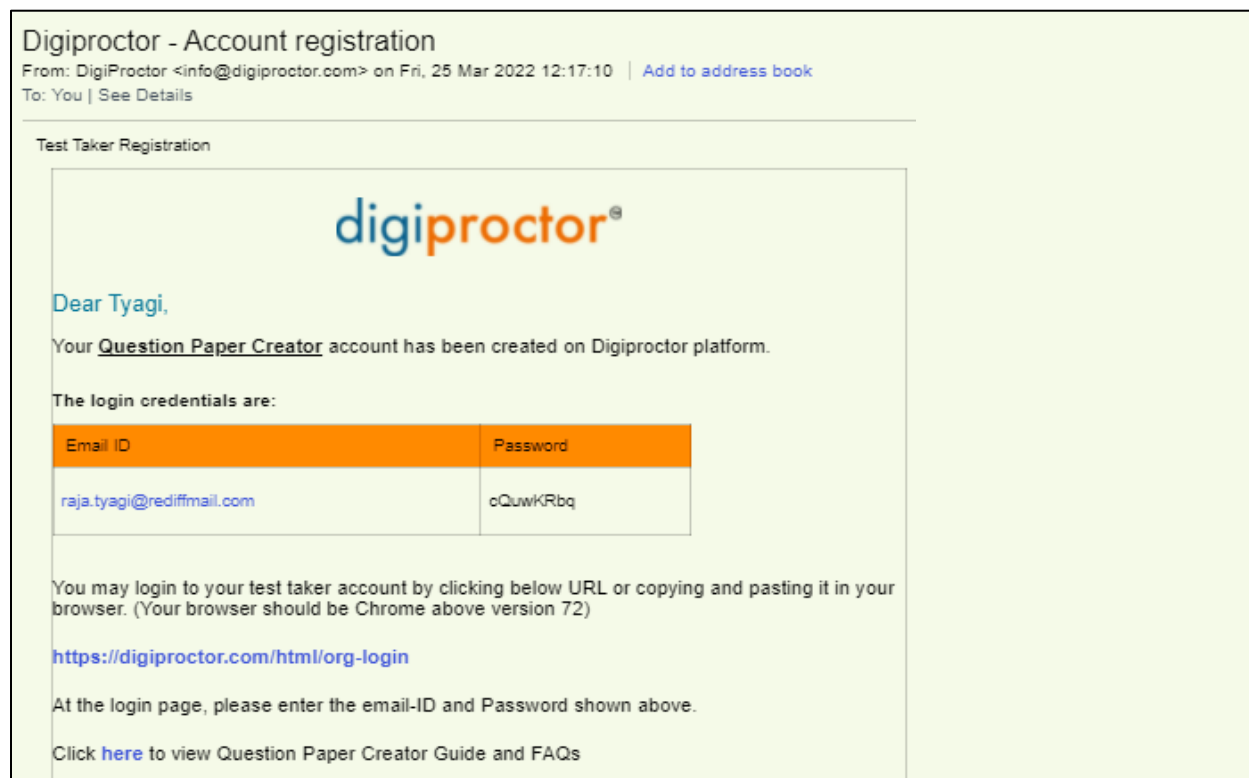
This user guide has all the critical activities that you need to do as a QP Creator. You will find some useful tips and video links for quick reference.

▶ VIDEO: Click to view the video of this process

💡 TIPS: Some useful tips

Question Paper Login Process:

QP Creator role is created by your organization's administrator. You will receive a mail from DigiProctor when you are assigned the role to create Question papers for the examinations. It will have your login credentials and a link to DigiProctor. (refer below image)

Digiproctor - Account registration
From: DigiProctor <info@digiproctor.com> on Fri, 25 Mar 2022 12:17:10   Add to address book
To: You | See Details

Test Taker Registration

digiproctor®

Dear Tyagi,

Your **Question Paper Creator** account has been created on Digiproctor platform.

The login credentials are:

Email ID	Password
raja.tyagi@rediffmail.com	cQuwKRbq

You may login to your test taker account by clicking below URL or copying and pasting it in your browser. (Your browser should be Chrome above version 72)

https://digiproctor.com/html/org-login

At the login page, please enter the email-ID and Password shown above.

