

## EDITING & TAGGING MANUAL

**Objective:**

- Ø Editing should eliminate all the mistakes from a test. Change or substitute new content wherever the content needs to be changed.
- Ø Tagging includes assigning a specific topic and difficulty level to each question in a test.

**An online test will contain only multiple choice questions (MCQ)**

**There are three components of a MCQ:**

1. **Question stem (statement):** that provides a problem/task/ to be answered along with necessary directions & information needed to answer the question (in the form of a paragraph, table, diagram, chart etc).
2. **Answer choices:** that includes exactly one correct answer and incorrect choices in the form of distracters.
  - Ø All multiple-choice questions must have **at least** four alternatives; **one correct** and at least **three incorrect** answer choices (distracters) except for **true -false** type questions.
  - Ø Check carefully that there is no repetition among the choices.
3. **Explanation for answer choices:** includes justification for correct answer and for others it will give explanation of why each distracter is wrong. Thus pointing out the mistake that the test-taker had made while selecting that answer choice as the correct answer.
  - Ø Don't simply give the explanation of correct answer for each distracter
  - Ø Don't give any additional information in the explanations; we just need to explain precisely why the answer choice is right/wrong.
  - Ø There is no need to compare/contrast correct answer choice with other distracters.

For example:

**Stem:**

A motor vehicle dealer lends passenger-cars on hire. The total hire charges include fixed charge of \$100 and an additional charge of \$20 per day. Write the relation for total hire charges payable for  $n$  days.

**Answer Choices:**

- |                            |                       |
|----------------------------|-----------------------|
| 1. \$100                   | <b>DISTRACTER</b>     |
| 2. $\$(20 + 100 \times n)$ | <b>DISTRACTER</b>     |
| 3. $\$(100 + 20 \times n)$ | <b>CORRECT ANSWER</b> |
| 4. $\$20 \times n$         | <b>DISTRACTER</b>     |

**Explanation for answer choices:**

**Correct answer: C.**  $\$(100 + 20 \times n)$

Fixed charge for the vehicle is \$100

Additional charge is \$20 per day

Additional charge for  $n$  days =  $20 \times n$

Total hire charges payable for  $n$  days =  $\$(100 + 20 \times n)$

**Incorrect answer: A:** \$100

\$100 is the fixed charge only. Total charge will also include the additional charge of \$20 per day for  $n$  days.

**Incorrect answer: B:**  $\$(20 + 100 \times n)$

$\$(20 + 100 \times n)$  shows the total charge for  $n$  days with fixed charge of \$20 and an additional charge of \$100 per day for  $n$  days.

**Incorrect answer: D:**  $\$20 \times n$

$\$20 \times n$  shows the additional charges of \$20 for  $n$  days. Total charges will also include the fixed charge of \$10.

## **SOME MORE EXAMPLES**

### ***Close-ended M-C Questions***

**STEM:** Which of the following is not a Pythagorean triplet?

- |                        |                         |
|------------------------|-------------------------|
| 1. 41, 40, 9           | <b>DISTRACTER</b>       |
| 2. 61, 60, 11          | <b>DISTRACTER</b>       |
| 3. 85, 84, 13          | <b>DISTRACTER</b>       |
| 4. <b>105, 104, 17</b> | <b>CORRECT RESPONSE</b> |

### ***Open-ended M-C Questions***

**STEM:** The largest tea-producing country in the world is

- |              |                         |
|--------------|-------------------------|
| 1. China     | <b>DISTRACTER</b>       |
| 2. India     | <b>CORRECT RESPONSE</b> |
| 3. Sri Lanka | <b>DISTRACTER</b>       |
| 4. Kenya     | <b>DISTRACTER</b>       |

### ***Fill-in-the-blank M-C Questions***

**STEM:** Ten developing countries, out of one hundred and thirty five, accounted for sixty per cent of all borrowing during 2002-2004. That proportion has risen subsequently to touch \_\_\_\_\_ in 2006.

- |                          |                         |
|--------------------------|-------------------------|
| 1. sixty per cent        | <b>DISTRACTER</b>       |
| 2. fifty per cent        | <b>CORRECT RESPONSE</b> |
| 3. seventy-five per cent | <b>DISTRACTER</b>       |
| 4. forty per cent        | <b>DISTRACTER</b>       |

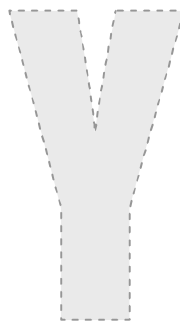
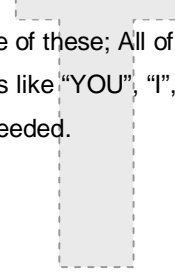


- ✓ If the question stem is a complete sentence ending with a question mark, every alternative will begin with a capital letter.

