YouTestMe

GetCertified

Pool Questions Excel Upload

Table of Contents

1 Basic Information

YouTestMe GetCertified 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 can not be imported using the Excel template.

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

Sheet 3: "Legend" –This sheet is a user guide that defines the predetermined codes.

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.	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	00:02:00
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	0
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
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)	
Categories	Insert question categories for test generators and their appropriate values. See this chapter for details.	Text in format: <QuestinonCategory>: <QuestionValue1>, <QuestionValue2>...;	

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 Examples of the 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

	A	B	C	D	E	F	G	H	I	J	K
1	Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID	Data Source (Optional)	Tags (Optional)
2	1002	How many otoliths in the inner ear?	SNC	120	DME	2	NORMAL	2		YTM	Otoliths

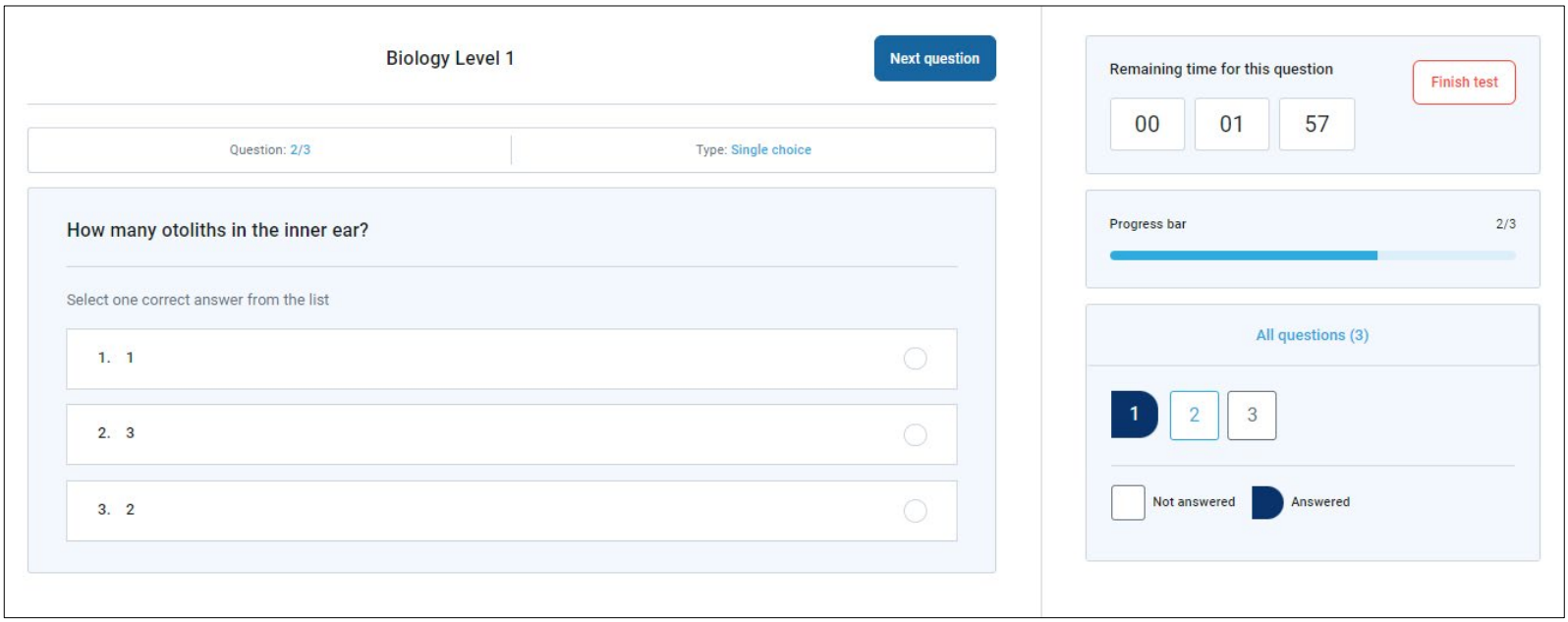
Note: If you want to assign categories to the question, please see this chapter.

2.1.2 Sheet 2: Answers

	A	B	C	D
1	Question ID	Answer Text	Answer Ordinal Number	Correct Answer
2	1002	1	1	N
3	1002	2	2	N
4	1002	3	3	Y

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

2.1.3 Test-taking



2.2 Multiple choice (Question type = MLC)

Users can mark one or multiple answers as correct.

