

Creating Jumbled Examination Papers Help

[For Version 2.4.0.0]

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Introduction:

This software allows you to create multiple sets of question paper from a single set by jumbling the questions in a specified manner.

Questions can be prepared either in “**EXCEL**” or as separate “**WORD**” files.

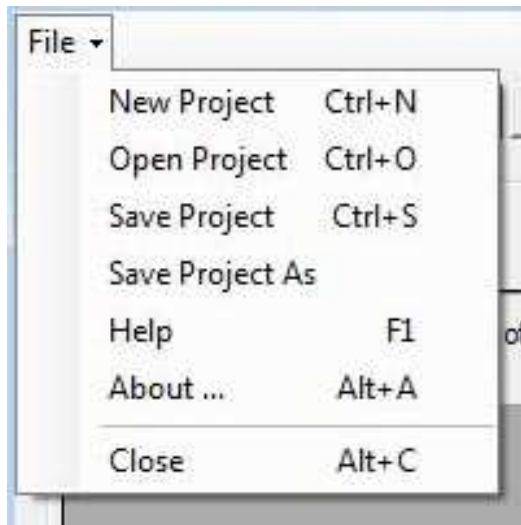
To prepare questions in Excel check sample file Questions.xls

To prepare questions in word, check sample file Question_Sample.rtf

A question paper can have multiple sections; each section can have multiple groups and each group can have multiple questions.

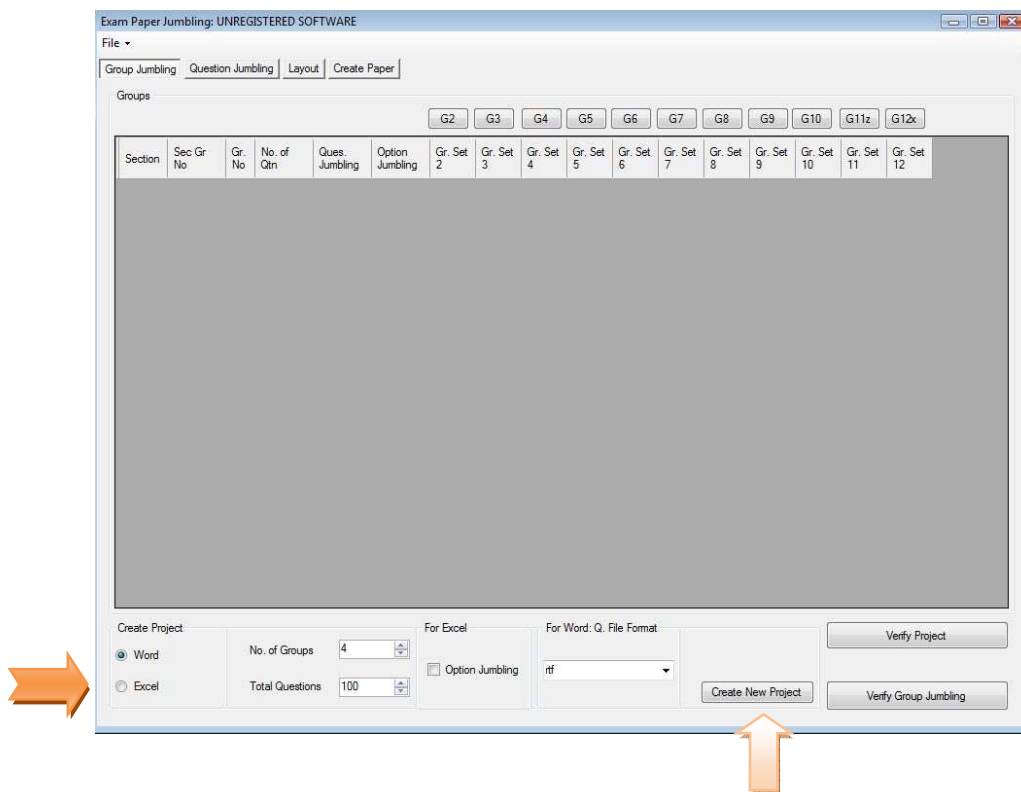
You can jumble groups within section [12 options] and questions within group [12 options] to create total 144 jumbled options.