Click here to view Question Paper Creator Guide and FAQs

- Open URL https://digiproctor.com/html/org-login in Google Chrome Browser of your Laptop/Desktop.

- At login, **choose the role as Question paper Creator** from the dropdown and enter your username and password. If this is validated, you will be asked to enter an OTP (which will be sent to your registered mobile number as well as e-mail ID)

- You can also activate Google Authenticator (GA) in your mobile devices for secure login (offline access in case you have trouble getting SMS/ Network).

TIPS: To ensure privacy of your account, it is highly recommended to change your password when you log in.

How to Map Google Authenticator:

- Please download Google Authenticator App from Play Store/App Store,

- Click on + icon and put the code (Shared by Admin) along with Name of organization to map yourself for OTP.

- After that no need to wait for OTP, just open Google Authenticator App anytime & 6 digit OTP always available to you QPC login.

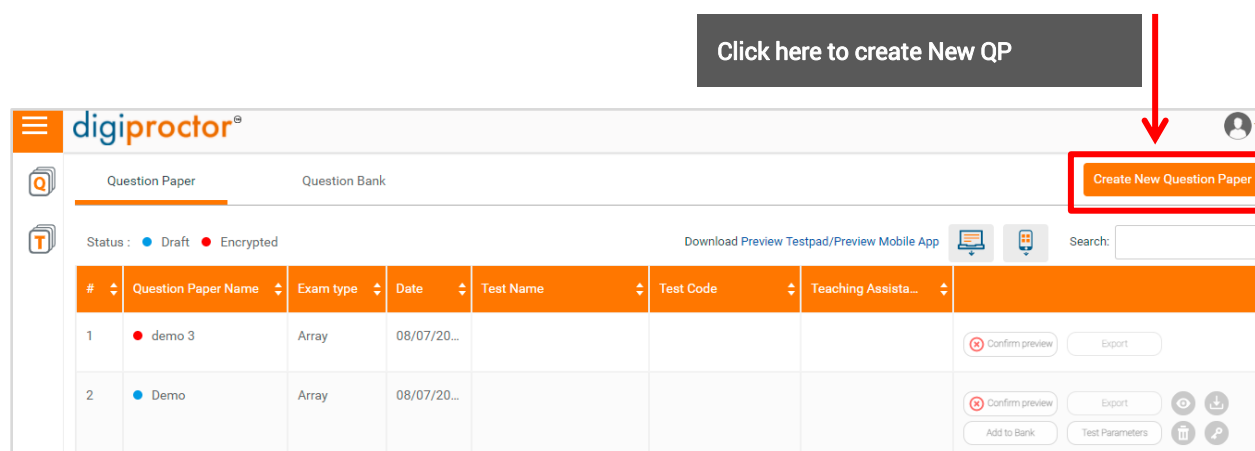Login to DigiProctor (using the credentials given in the mail)

TIPS: Don't forget to check your spam mail folder if you do not find the mail in your inbox.
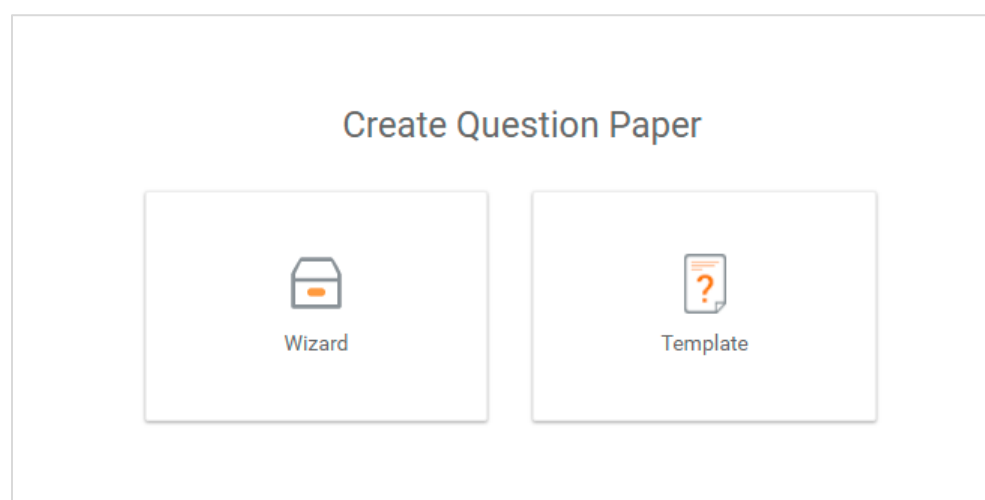
❖ How to Create Question paper

You will see your Question Paper Library. This will be empty if you are logging in for the first time.