2.2.1 Sheet 1: Questions

	A	B	C	D	E	F	G	H	I	J	K
1	Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID (Optional)	Data Source (Optional)	Tags (Optional)
2	2003	Choose the fishs that are characterized by a c	MLC	120	DME	2	NORMAL	2		YTM	Cartilaginous

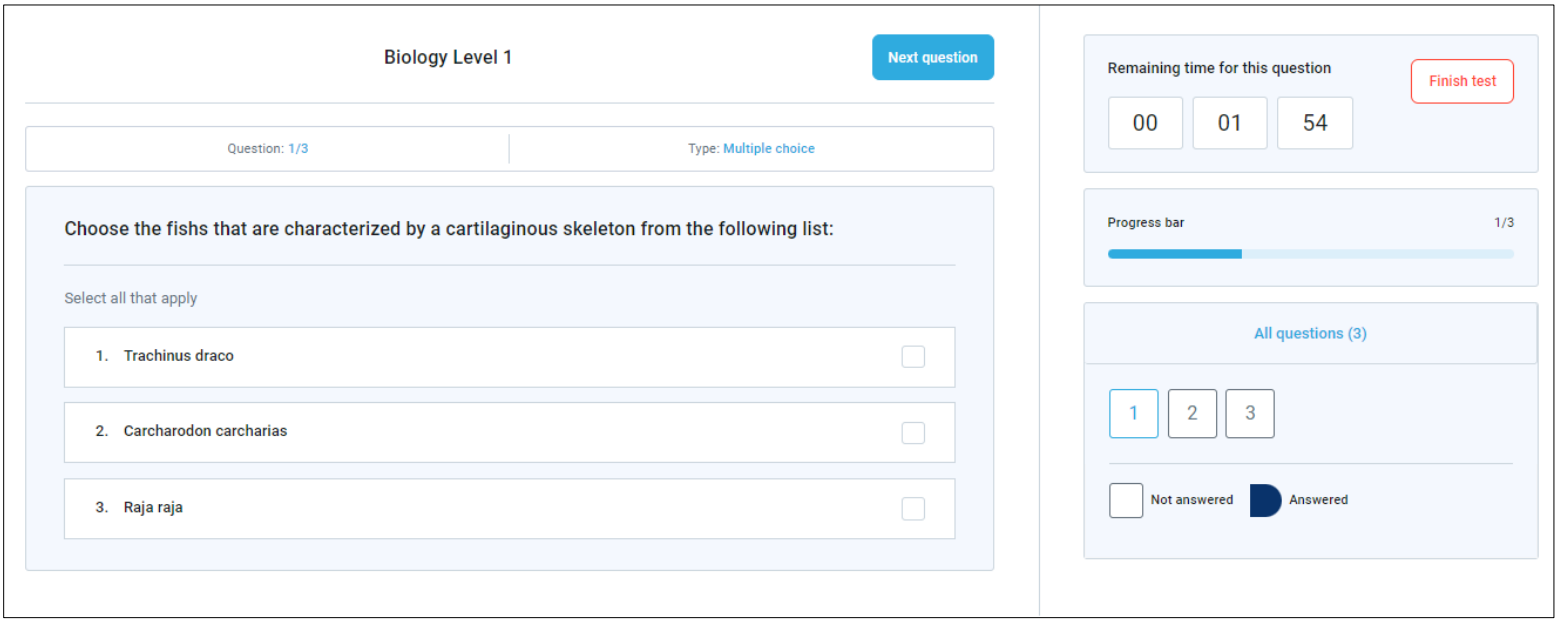
Note: If you want to assign categories to the question, please see this chapter.

2.2.2 Sheet 2: Answers

	A	B	C	D
1	Question ID	Answer Text	Answer Ordinal Number	Correct Answer
2	2003	Carcharodon carcharias	1	Y
3	2003	Raja raja	2	Y
4	2003	Trachinus draco	3	N

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

2.2.3 Test-taking



2.3 True or false (Question type = TFC)

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

2.3.1 Sheet 1: Questions

	A	B	C	D	E	F	G	H	I	J	K
1	Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID	Data Source (Optional)	Tags (Optional)
2	3013	Deoxyribonucleic acid is a polymer composed of two polynucleotide chains.	TFC	60	DME	2	NORMAL	2		YTM	DNA