Preparing a New Project



[By default software open in “New Project” Mode]

1. Use File → New Project [Short cut “Ctrl +N”] to start a new project



2. At the bottom of page [tab: Group Jumbling] specify following:
 - a. Select Word or Excel
 - i. You can create questions either in word or in excel

- ii. If you want to jumble “options”, select excel otherwise word or excel both can be used
 - iii. To prepare questions in Excel check sample file Questions.xls
 - iv. To prepare questions in word, check sample file Question_Sample.rtf
- b. Number of groups: Questions will be jumbled with the groups only
 - c. Total number of questions: The sum total of questions in all groups should be equal to this number
 - d. Option Jumbling [Tick]: Whether jumbling of options is required or not. This option is suitable only if you are preparing questions in Excel [see point “a” above]
 - e. Question File Format: Select Format extension for questions. The is required only if questions are prepared in word or text files. You can prepare questions in RTF, DOC or DOCX format
 - f. Click “Create New Project”

3. This will create required rows in the table with default values

The screenshot shows the 'Exam Paper Jumbling' software interface. The 'Question Jumbling' tab is active, displaying a table for configuring project requirements. The table has columns for Section, Sec Gr No, Gr. No, No. of Qtn, Ques. Jumbling, Option Jumbling, and eight Gr. Set columns (Gr. Set 2 to Gr. Set 8). The 'Groups' section above the table contains buttons for G2 through G8. Callout boxes provide detailed instructions on how to use the software, including how to set jumbling options for individual groups and how to structure the project table.

Question Jumbling can be set for each group.

“N” shall mean questions will not be jumbled in that group.

Similarly, options jumbling can also be set for each group.

Project is created with default values.

Change Number of questions in each group to be equal to total number of questions.

Project is created with default values.

By default only one section [1] is created, you can increase number of sections and Section Group Number, for example for 2 sections, 1 Group in first section while 3 groups in section you can write:

Section	Sec Gr No
1	1
2	1
2	2
2	3

This is similar to how groups and questions are numbered in “Question Jumbling” tab.

Click “Verify Project” after editing project requirements. It will verify project requirements as well as create question numbering and other parameters.

Exam Paper Jumbling: UNREGISTERED SOFTWARE

File ▾

Group Jumbling | **Question Jumbling** | Layout | Create Paper

Exam Paper: Set Question Jumbling

Set Option Jumbling

F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

Seq. Q. No.	Gr.No	Q.No.	Layout/File Name	Q. Set 2	Q. Set 3	Q. Set 4	Q. Set 5	Q. Set 6	Q. Set 7	Q. Set 8	Q. Set 9	Q. Set 10	Q. Set 11	Q. Set 12
Q. 1	1	1	Q1.docx											
Q. 2	1	2	Q2.docx											
Q. 3	1	3	Q3.docx											
Q. 4	1	4	Q4.docx											
Q. 5	1	5	Q5.docx											
Q. 6	1	6	Q6.docx											
Q. 7	1	7	Q7.docx											
Q. 8	1	8	Q8.docx											
Q. 9	1	9	Q9.docx											
Q. 10	1	10	Q10.docx											
Q. 11	1	11	Q11.docx											
Q. 12	1	12	Q12.docx											
Q. 13	1	13	Q13.docx											
Q. 14	1	14	Q14.docx											
Q. 15	1	15	Q15.docx											
Q. 16	1	16	Q16.docx											
Q. 17	1	17	Q17.docx											
Q. 18	1	18	Q18.docx											
Q. 19	1	19	Q19.docx											
Q. 20	1	20	Q20.docx											
Q. 21	1	21	Q21.docx											
Q. 22	1	22	Q22.docx											
Q. 23	1	23	Q23.docx											

If questions are in EXCEL, write A, B or None in "Layout/File Name" column.
If questions are in WORD, write file name with extension like Q1.tif in "Layout/File Name" column.

