

QUESTION PAPER CREATOR USER MANUAL

Role: Question Paper Creator/ Administrator




The role of the Question Paper (QP) Creator on DigiProctor is to create questions and questions papers for the examinations. This activity needs to be done before the scheduled date of the 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](#)

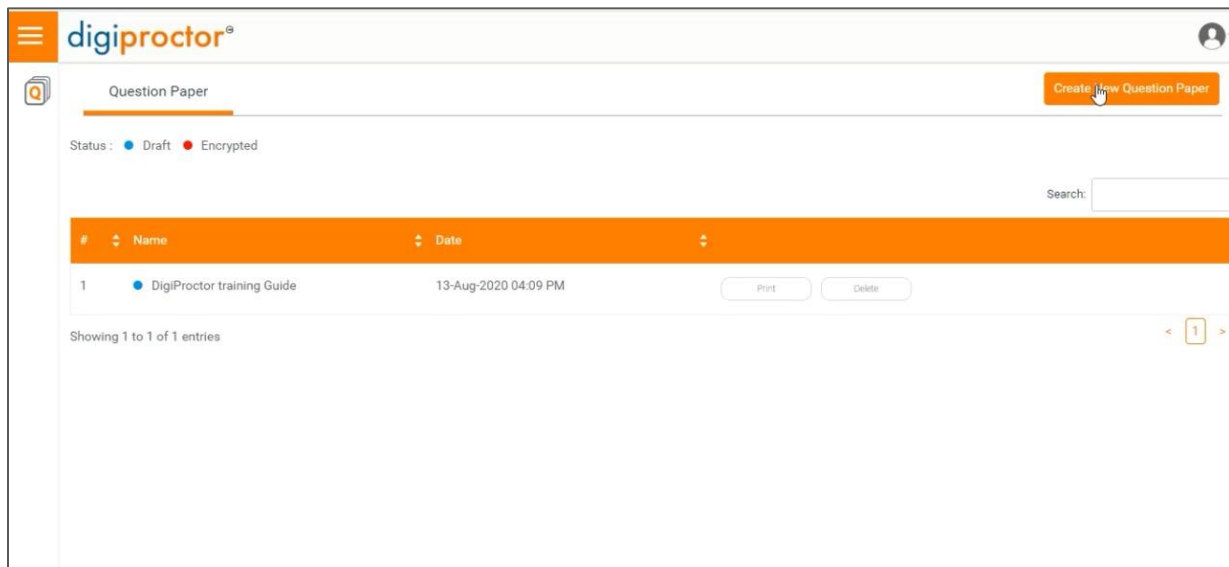
 **TIPS:** [Some useful tips](#)

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.

 [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.

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 a list of all the tests you have been assigned (by the admin) to create question papers 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)

Using the Wizard to create questions for question papers

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

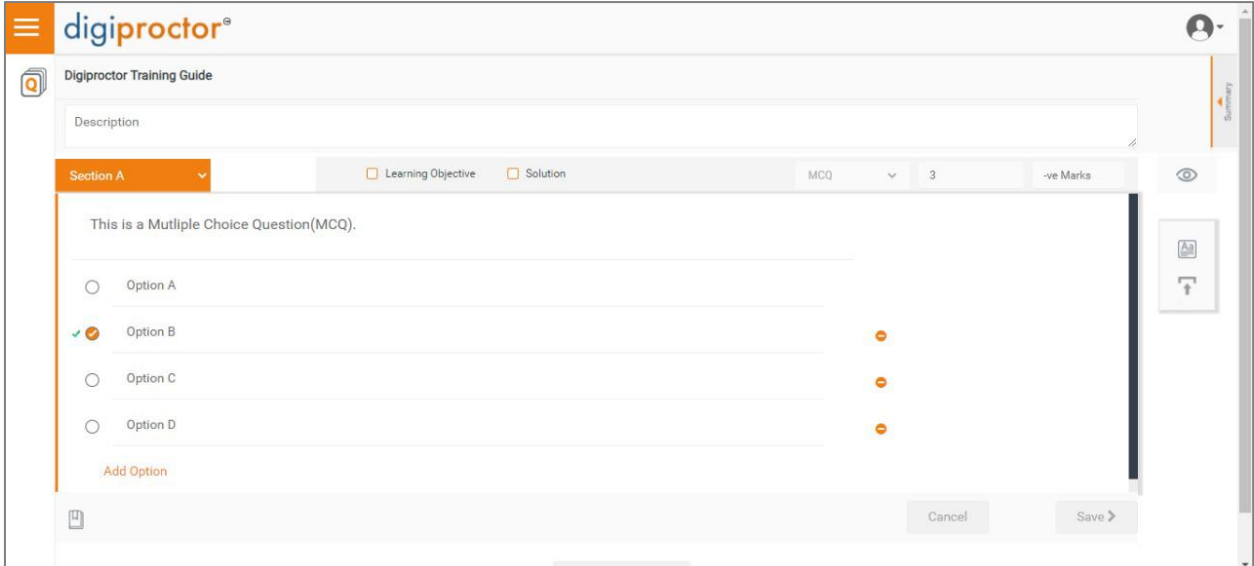
- Select Question Type – click on the drop-down menu
- The question wizard display will change depending on the question type you have selected.

Let's try this now

The **Five Question Types** are: MCQ (multiple choice questions) MRQ (multiple response questions); TRUE/FALSE; Subjective, and Question Group.