Click on the **"Create New Question Paper**" button on the top right-hand corner. You will get a pop-up that will display <u>a list of all the tests you have been assigned (by the admin) to create question papers</u> for.
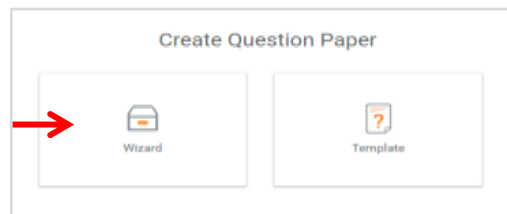
- Select the test for which you wish to create the question paper

- Select the mode you wish to use to create your question paper – Wizard or Template (excel)

1. **Using the Wizard to create questions for question papers**

    - Check: The Test Name (and Test Code) is displayed on the top.

    - Select Question Type – click on the drop-down menu

The question wizard display will change depending on the question type you have selected.

Let's try this now

▶ Different Question Type formats available on DigiProctor

Total Six Question Types are:

1. MCQ (multiple choice questions)

2. MRQ (multiple response questions)

3. TRUE/FALSE

4. Subjective

5. Likert

6. Question Group

- Start Adding your questions by selecting the question type

- Here you have selected MCQ (Multiple Choice Question) type of question

- Type the question and all the answer choices

- You can select only <u>one correct answer choice</u> for MCQ type question

- **Note**: For MRQ (Multiple Response Question) you can <u>select more than one answer choice(s)</u>

- Your correct answer choice is shown as ✓ selected.

- Add Marks (this is mandatory), also add Negative Marks (optional)

Few Important Points as mentioned above:

a. **Enter Question paper Name**: Here QPC must enter the name of the question paper

b.   **Title & URL**: Through this option QPC can add permitted URL as QP level & visible to test taker in all questions. By clicking on that URL, test taker will be re-directed to the external webpage/website

c.   **Type of Questions**: From here you must selected the type of question before entering the question. We have six types of questions support as of now list given in above.

d.   **Section Name**: you can add Section/Section Instructions/Section Timer (if any) to the question paper

e.   **Enter Question & Option**: It is the space provided to write/copy & paste your question & answers. For Except subjective questions do not forgot to add correct answers it will help in auto evaluation post exam.

f.   **Marks/-ve Marks**: It is the marking pattern for the question. You have to add correct positive marks & also add negative marking pattern (if any).

g.   **Difficulty Level**: QPC can select level (Low/Medium/High)of difficulty to question wise to make his QP more comprehensive & objective oriented.

h.   **Timer**: With the help of this option QPC can give specific time frame to solve the question. Once timer get over, test taker will auto moved to next question & cannot be moved back.

i.   **Equation Creator**: Through this option QPC can add mathematical/chemical equations to the questions

j.   **Upload**: Through this button QPC can upload image/PDF/Excel files to the question.

k.   **Add permitted URL**: With help of this option QPC can add permitted URL at question level, that will be visible to the mapped question only.

You have successfully created your first question. Let's add more questions to this question paper as per the requirement.

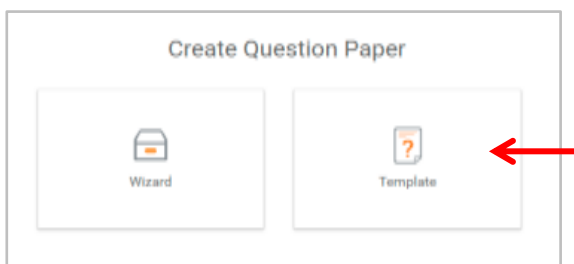**TIPS:** While uploading the PDF make sure it is not copy protected, if you want to

allowing Test Takers to copy the content from PDF during the test.

