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.

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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 1st time when you open the excel. Once you click the button, it will not be shown afterwards.

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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.

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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

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.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.

	Please attach question bank (Excel file OR Zip folder with Excel file and images) * Please name file as shown in cell E17 in Question Bank excel sheet
1	A copy of your responses will be emailed to the address you provided.
	Back Submit

Your question bank will get submitted in the Google folder.