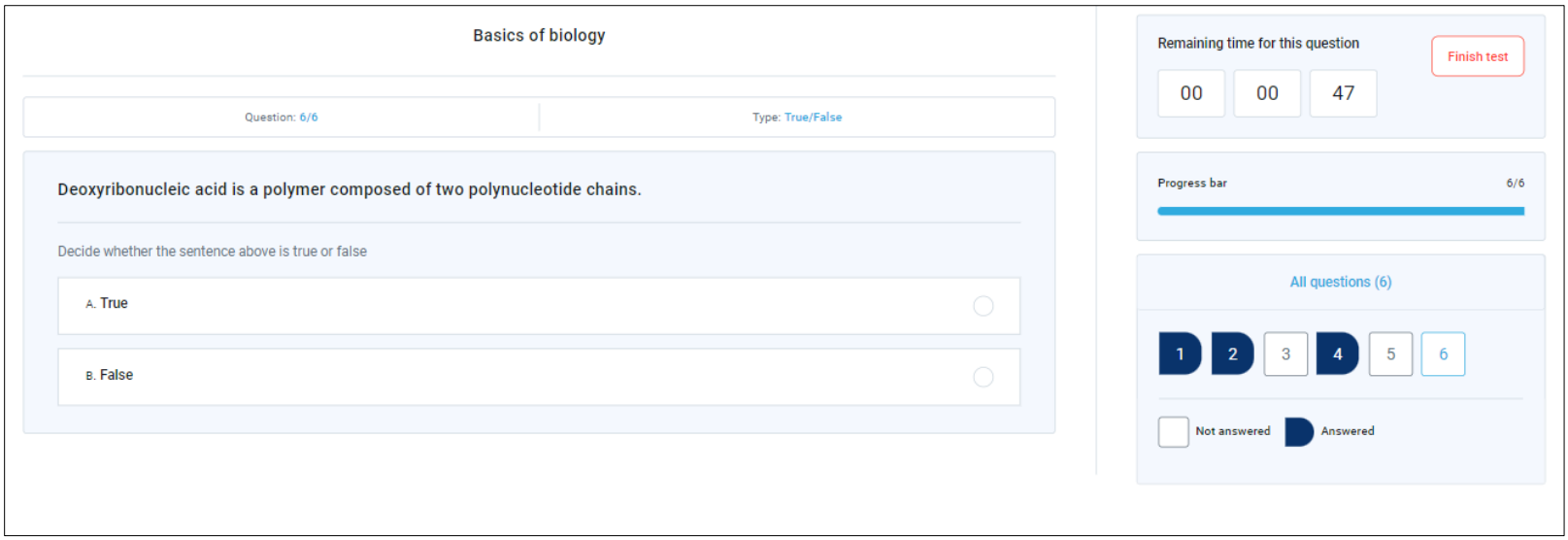
Note: If you want to assign categories to the question, please see this chapter.

2.3.2 Sheet 2: Answers

	A	B	C	D	E
1	Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Answer Feedback
2	3013	TRU	1	Y	
3	3013	FLS	2	N	

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

2.3.3 Test-taking



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

	A	B	C	D	E	F	G	H	I	J	K
1	Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID	Data Source (Optional)	Tags (Optional)
2	3018	Match animals on the right side with there correct scientific names:	MCH	120	DEA	4	NORMAL	4		YTM	Botanic