Click on "Add Next" Button and repeat the process

Click on **"Save Question Paper"** button after you have finished creating questions for this question paper

2. **Using Template (Excel) to create questions for question papers**

Click on the Template, after clicking on **"Create New Question Paper"** button

- Download **(Excel) Blank template** and unzip the file – SampleExcelTemplate.zip (Containing 2 files- Resource Folder & SampleExcelTemplate.xlsx

- Open the SampleExcelTemplate.xlsx file

- Follow the instruction given in Sheet 1 to create different question types

- Some fields are mandatory in the excel template (marked in light Red Color in Excel template). You will not be able to upload your question paper template into DigiProctor if you have not filled all the mandatory fields.

- Add questions and answer choices (if applicable)

- Media files are to be kept in Resource Folder as per instruction

- Add media file(s), refer instructions while adding media to Question (Check FAQ for more clarity)

- Click Upload **(Excel) Filled Zipped Template**

Upload your questions and answer choices using the excel template. Now view your questions in thewizard and view/ edit the respective media file(s).

Add Media File Through Wizard:

To attach any media file to your question or answer choices click on this icon in the QP wizard

▶ How can I add media – image, audio, video – to the questions?

INSERT EQUATIONS (Mathematical or Scientific Notations):

To insert mathematical or any scientific notations in your questions click on this icon to **Open the Editor**. You will get a tool to write math/science notations in the question wizard.

▶ Insert mathematical or any scientific notations in questions

Enhance your question by adding learning objectives and Solutions

- You can tag your questions with Learning Objectives like Subject, Topic, and Sub-Topic

- You can tag your questions with Blooms Cognitive domains like Recall, Understand, and Apply

- By default, each question is marked as Recall in the cognitive domain category

- You can conduct Formative Assessments by adding the solution to your questions

Enhance Your Questions by Clicking on the Check Box: Learning Objective and Solution

Learning Objective: We had implemented **Bloom Taxonomy** in DigiProctor Platform. Bloom's taxonomy is a set of three hierarchical models used for classification of educational learning objectives into levels of complexity and specificity. The three lists cover the learning objectives in cognitive, affective and psychomotor domains. The cognitive domain list has been the primary focus of most traditional education and is frequently used to structure curriculum learning objectives, assessments and activities. We can bifurcate question in three categories Recall, Understand & Apply; it can help helps assessors to

- Plan and deliver appropriate instruction
- Design valid assessment tasks and strategies
- Ensure that instruction and assessment are aligned with the objectives

Solutions: While preparing QP, question paper setter can mention the solutions for the questions. It will at the time of declaration of results, these solutions will be visible to candidates with his result status.

▶ [Enhance questions by tagging them with Learning Objectives, Bloom's Cognitive domains andadd Solutions](#) (for formative assessments)

❖ How to edit the question content or re-ordering of questions
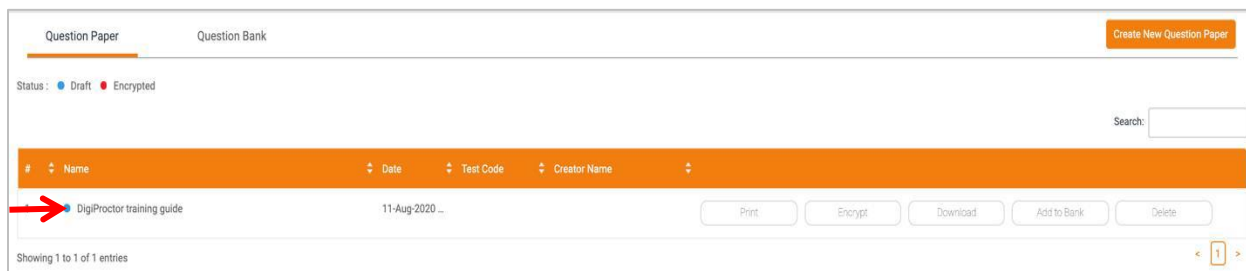
The question paper you just upload is visible in your Question Paper library (DigiProctor training guide) Click on the Question Paper Name to view the question paper you created.

Edit your Questions

A list of all the questions will be displayed. The question paper summary also displays the question type and marks for each question.

