YouTestMe

GetCertified

Pool Questions Excel Upload

IFSE

A guide on how to import questions via Excel template

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1   Basic Information

YouTestMe Get Certified allows users to import questions into the desired question pool quickly and efficiently using a predefined YTM Excel format.

Excel template consists of three sheets:

Sheet 1: Questions – On this sheet, it is necessary to enter all data for the questions being imported into the selected pool.
Note: Hotspot, Matrix, and Branching questions are not supported.

Sheet 2: Answers – On this sheet, it is necessary to enter all possible answers offered for the questions in sheet 1.

Sheet 3: A legend with predetermined codes explained.

1.1 Sheet 1: Questions

The data that needs to be entered to import questions are shown and explained below.

Name	Description	The type of input	The default value for empty optional fields
Question ID*	A unique number that identifies the question and is used to link the answers to the questions. ***IFSE question ID should be entered in this column.**	Type a numeric value	/
Question text*	Question text	Type the text	/
Question type*	Use the predetermined code to select the question type	Select from a list	/
Duration	Express the time in seconds to time limit the question answering. This time limit is used only if the test duration option is set to "Time per question."	Type a numeric value	00:00:00
Difficulty code	Use the predetermined code to set the question difficulty that can later be used when generating different versions of the test.	Select from a list	Medium
Points	Set the number of points each question carries - must be greater than zero.	Type a numeric value	1
Frequency factor	Define how likely it is for the question to appear in a generated test.	Select from a list	Normal
Penalty	Set the number of negative points for incorrect answers.	Type a numeric value	0
External ID	External ID is an optional unique identifier of the question. Typically it is used to reference questions from external systems in the integrations. Since the YouTestMe assigns internal IDs to questions, this field is useful when the questions are migrated from an external system to preserve IDs already assigned in that system.***IFSE question ID should be entered in this column.**	Type the text	/
Data Source	Name of the source external system of the question. ***Recommended value for the IFSE questions is IFSE.**	Type the text	/

Tags	Insert certain question tags that you will be able to use later to make them easier to find.	Type the text (separate with a comma)	/

*NOTE: For the IFSE use-case scenario, since questions have IDs already and YouTestMe generated IDs will not be used, the IFSE question ID should be entered in both the Question ID and External ID column. For the Data Source recommended value is IFSE.

1.2 Sheet 2: Answers

The data that needs to be entered to import answers are shown and explained below.

Name	Description	The type of input
Question ID*	Enter an ID that links answers to the question. If the question has multiple answers offered, you should enter the same ID in more fields.	Type a numeric value
Answer text*	Answer text	Type the text
Answer ordinal number*	Determine the order of the answer	Type a numeric value
Correct Answer*	Set whether the answer is correct or incorrect. The field's value could vary depending on the question type.	Select from a list
Answer Feedback	Answer feedback is configurable only for single choice, multiple choice and true/false question types.	Type the text

2   Filled Template and Test-taking preview

2.1   Single choice (Question type = SNC)

Multiple answers are displayed, but users can select only one.

2.1.1   Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)	Tags
1	How many milligrams are there in one gram?	SNC	120	DEA	2	OFTEN	1	123	YTM	maths
2	The word "Ketchup" comes from which language?	SNC	240	DEA	10	RARELY	3	234	YTM	word, choose, random
3	What's the name of the planet we live on?	SNC	180	DEA	3	NORMAL	1	55556	YTM	planet, astronomy

2.1.2   Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Answer Feedback
1	10	1	N	
1	1000	2	Y	French gramme was taken from the Late Latin term gramma.
1	100	3	N	
1	50	4	N	
2	Italian	1	N	
2	Chinese	2	N	
2	France	3	Y	The word entered the English language in Britain during the late 17th century.
2	German	4	N	
3	Earth	1	Y	Earth is the third planet from the Sun.
3	Mars	2	N	
3	Uranus	3	N	

Correct Answer: This question type can have only one answer with Y value, while all others have N value.

2.1.3   Test-taking

How many milligrams are there in one gram?

Select one correct answer from the list

1. 10   ○

2. 1000   ◉

3. 100   ○

4. 50   ○

2.2   Multiple choice (Question type = MLC)

Users can mark one or multiple answers as correct.

2.2.1   Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)	Tags
1	Which of these are considered as workdays?	MLC	120	DEA	2	OFTEN	1	123	YTM	days, week
2	A caterillar may transform into a (select multiple)	MLC	240	DEA	10	RARELY	3	234	YTM	bugs, animals
3	Select fruits which are enriched with vitamin C.	MLC	180	DEA	3	NORMAL	1	55556	YTM	planet, astronomy

2.2.2   Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Answer Feedback
1	Happy day	1	N	
1	Monday	2	Y	Monday is the day of the week between Sunday and Tuesday.
1	Friday	3	Y	Friday is the fifth and final day of the working week.
1	No day	4	N	
2	Butterfly	1	Y	
2	Bee	2	N	
2	Moth	3	Y	
2	Snail	4	N	
3	Lemon	1	Y	The lemon is a species of small evergreen tree in the flowering plant family Rutaceae, native to South Asia, primarily Northeast India.
3	Banana	2	N	
3	Kiwi	3	Y	

Correct Answer: This question type can have multiple answers with both Y and N values.

2.2.3   Test-taking

Which of these are considered as workdays?

Select all that apply

1. Happy day   ☐

2. Monday   ☑

3. Friday   ☑

4. No day   ☐

2.3 True or false (Question type = TFC)

Users have to mark the sentence as "true" or "false."

2.3.1 Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)	Tags
1	Sirius is the brightest star in the Earth's night sky.	TFC	120	DEA	2	OFTEN	1	123	YTM	planet, astronomy
2	Uranus has 25 moons that we know of.	TFC	240	DEA	10	RARELY	3	234	YTM	planet, astronomy
3	The biggest island in the world is New Guinea.	TFC	180	DEA	3	NORMAL	1	55556	YTM	planet,

2.3.2 Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Answer Feedback
1	TRU	1	Y	
1	FLS	2	N	That is not correct answer.
2	TRU	1	N	That is not correct answer.
2	FLS	2	Y	
3	TRU	1	N	That is not correct answer.
3	FLS	2	Y	

Correct Answer: This question type can have only one answer with Y value, and one with N value.

2.3.3 Test-taking

The biggest island in the world is New Guinea.

Decide whether the following sentence is true or false

1. True

2. False

2.4   Matching (Question type = MHC)

Users pair objects/text on the left with the objects/text on the right side.

2.4.1   Sheet 1: Question

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)	Tags
1	Match the cities on the left side to the countries on the right.	MCH	120	DEA	2	OFTEN	1	123	YTM	match, city
2	Match the following.	MCH	240	DEA	10	RARELY	3	234	YTM	match

2.4.2   Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer
1	Dublin	1	Y
1	Ireland	1	N
1	Belgrade	2	Y
1	Serbia	2	N
1	Moscow	3	Y
1	Russia	3	N
2	Snow	1	Y
2	White	1	N
2	Leaf	2	Y
2	Green	2	N
2	Sky	3	Y
2	Blue	3	N

Answer Ordinal Number: Answer ordinal number is used to connect the statements on the left with the statements on the right that form the correct combination.

Correct answer: To form two sets of answers that should be matched, statements on the left side should have N value and those on the right side Y value.

2.4.3   Test-taking

2.5 Ordering (Question type = ORD)

Users need to rearrange answers into the correct order.

2.5.1 Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)	Tags
1	Order the given planets, starting by the smallest.	ORD	120	DEA	2	OFTEN	1	123	YTM	planet, astronomy
2	Order the rivers, starting by the longest.	ORD	240	DEA	10	RARELY	3	234	YTM	world

2.5.2 Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer
1	Mercury	1	Y
1	Mars	2	Y
1	Uranus	3	Y
1	Saturn	4	Y
2	Amazon	1	N
2	Volga	2	N
2	Danube	3	N

Correct answer: Although this question type does not have correct or incorrect answers, each statement must have a Y or N value in this field for the system to process it successfully.

2.5.3 Test-taking

2.6 Fill in the blank (Question type = FBL)

Users need to fill in the missing parts of sentences.

2.6.1 Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)	Tags
1	Fill in the blanks	FBL	120	DEA	2	OFTEN	1	123	YTM	blanks
2	Fill in the blanks	FBL	240	DEA	10	RARELY	3	234	YTM	blanks
3	Fill in the blanks	FBL	180	DEA	3	NORMAL	1	55556	YTM	blanks

2.6.2 Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer
1	The Milky Way is the	1	N
1	galaxy	2	N
1	that containg our Solar System.	3	N
2	Tigers are natice to the	1	N
2	Asian	2	N
2	continent.	3	N
3	The first man who reached the South Pole was	1	N
3	Roald Amudsen	2	N
3	.	3	N

Correct Answer: Although this question type does not have correct or incorrect answers, each statement must have a Y or N value in this field for the system to process it successfully.

2.6.3 Test-taking

2.7 Essay (Question type = ESY)

Users have to type an essay answer in a text box.

2.7.1 Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)	Tags
1	Describe the process of how the universe came to be.	ESY	120	DEA	2	OFTEN	1	123	YTM	esy, astronomy
2	Write an essay about the Sahara desert.	ESY	240	DEA	10	RARELY	3	234	YTM	esy
3	Write something about Pythagoras Theorem.	ESY	180	DEA	3	NORMAL	1	55556	YTM	esy, maths

2.7.2 Sheet 2: Answers

No data should be entered in this table for this question type since the answer is open-ended.

2.7.3 Test-taking

Write an essay about the Sahara desert.

Elaborate on your answer

| B | I | U | S | A | A | X₂ | X² | H₁ | H₂ | " | </> | ≣ | ≣ | ≣ | ≣ | ▸¶ | ≡ | & | T̶ₓ |

The Sahara is a desert located on the African continent. With an area of 9,200,000 square kilometres, it is the largest hot desert in the world and the third largest desert overall, smaller only than the deserts of Antarctica and the Arctic. The name 'Sahara' is derived from the Arabic word for "desert", ṣaḥra.

2.8 Open (Question type = OPQ)

Blank spaces need to be filled in with the correct answer.

2.8.1 Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)	Tags
1	The capital of Japan is	OPQ	120	DEA	2	OFTEN	1	123	YTM	city
2	The largest planet in the Solar System is	OPQ	240	DEA	10	NORMAL	3	234	YTM	astronomy
3	The smallest bird is	OPQ	180	DEA	3	ALWAYS	1	55556	YTM	animals

2.8.2 Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer
1	Tokyo	1	Y
2	Jupiter	1	Y
3	Bee hummingbird	1	Y

Correct Answer: There is only one answer per question, and it should have a value Y.

2.8.3 Test-taking

The smallest bird is

Write down your answer

Bee hummingbird