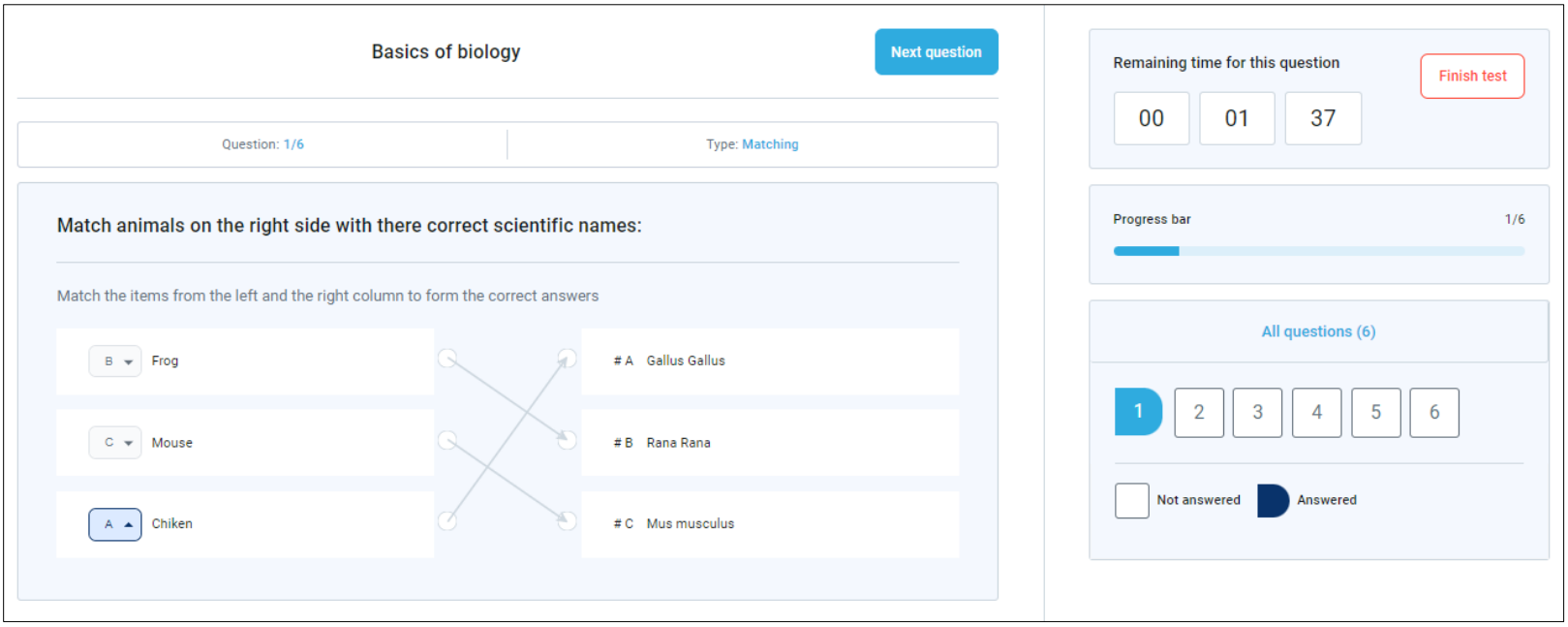
Note: If you want to assign categories to the question, please see this chapter.

2.4.2 Sheet 2: Answers

	A	B	C	D	E
1	Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Answer Feedback
2	3018	Chiken	1	N	
3	3018	Gallus Gallus	1	Y	
4	3018	Frog	2	N	
5	3018	Rana Rana	2	Y	
6	3018	Mouse	3	N	
7	3018	Mus musculus	3	Y	

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

	A	B	C	D	E	F	G	H	I	J	K
1	Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID	Data Source (Optional)	Tags (Optional)
2	3018	Match animals on the right side with there correct scientific names:	MCH	120	DEA	4	NORMAL	4		YTM	Botanic

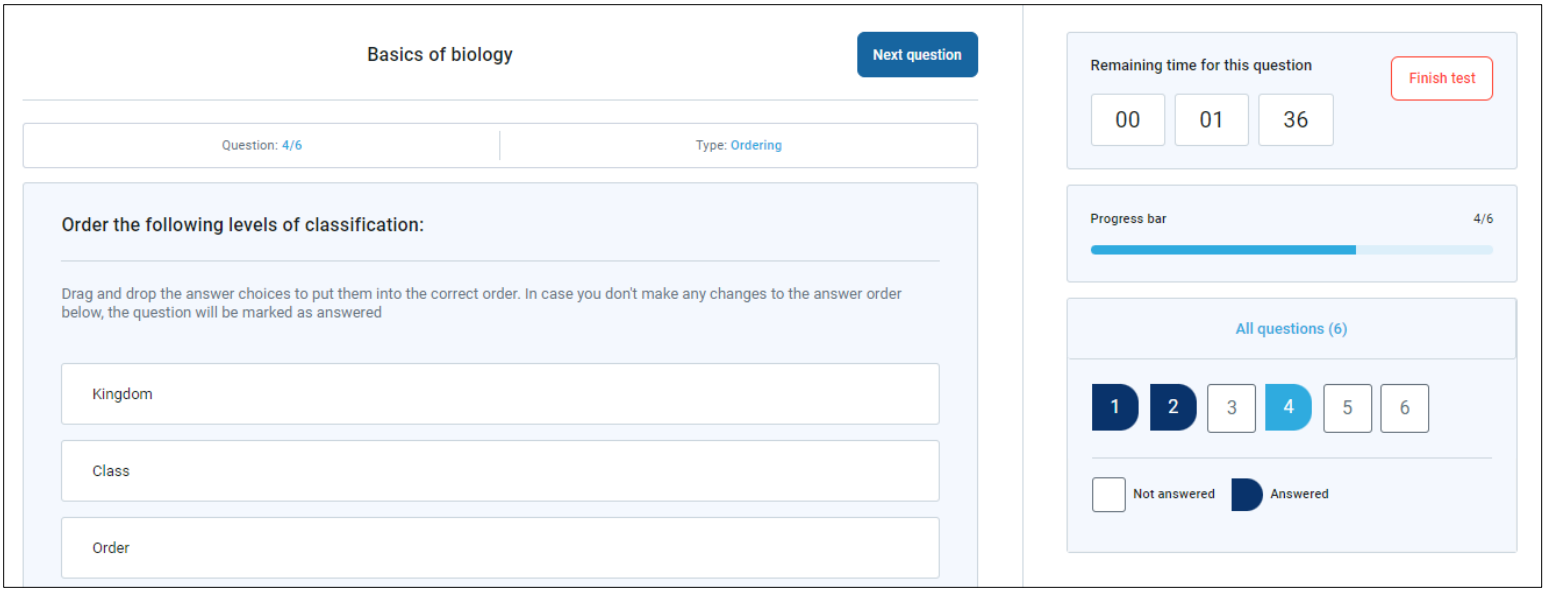
Note: If you want to assign categories to the question, please see this chapter.

2.5.2 Sheet 2: Answers

	A	B	C	D	E
1	Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Answer Feedback
2	3015	Kingdom	1	N	
3	3015	Class	2	Y	
4	3015	Genus	3	Y	
5	3015	Order	4	Y	

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

	A	B	C	D	E	F	G	H	I	J	K
1	Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID	Data Source (Optional)	Tags (Optional)
2	3016	Fill in the missing parts of the following sentence:	FBL	60	DEA	2	NORMAL	1		YTM	Otolith definition

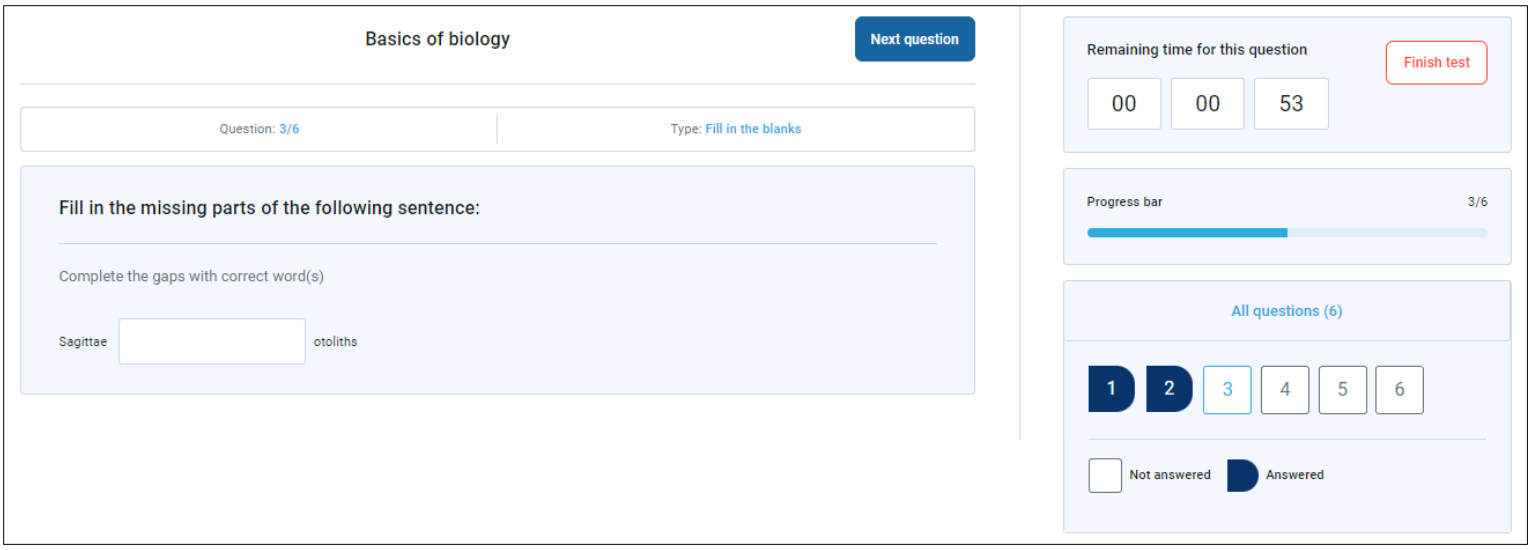
Note: If you want to assign categories to the question, please see this chapter.