Click on the **"pen" icon to edit the question and** if you want to **delete any question click on "bin" icon**

Click on the question you want to view or edit
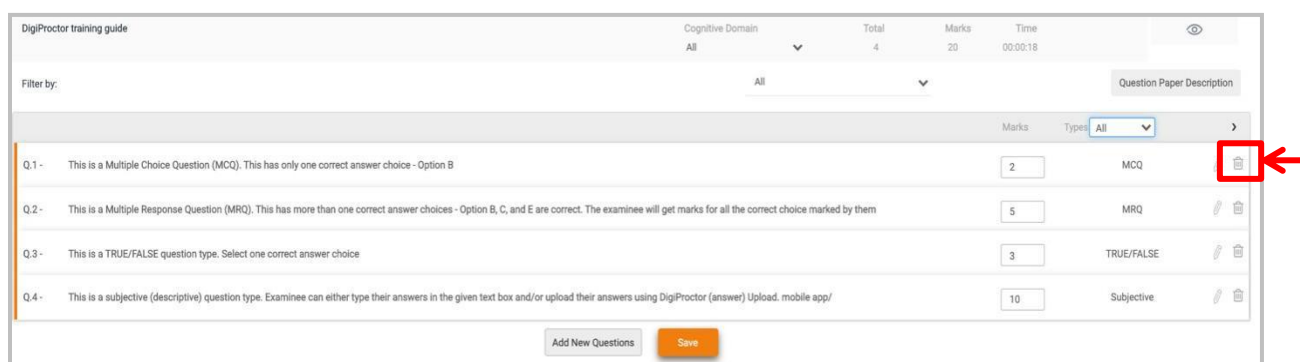
- The question will display all the answer choices (with correct answer choices marked by you)

- You can edit the question and answers, marks awarded. You can delete the question too

- You may also have an option to **Add New Questions** to this question paper
- You must **Save** the question paper once you have finished

Your question paper library has the revised (edited) version of the Question Paper.

Reordering your questions:

If you want to re-order/re-sequencing of the questions as per your requirement, just grad & drop the question to required place to change the order of question. It will change the order of question. (Refer below Screenshot)

❖ How to create Question Bank:

Go to the QP dashboard and select **Question Banks** followed by **Create Question Bank** on the right-hand side.
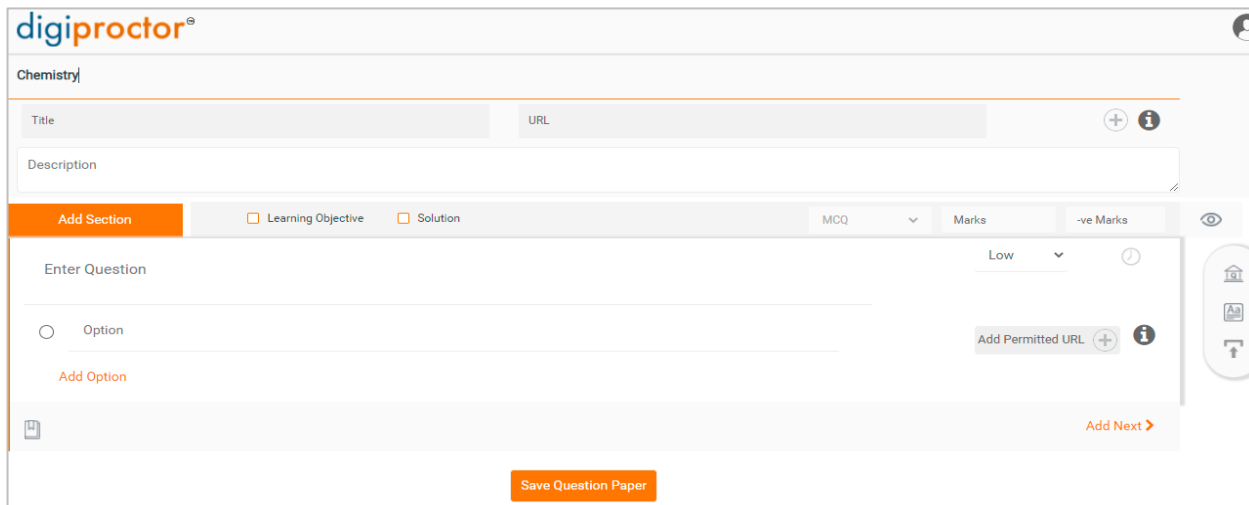
Click on the question bank on right hand side of your screen. Give Question Bank Name & start entering the Questions & click on next to enter next question. Once all questions are entered click on **Save Question Bank** option to save the Question Bank to your Account.
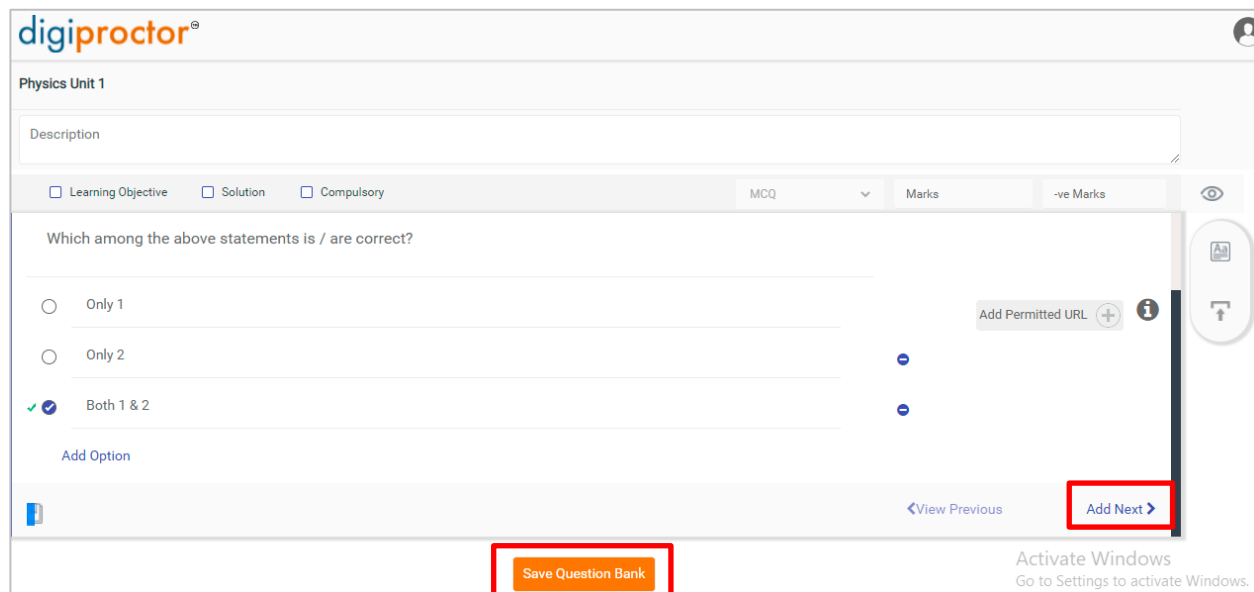
How to create question paper with help of Existing Question Bank:

- Login to your QPC Account → Select Create Through Wizard → Enter Name of QP → click on Question Bank icon 🏛 available in right side of screen to Import questions from existing Question Bank/s:

- Select Private or Public Question bank as per your requirement and select a Question Bank from which you need to import questions to your question paper