[Different Question Type formats available on DigiProctor](#)

- 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 one correct answer choice for MCQ type question
- Note: For MRQ (Multiple Response Question) you can select more than one answer choice(s)
- Your correct answer choice is shown as ✓ selected.
- Add Marks (this is mandatory)

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


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


Using Template to create questions for question papers

Click on the Template

- Download (**Excel**) **Blank template** and unzip the file – SampleExcelTemplate.zip
- 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. 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)
- Add media file(s)
- Click Upload (**Excel**) **Filled Template**


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

ADD MEDIA FILE:

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 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 CheckBox: Learning Objective and Solution

How many types of questions can I create in DigiProctor?

5 different question types

MCQ and MRQ only

Subjective questions only

Objective questions only

Add Option

DigiProctor enables you to tag your questions with learning objectives and Blooms Cognitive domains. You can add a solution for Formative Assessments

Link Here....

Subject Topic Sub-Topic

Recall
Understand
✓ Apply

Save Question Paper

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

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.

Question Paper Question Bank Create New Question Paper

Status: Draft Encrypted

Search:

#	Name	Date	Test Code	Creator Name
1	DigiProctor training guide	11-Aug-2020...		

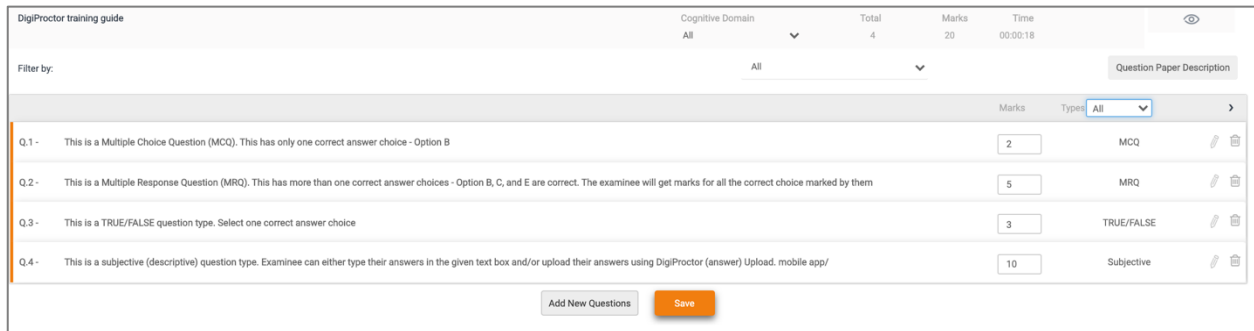
Showing 1 to 1 of 1 entries

Print Encrypt Download Add to Bank Delete

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.

EDIT YOUR QUESTIONS

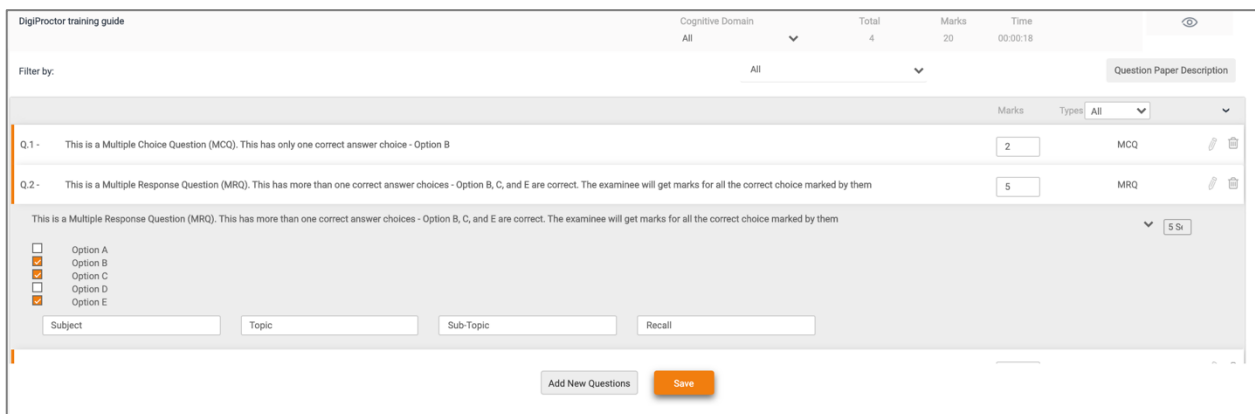


Filter by:	Cognitive Domain	Total	Marks	Time	Question Paper Description
	All	4	20	00:00:18	
					Question Paper Description
					Question Paper Description
					Question Paper Description
					Question Paper Description

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 like to **Add New Questions** to this question paper
- You must **Save** the question paper once you have finished editing

I just clicked on Question 2 to make some edits.



Filter by:	Cognitive Domain	Total	Marks	Time	Question Paper Description
	All	4	20	00:00:18	
					Question Paper Description
					Question Paper Description
					Question Paper Description
					Question Paper Description

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



DigiProctor enables you to view your Question Paper in different modes.

Click on **Preview** Button to see a preview of your Question Paper library.

- You see the **Print Preview** of your Question Paper. Scroll down to view all the questions
- Click on **TestPad View** to see the test taker's view. Use the navigation tool on the right to check if all the questions and the text, images, and equations associated with them have been rendered correctly.
- Click on the **Eye button** to see the complete preview of the QP with the correct answers and answer choices marked 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.



You must view your question paper in the 'TestPad' view to make sure that the text, media files and equations have been rendered correctly.

FAQs

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

You can create Five different question formats in DigiProctor – MCQ/MRQ/True-False/ Subjective 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.

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/Admin encrypts 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 your admin. COE/Admin has access to all the question papers created by QP Creators and may delete the question paper after the test is over.