2.6.2 Sheet 2: Answers

	A	B	C	D	E
1	Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Answer Feedback
2	3016	Sagittae	1	N	
3	3016	are the largest of the 3 pairs of	2	N	
4	3016	otoliths	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

	A	B	C	D	E	F	G	H	I	J	K
1	Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID	Data Source (Optional)	Tags (Optional)
2	3014	Explain Mendel's first law of inheritance.	ESY	630	DHA	8	NORMAL	2		YTM	Mendel's law

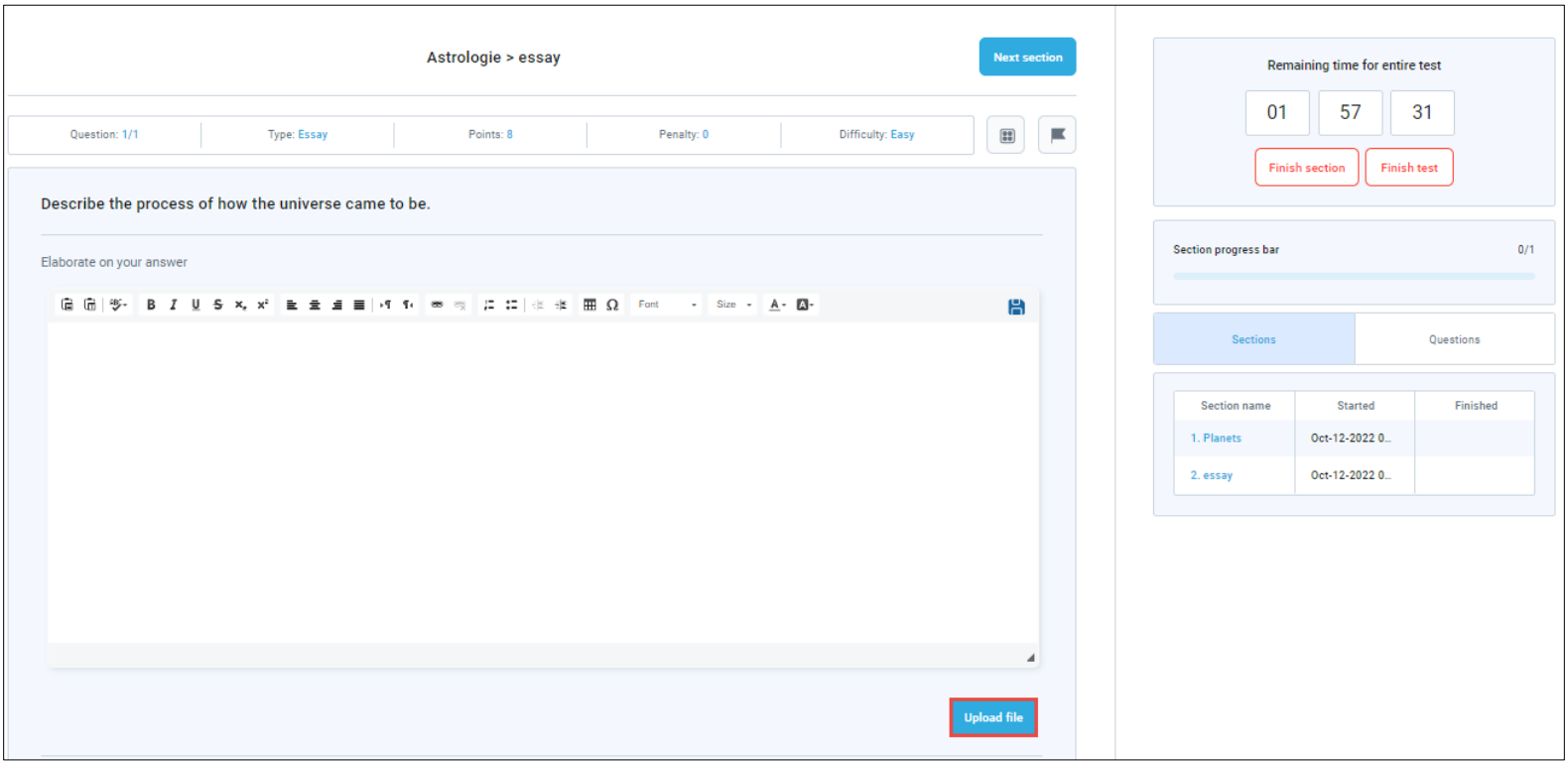
Note: If you want to assign categories to the question, please see this chapter.

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

The candidate can type the answer to the essay question or upload a document from the library.