- Select the questions which you want to move to Question Bank and click on Export to move them to bank.
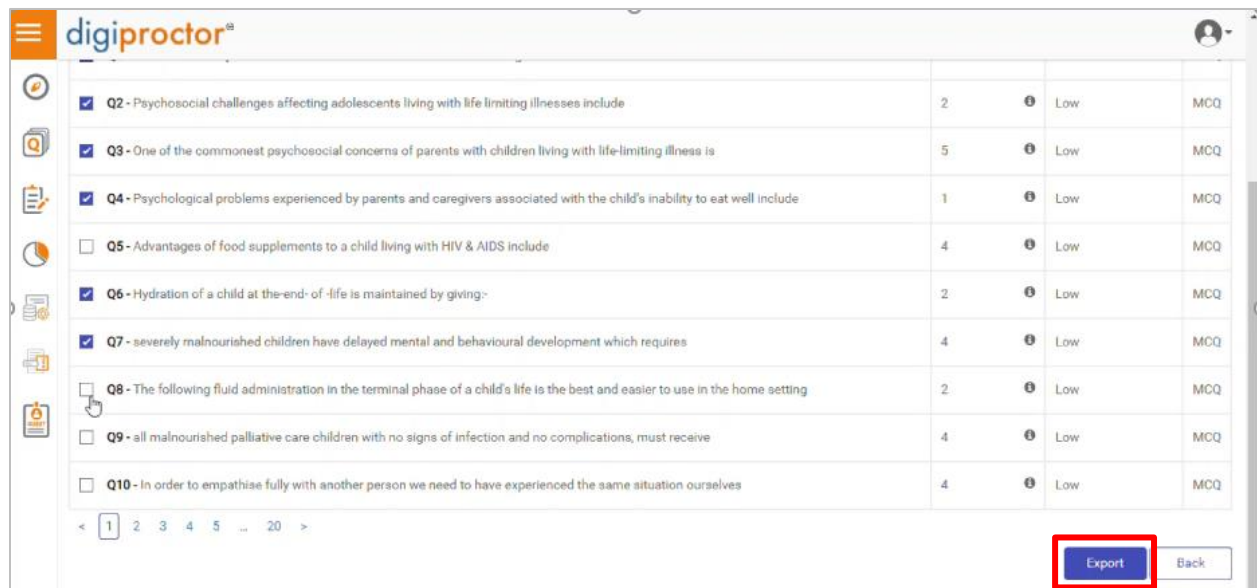
- Verify the number of questions you have exported are visible here or not and click on save.
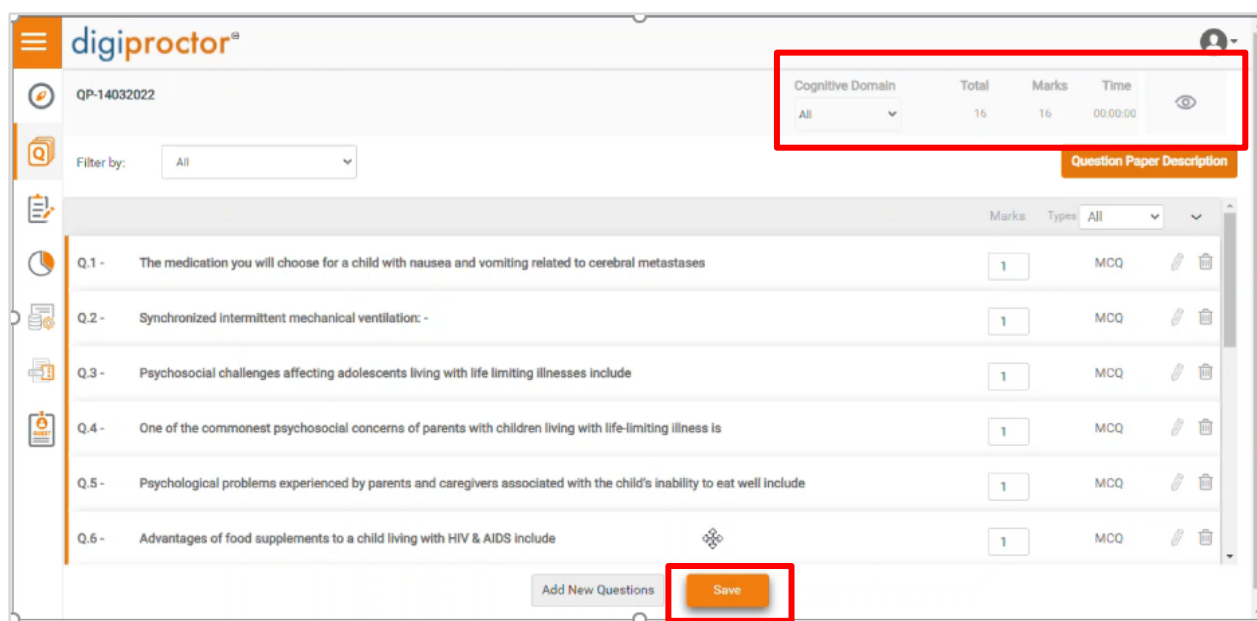
How to add existing QP in to Question Bank (before encryption):

In the QP dashboard clink on "**Add to Bank**" option to proceed with adding in QP bank of a particular QP (in draft format).