**For example:**

With which company is the Slogan 'What you dream' associated?			
1. Honda	2. Phillips	3. <b>Sony</b>	4. Suzuki

- A. Avoid using options like : None of these; All of these; All of the above  
B. Avoid using personal pronouns like "YOU", "I", "WE" etc.  
C. Provide directions wherever needed.



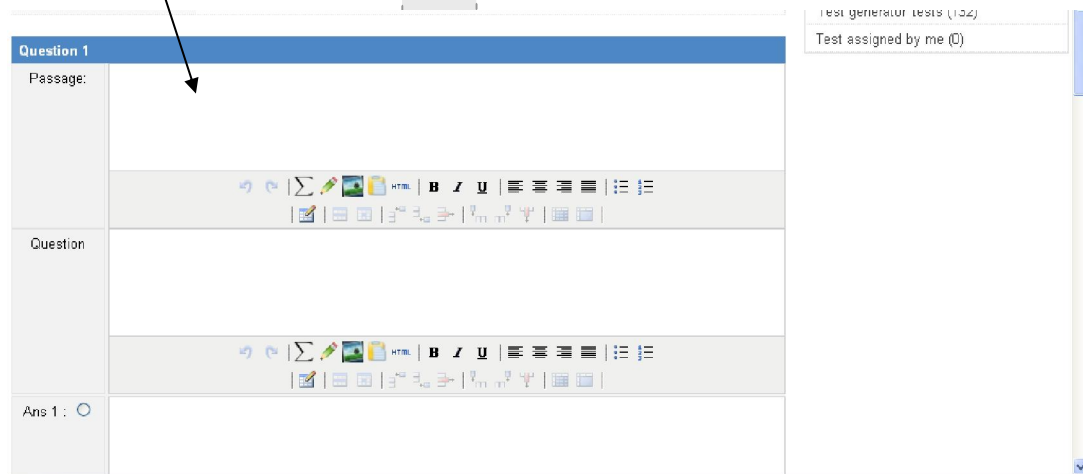
## Formatting and Punctuation

✓ Please check the formatting and punctuation marks. (Spacing, capital/small letters, question mark, full stop, symbols, formulae)

✓ Allow single space between the numeral and the unit.

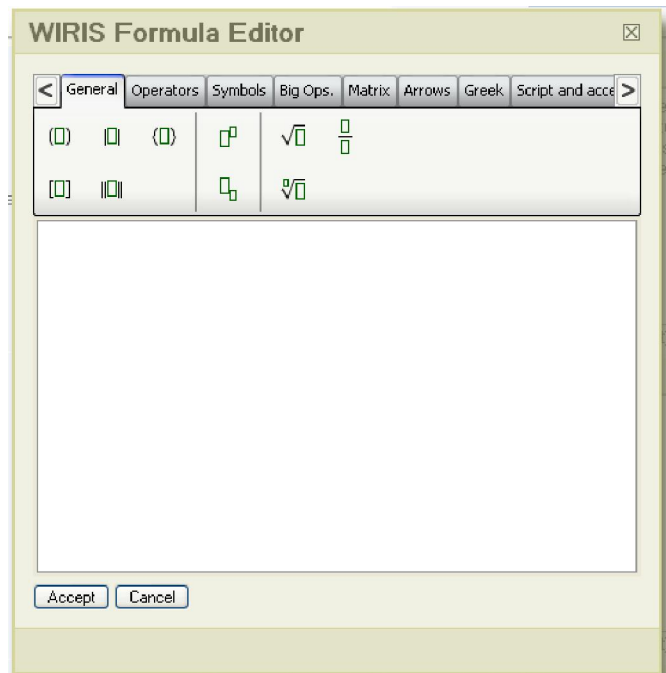
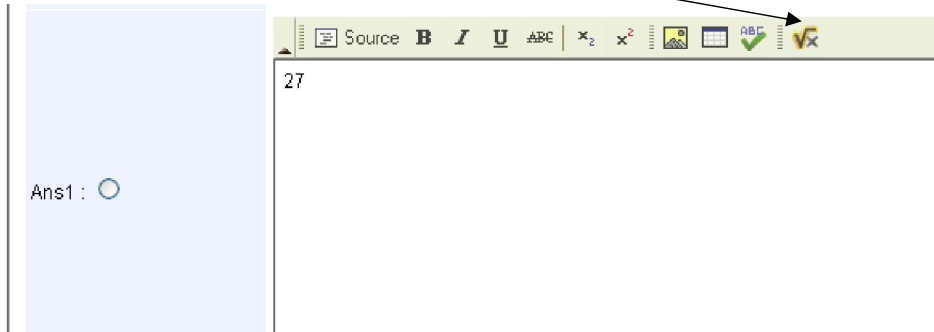
**Ex: 6 m not 6m, 3.5 km not 3.5km**

✓ **Passage column** is meant for reading comprehension passage and details of data interpretation, logical games etc that include a set of data/directions for more than one question. It should not contain test details/ single line instruction (**Find the odd one out, correct answer etc**). Single line instruction has to be given along with the question stem.