2.8 Open (Question type = OPQ)

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

2.8.1 Sheet 1: Questions

	A	B	C	D	E	F	G	H	I	J	K
1	Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID	Data Source (Optional)	Tags (Optional)
2	3017	What is the order of the mammalians that lay eggs?	OPQ	60	DEA	2	NORMAL	2		YTM	Monotremes

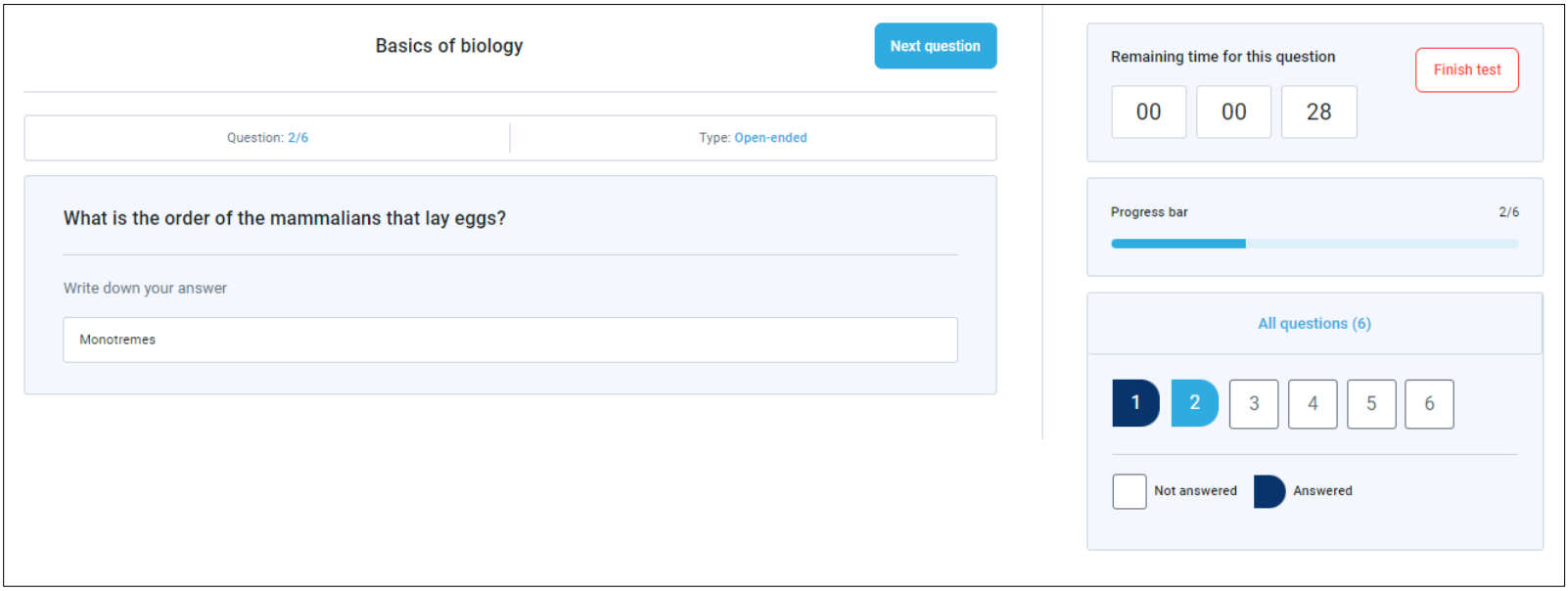
Note: If you want to assign categories to the question, please see this chapter.

2.8.2 Sheet 2: Answers

	A	B	C	D	E
1	Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Answer Feedback
2	3017	Monotremes	1	Y	

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

2.8.3 Test-taking



3 Import questions with categories

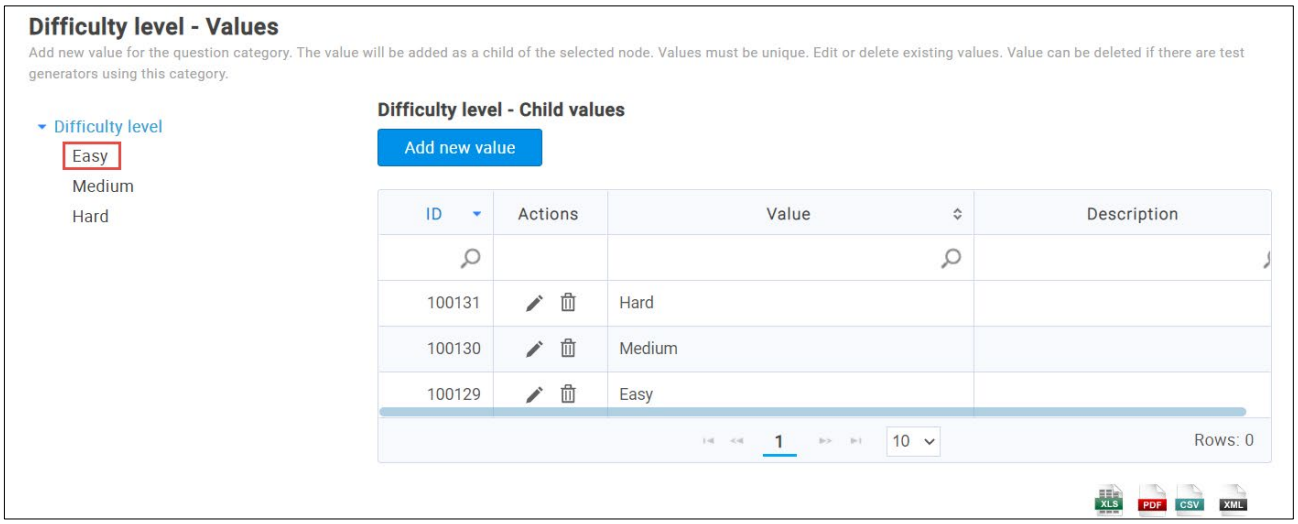
Question categories are used for better question organization, search, and creating filters for test generators. Preconditions of importing questions with categories are that the categories must be created in the system settings. One question can have multiple categories and multiple category values.

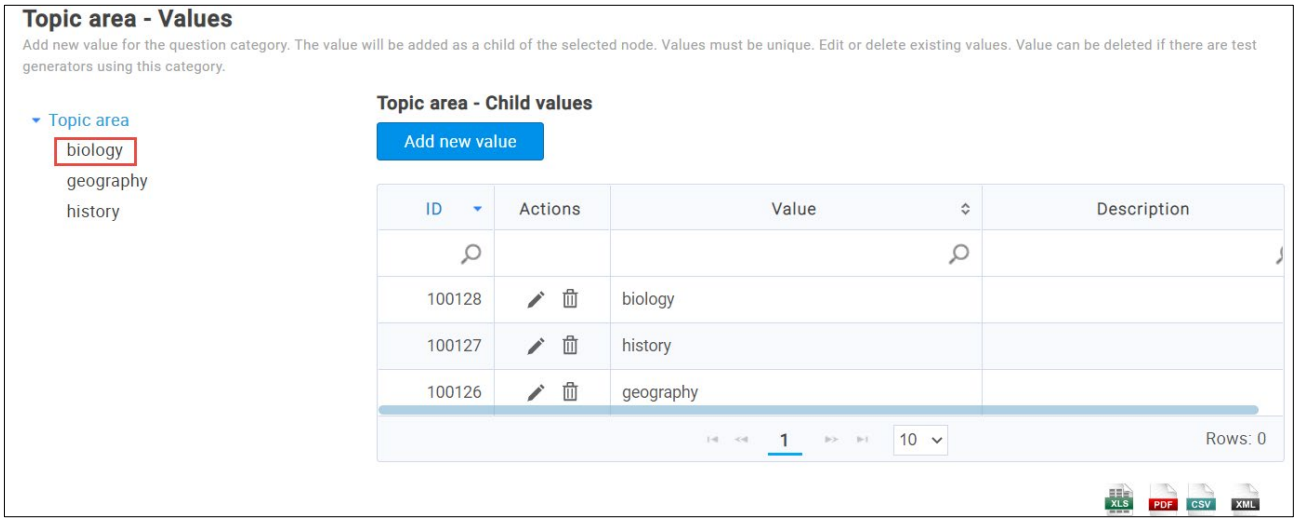
Categories are specified in the column "**Categories (Optional)**" in the following format:
<QuestionCategory1>:<Value1>,<Value2>…;
<QuestionCategory2>:<Value1>,<Value2>…;…

Example:

Topic area: biology; Difficulty level: Easy;

How it looks like in the system settings:





How it looks like in the excel file:

1	Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	External ID	Data Source	Tags (Optional)	Categories (Optional)
12	110	Lemurs are native to Madagascar.	TFC	200	DME	7	NORMAL	1	83	YTM	biology	Topic area:biology; Difficulty level:Easy;
13	122	In the leg, you can find fibula.	TFC	200	DHA	10	NORMAL	1	111	YTM	biology	Topic area:biology; Difficulty level:Easy;