Select the numbers of questions you want to add to your Question Bank and click on "send to question bank"

Select either any existing bank or new question bank (as per requirement) to add the questions to Bank.

After selecting the QP Bank details and click on OK for adding the questions to Bank.

❖ Preview Your QP

▶ [PREVIEW YOUR QP](#)

DigiProctor enables you to view your Question Paper in different modes. As mentioned in below screen,

Digiproctor allow you various options to preview your test:

Option 1: Click on **Preview** Button to see a preview of your Question Paper.

You see the **Eye icon** 👁 your Question Paper. Scroll down to view all the questions

Click on again the **Eye button** 👁 to see the complete preview of the QP with the correct answers andanswer choices marked and media files uploaded by you. Scroll down and review the questions and the answers.

After you have reviewed all your question paper, click on the **Back arrow** to return to your QP library.

Option 2: Download & install **Preview Testpad** to see the test taker's view. After installation, click on **Key Icon** 🔑 to get Key to preview the QP in Preview Testpad. Use the navigation tool on the right to checkif all the questions and the text, images, and equations associated with them have been rendered correctly.

Downloading of PDF & Excel File of QP before encryption:

Once you have previewed the QP & found everything is Ok, and then final steps before encryption are downloading the PDF & Excel file of QP.

Steps to download PDF: Click on **Eye** button on right side of QP & Scroll down to view all the questions then again click on **eye** button to get answers & then click on **print** button to save PDF file in local storage for future storage.

Steps to download Excel: Click on **Download** button on right side of QP → Download as Excel → Normal Download → Click on OK to download. A Zip will get downloaded to local storage.

You must view your question paper in 'Preview Test Pad' to make sure that the text, media files andequations have been rendered correctly.

Confirmation of Test Paper:

Once you are satisfied with the QP that you had prepared, you must have to click on confirm preview button **Confirm preview** once you click on it your QP will be visible to staff account & can be used for examination.

❖ FAQs

➢ **How many types of questions can I create on DigiProctor? Can I have sections in my QP?**

You can create six different question formats in DigiProctor – MCQ/MRQ/True-False/ Subjective, Likert and Group Question. When you select the question type from the drop-down menu, the display of the wizard will change accordingly

▶ [How Question Paper Creators create Question Group using the QP wizard?](#)

▶ [How Question Paper creators add sections in their question papers?](#)

➢ **How can I edit my question paper?**

Regardless of which mode you have used to create your QP, you can click on the Name of your Question Paper in your QP library to view the list of questions created. This will also display the question type and marks associated with each question. You can now Edit or Delete any question.

➢ **How to Add Sections and Section parameters?**

To add sections in QP, Click on Add Section Button → Input Section Name, Instruction & Time (Optional). Once new section is crated start entering the questions.

➢ **How to add Medias (PDF/Image) to QP while using excel Template?**

Media / File attachment can be done by adding the tag <m>file name.ext</m> at the end of question   description. Multiple Media / File attachments can be done by adding multiple <m>file name.ext</m> tags at the end of question description. The files to be added in the folder named as Resource as per same naming caption used in question. You can attach up to 5 files at a question paper level.

Media / File Attachments to a question - supported formats:

Image: jpg, jpeg and png

Video files: mp4,webm

Audio Files: mp3,m4a

PDF Files: pdf

Excel Files: xlsx

➢ **Why is my question paper in an encrypted mode?**

The COE/admin of your institute is authorized to encrypt your question papers. It is advised that

Question papers are always kept in an encrypted mode. The name of your QP will be prefixed with a 'red' dot - this indicates that its encrypted and you can no longer edit, view or delete it.

➢ **Can I delete question paper from my QP library?**

You can delete the question paper from your library if it's in a draft mode. Once the COE/Adminencrypts your QP, you can no longer delete it. The name of the QP will be prefixed with a 'red' dot.

If you don't find your (encrypted) question paper in your library, then it has been deleted by youradmin. COE/Admin has access to all the question papers created by QP Creators and may delete the question paper after the test is over.

➢ **Can I add instructions section wise in each section?**

Yes you can, when you select the section while creating the question paper, you get the option to add instructions for each section separately.