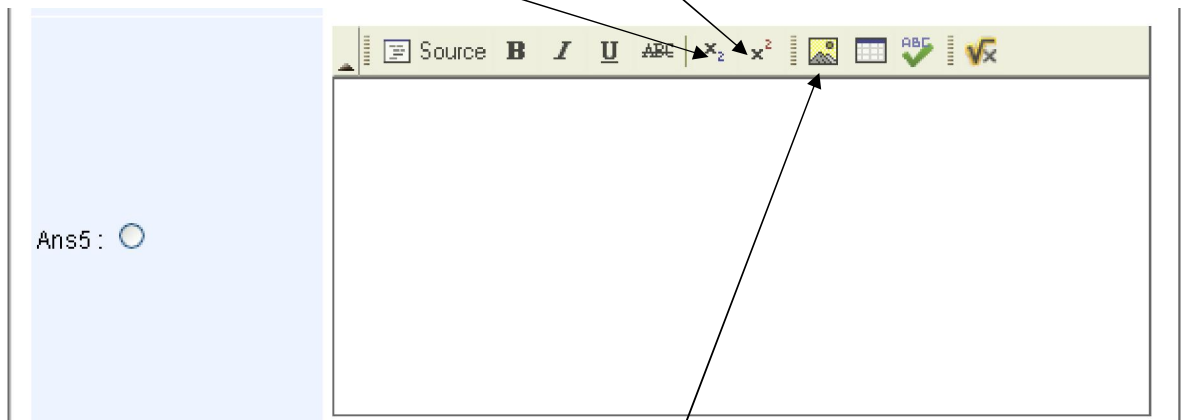


**Using the toolbar:**

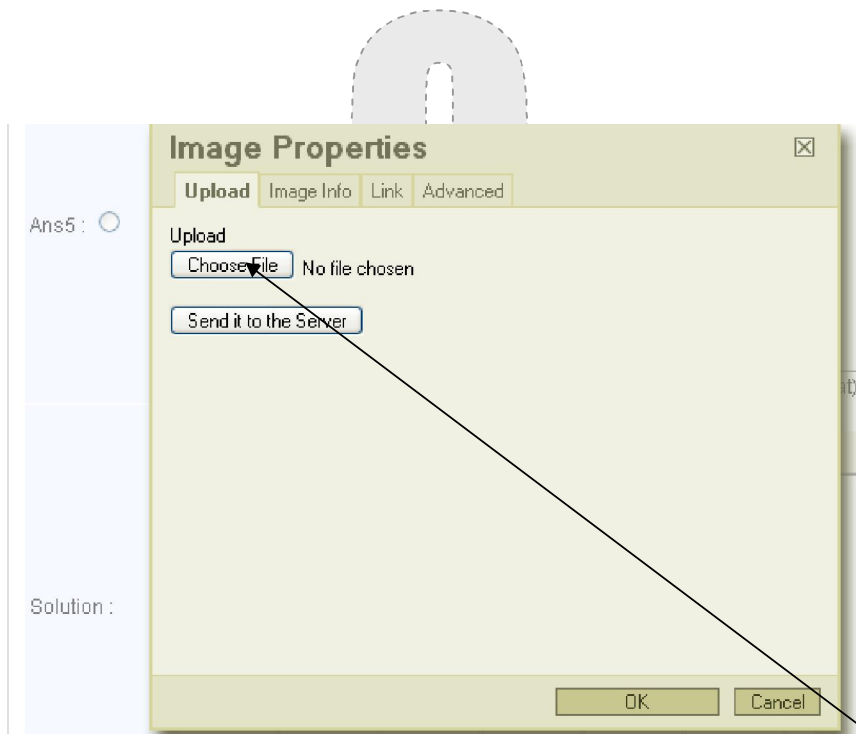
- ✓ For writing symbols, notations while writing mathematical formulae, equations and scientific expressions, use **Formula Editor**.



- ✓ For creating **subscript** ( $A_1$ ,  $CO_2$  etc) and **superscript** ( $x^2$ ,  $x^3$  etc), use the respective icons in the tools



- ✓ To add an image/picture to an item, click on the **picture icon** in the editing tool bar.



In the pop-up window, you must choose a JPEG, GIF or PNG file by clicking on **choose file** and then click ok.

## TAGGING OF A TEST

Make sure tagging is done up to the last possible level (step 4 or 5) present under a main category according to the following flow chart:

