YouTestMe

GetCertified

Pool Questions With Images Excel Upload

A guide on how to import questions with images via Excel template

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1   Basic Information

YouTestMe Get Certified allows users to import questions with images into the desired question pool quickly and efficiently using a predefined YTM Excel format. To load the questions with images, you need to upload the .zip file containing one folder with images and Excel file template with questions and answers.

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. The image name must match the question ID.	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

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

2   Creating a .zip file that contains questions with images

To upload the questions with images in the pool, the user should create a .zip archive that contains a folder with images and the filled-in Excel upload template. Only the .zip file format is supported.
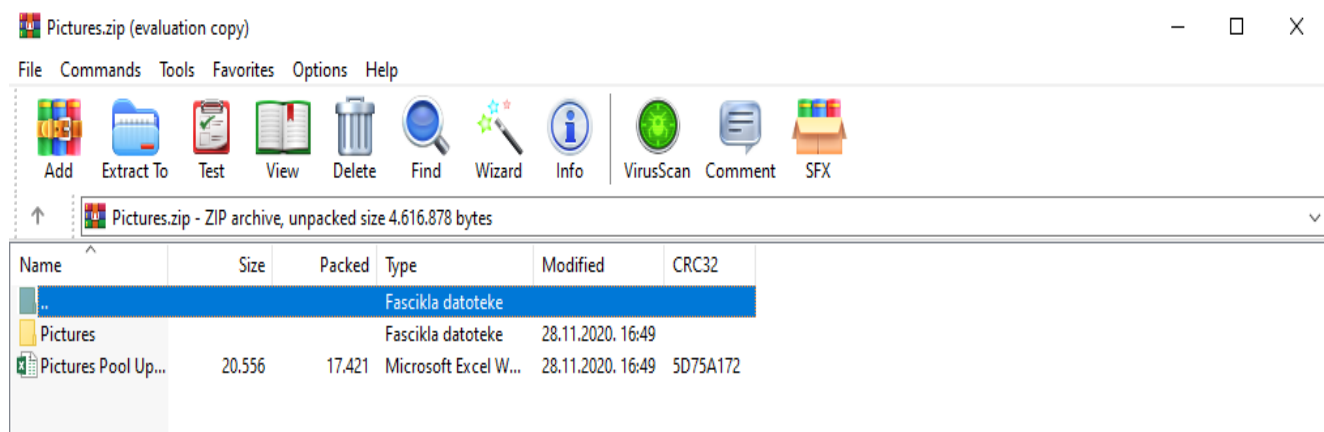
Note: To successfully upload questions with images in the question text, the image names should match the question IDs.

For example, if the Question ID value is 1, the picture name should be "1".

The preview of named images inside the folder should match the Question IDs.

Note: You don't have to add a picture to all the questions.

3   Filled Template and Test-taking preview

3.1   Single choice (Question type = SNC)

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

3.1.1   Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty
1	How many milligrams are there in one gram?	SNC	120	DEA	2	OFTEN	1
2	The word "Ketchup" comes from which language?	SNC	240	DHA	10	RARELY	3
3	What's the name of the planet we live on?	SNC	180	DME	3	NORMAL	1

3.1.2 Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer
1	10	1	N
1	1000	2	Y
1	100	3	N
1	50	4	N
2	Italian	1	N
2	Chinese	2	Y
2	France	3	N
2	German	4	N
3	Earth	1	Y
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.

3.1.3 Test-taking

How many miligrams are there is one gram

Select one correct answer from the list

1. 10

2. 1000

3. 100

4. 50

3.2   Multiple choice (Question type = MLC)

Users can mark one or multiple answers as correct.

3.2.1   Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty
1	Which of these are considered as workdays?	MLC	120	DEA	2	OFTEN	1
2	A caterpillar may transform into a (select multiple):	MLC	240	DHA	10	RARELY	3
3	Select fruits which is enriched with vitamin C.	MLC	180	DME	3	NORMAL	1

3.2.2   Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer
1	Happy day	1	N
1	Monday	2	Y
1	Friday	3	Y
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
3	Banana	2	N
3	Kiwi	3	Y

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

3.2.3   Test-taking

3.3 True or false (Question type = TFC)

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

3.3.1 Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty
1	Sirius is the brightest star in the Earth's night sky.	TFC	120	DEA	2	OFTEN	1
2	Uranus has 25 moons that we know of.	TFC	240	DHA	10	RARELY	3
3	The biggest island in the world is New Guinea.	TFC	180	DME	3	NORMAL	1

3.3.2 Sheet 2: Answers

Question ID	Answer Text	Answer Ordinal Number	Correct Answer
1	TRU	1	Y
1	FLS	2	N
2	TRU	1	N
2	FLS	2	Y
3	TRU	1	N
3	FLS	2	Y

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

3.3.3 Test-taking

The biggest island in the world is New Guinea.

Decide whether the sentence above is true or false

1. True ○

2. False ◉

3.4   Matching (Question type = MHC)

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

3.4.1   Sheet 1: Question

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty
1	Match the cities on the left side to the countries on the right.	MCH	240	DHA	10	RARELY	3
2	Match the following.	MCH	180	DME	3	NORMAL	1

3.4.2   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.

3.4.3   Test-taking

Match the cities on the left side to the countries on the right.

Match the items from the left and the right column to form the correct answers

# 2 Serbia		# 1 Dublin
# 3 Russia		# 2 Belgrade
# 1 Ireland		# 3 Moscow

3.5 Ordering (Question type = ORD)

Users need to rearrange answers into the correct order.

3.5.1 Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty
1	Order the given planets, starting by the smallest.	ORD	240	DHA	10	RARELY	3
2	Order the rivers, starting by the longest.	ORD	180	DME	3	NORMAL	1

3.5.2 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.

3.5.3 Test-taking

Order the rivers strating by the longest.

Drag and drop the answer choices to put them into the correct order. In case you don't make any changes to the answer order below, the question will be marked as answered

Amazon

Danube

Volga

3.6 Fill in the blank (Question type = FBL)

Users need to fill in the missing parts of sentences.

3.6.1 Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty
1	Fill in the blanks	FBL	120	DEA	2	OFTEN	1
2	Fill in the blanks	FBL	240	DHA	10	RARELY	3
3	Fill in the blanks	FBL	180	DME	3	NORMAL	1

3.6.2 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.

3.6.3 Test-taking

3.7   Essay (Question type = ESY)

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

3.7.1   Sheet 1: Questions

| Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty
1	Describe the process of how the universe came to be.	ESY	240	DHA	10	RARELY	3
2	Write an essay about the Sahara desert.	ESY	180	DME	3	NORMAL	1
3	Write something about Pythagoras Theorem.	ESY	180	DEA	2	ALWAYS	1

3.7.2   Sheet 2: Answers
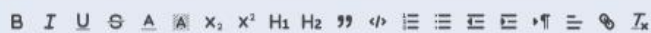
No data should be entered in this table for this question type since the answer is open-ended.

3.7.3   Test-taking

3.8   Open (Question type = OPQ)

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

3.8.1   Sheet 1: Questions

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty
1	The capital of Japan is	OPQ	240	DHA	10	RARELY	3
2	The largest planet in the Solar System is	OPQ	180	DME	3	NORMAL	1
3	The smallest bird is	OPQ	180	DEA	2	ALWAYS	1

3.8.2   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.

3.8.3   Test-taking