In "Question Jumbling" tab, list of questions will get created.

In questions will be prepared as "word" files, File Names will be listed here. You can change if you want.

Gr. No. and Q. No:
By default all groups will be crated with required questions. To change you need to change project requirements in "Group Jumbling" Tab.

Exam Paper Jumbling: UNREGISTERED SOFTWARE

File ▾

Group Jumbling | **Question Jumbling** | Layout | Create Paper

Exam Paper: Set Question Jumbling

Set Option Jumbling

F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

Seq. Q. No.	Gr.No	Q.No.	Layout/File Name	Q. Set 2	Q. Set 3	Q. Set 4	Q. Set 5	Q. Set 6	Q. Set 7	Q. Set 8	Q. Set 9	Q. Set 10	Q. Set 11	Q. Set 12
Q. 1	1	1	A											
Q. 2	1	2	A											
Q. 3	1	3	A											
Q. 4	1	4	A											
Q. 5	1	5	A											
Q. 6	1	6	A											
Q. 7	1	7	A											
Q. 8	1	8	A											
Q. 9	1	9	A											
Q. 10	1	10	A											
Q. 11	1	11	A											
Q. 12	1	12	A											
Q. 13	1	13	A											
Q. 14	1	14	A											
Q. 15	1	15	A											
Q. 16	1	16	A											
Q. 17	1	17	A											
Q. 18	1	18	A											
Q. 19	1	19	A											
Q. 20	1	20	A											
Q. 21	1	21	A											
Q. 22	1	22	A											
Q. 23	1	23	A											

If questions are in EXCEL, write A, B or None in "Layout/File Name" column.
If questions are in WORD, write file name with extension like Q1.tif in "Layout/File Name" column.

In "Question Jumbling" tab, list of questions will get created.

In questions will be prepared in "Excel" file, Layout will be listed here. Layout can be "A", "B" or "None".
For "None" as layout, options will not be printed.

Save Question Jumbling Verify Question Jumbling

4. Prepare a proper database as described below:

a. Group Heading will be as below:

Section Number: numeric

Group Number: numeric [restart from 1 in each section]

Group Serial Number: numeric [sequential from 1 onwards]

Number of Questions: numeric [in the group]

Question Jumbling: Y or N [capital]

Option Jumbling: Y or N [capital]

b. Questions Headings shall as below:

Question Serial Number: numeric [sequential from Q. 1 onwards]

Group Serial Number: numeric [should correlate with groups defined above]

Question Number: numeric [restart from 1 in each section]

Layout/File Name: See below

If you are creating Questions in EXCEL, you can define layout as A, B or None

If you are creating questions in WORD, you should time file name with extension like Q1.rtf [you can use rtf, doc or docx format]

5. Click “Save Project As” and select the location and specify file name

“**ExamConfig.csv**”.

6. You can save in other name also for creating backup copies but to open a project in the system file name should be “ExamConfig.csv”

Verifying a Project

1. Once you have created a project it is advisable to verify project
2. Click “Verify Project” on “Group Jumbling” tab. This will verify main project parameters such as numbers of groups, number of questions etc.
3. You should also verify parameters manually because things like wrong file names etc will not be verified by the system. Make sure that you list all questions. This is how master set will be printed; jumbled or other sets will have their own question numbers.
4. **Group Jumbling and Question Jumbling will work only if basic project parameters are correct.**

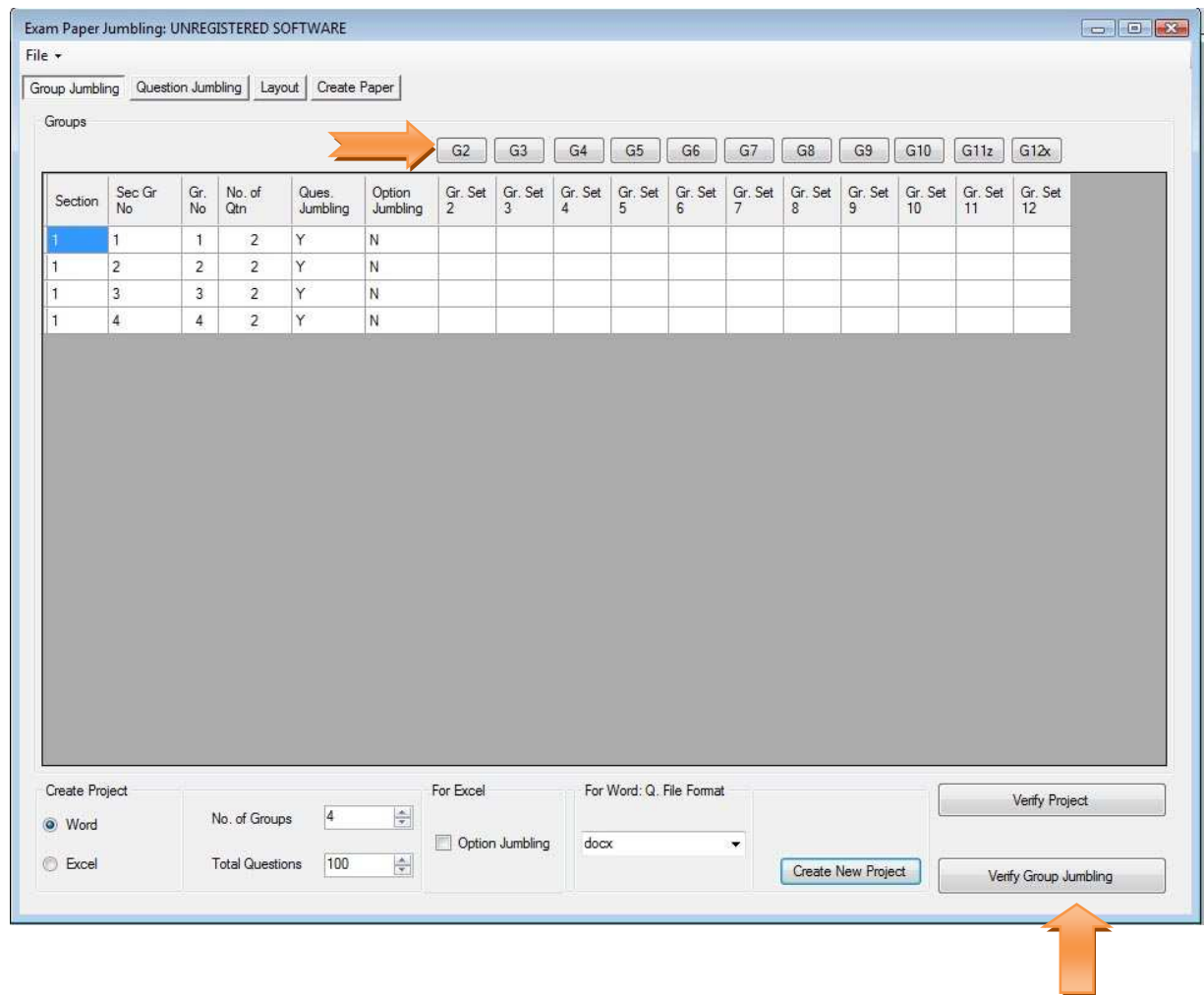
Preparing Questions and other files

1. To prepare questions in Excel check sample file **Questions.xls**
2. To prepare questions in word, check sample file **Question_Sample.rtf**. By default system suggests question names as Q1, Q2, Q3 etc with desired extension though you can give any desired name. Change the name as you want in “Layout/File Name” column as described above.
3. In addition to questions files, you need to prepare header, footer and group header files as below:
 - a. **FirstPage.rtf**
This is the first page of the question paper.
 - b. **LastPage.rtf**
This is last page of the question paper
 - c. **GroupN.rtf**
You need to prepare header files for all the groups. For example if you have four groups in the question paper you need to prepare Group1.rtf, Group2.rtf, Group3.rtf and Group4.rtf

Creating Jumbled Groups set

Use G2, G3, ...(Short cut “Alt+2”, “Alt+3”, etc) keys to create GROUP jumbling. You can generate 12 group jumbling [including one default].

You can also edit manually. Click “Verify Group Jumbling” on “Group Jumbling” tab to verify there is no repeat groups of missing groups when group jumbling is created or edited manually.



Creating Jumbled Questions Set and Options Set

Use F2, F3, F4, ...(Function keys) to generate jumbled question sets. You can generate total 12 question jumbling [including one default].

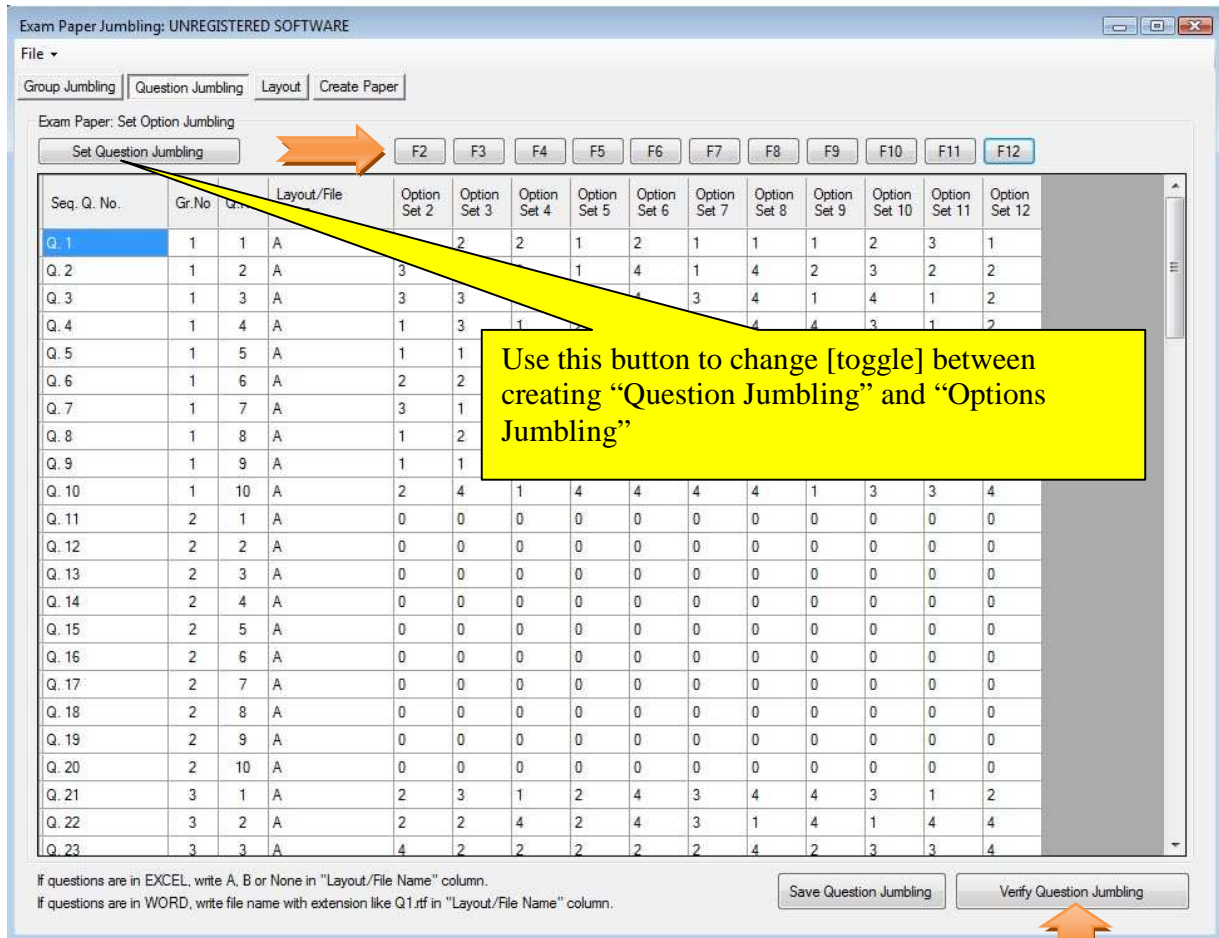
You can also edit manually. Click “Verify Question Jumbling” on “Question Jumbling” tab to verify there is no repeat question or missing question when question jumbling is created or edited manually.

The screenshot shows the 'Exam Paper Jumbling: UNREGISTERED SOFTWARE' window. The 'Question Jumbling' tab is active. A yellow callout box points to the 'Set Option Jumbling' button, with the text: "Use this button to change [toggle] between creating 'Question Jumbling' and 'Options Jumbling'". An orange arrow points to the 'F12' function key button. At the bottom right, another orange arrow points to the 'Verify Question Jumbling' button.

Seq. Q. No.	Gr.No	Q.No	Layout/File	Q. Set 2	Q. Set 3	Q. Set 4	Q. Set 5	Q. Set 6	Q. Set 7	Q. Set 8	Q. Set 9	Q. Set 10	Q. Set 11	Q. Set 12
Q. 1	1	1	A	4	3	10	4	2	2	10	10	4	9	
Q. 2	1	2	A	2	4	3	6	6	7	6	7	1	3	
Q. 3	1	3	A	7	9	9	10	4	5	10	2			
Q. 4	1	4	A	10	5	6	4	8	2	5	6			
Q. 5	1	5	A	5	6									
Q. 6	1	6	A	3	7									
Q. 7	1	7	A	8	2									
Q. 8	1	8	A	9	3									
Q. 9	1	9	A	6	10									
Q. 10	1	10	A	1	1	2	1	10	4	3	8	9	3	10
Q. 11	2	1	A	2	3	1	10	1	10	7	6	3	4	5
Q. 12	2	2	A	3	6	8	4	9	8	10	10	1	7	1
Q. 13	2	3	A	9	2	2	1	7	4	3	1	10	8	4
Q. 14	2	4	A	4	8	4	7	8	2	9	5	2	2	7
Q. 15	2	5	A	8	7	6	9	6	9	6	8	7	5	3
Q. 16	2	6	A	7	9	7	2	4	7	4	9	6	10	6
Q. 17	2	7	A	6	4	9	5	10	1	2	4	4	6	2
Q. 18	2	8	A	10	5	5	6	2	6	8	3	5	1	10
Q. 19	2	9	A	5	1	3	8	3	3	1	2	8	9	8
Q. 20	2	10	A	1	10	10	3	5	5	5	7	9	3	9
Q. 21	3	1	A	29	7	5	28	18	12	9	3	30	20	10
Q. 22	3	2	A	21	9	12	15	3	18	20	5	7	24	11
Q. 23	3	3	A	9	14	26	19	5	10	25	1	15	1	17

If questions are in EXCEL, write A, B or None in "Layout/File Name" column.
If questions are in WORD, write file name with extension like Q1.tf in "Layout/File Name" column.

Buttons: Save Question Jumbling, Verify Question Jumbling



Click “Set Option Jumbling” to create jumbling for options. Use F2, F3, F4, ...(Function keys) to generate jumbled options sets.

Options Jumbling Values could be 1 to 4 [0 means no option jumbling]. You can also edit manually. Click “Verify Question Jumbling” on “Question Jumbling” tab to verify there is no value higher than 4. Any value higher than 4 will set jumbling to default.

Option Jumbling will be done as follows:

1: A→B, B→A, C→D, D→C

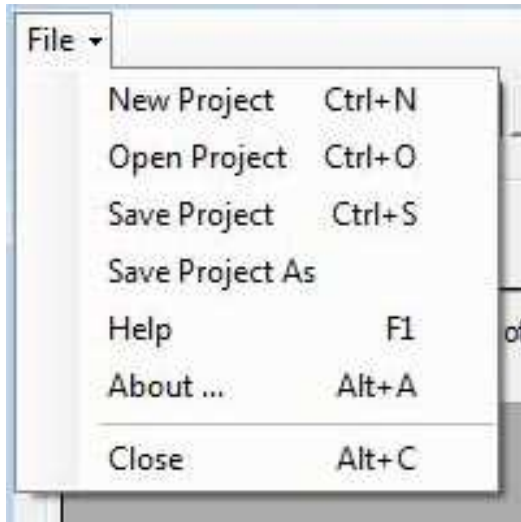
2: A→C, B→D, C→A, D→B

3: A→D, B→A, C→B, D→C

4: A→D, B→C, C→B, D→A

Saving a Project

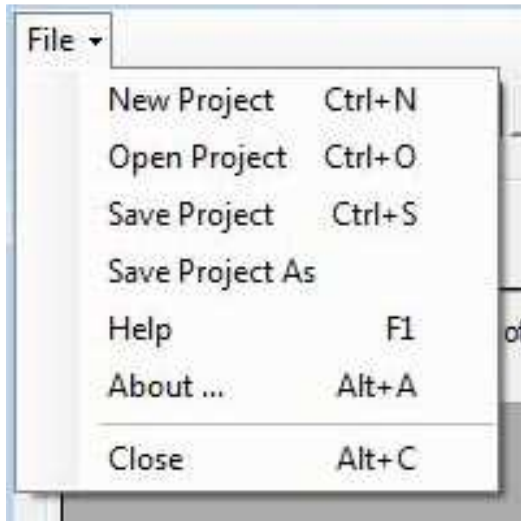
1. Click “Save Project” or “Save Project As”.
2. If you have opened an existing project it will save else file save dialog box will open.
3. Select the location and specify file name “**ExamConfig.csv**”.
4. You can save in other name also for creating backup copies but to open a project in the system file name should be “ExanConfig.csv”



“Save project as can be used to create backup or similar other projects.

Opening an Existing Project

File → Open Project [Short cut “Ctrl +O”]. Select “Project File [ExamConfig.csv]” and click open.



Setting Layout

On the “Layout” tab you can set:

1. Format and font for question number.
2. Layout dimensions and alignment
3. During creation of paper [if you are using EXCEL project], you can select two column printing for multi language project [two languages on same paper in two columns. For those projects select change settings to “2 Column Defaults”].

Exam Paper Jumbling: UNREGISTERED SOFTWARE

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Group Jumbling Question Jumbling **Layout** Create Paper

Format and Font for Question Numbers

Q 1 Font

1 Column Defaults 2 Column Defaults

Set Below only when Questions are in Excel:

Layout [A] Table width in mm 170

Q. No.	Question			
A	Option_A	C	Option_C	
A.		C.		
B	Option_B	D	Option_D	
B.		D.		

Set Width in mm: 10 10 70

Layout [B]

Q. No.			
A	Option_A		
B	Option_B		
C	Option_C		
D	Option_D		

Set Width in mm: 10 10 150

Text Alignment

Q. No.	Question Text	Horizontal Left ▾	Gap between Column in two column layout 10
		Vertical Top ▾	
Horizontal Left ▾	A_B_C_D	Horizontal Left ▾	
Vertical Top ▾		Vertical Top ▾	
		Option_A_B_C_D	
		Horizontal Left ▾	
		Vertical Top ▾	

Format and Font for Question Number:

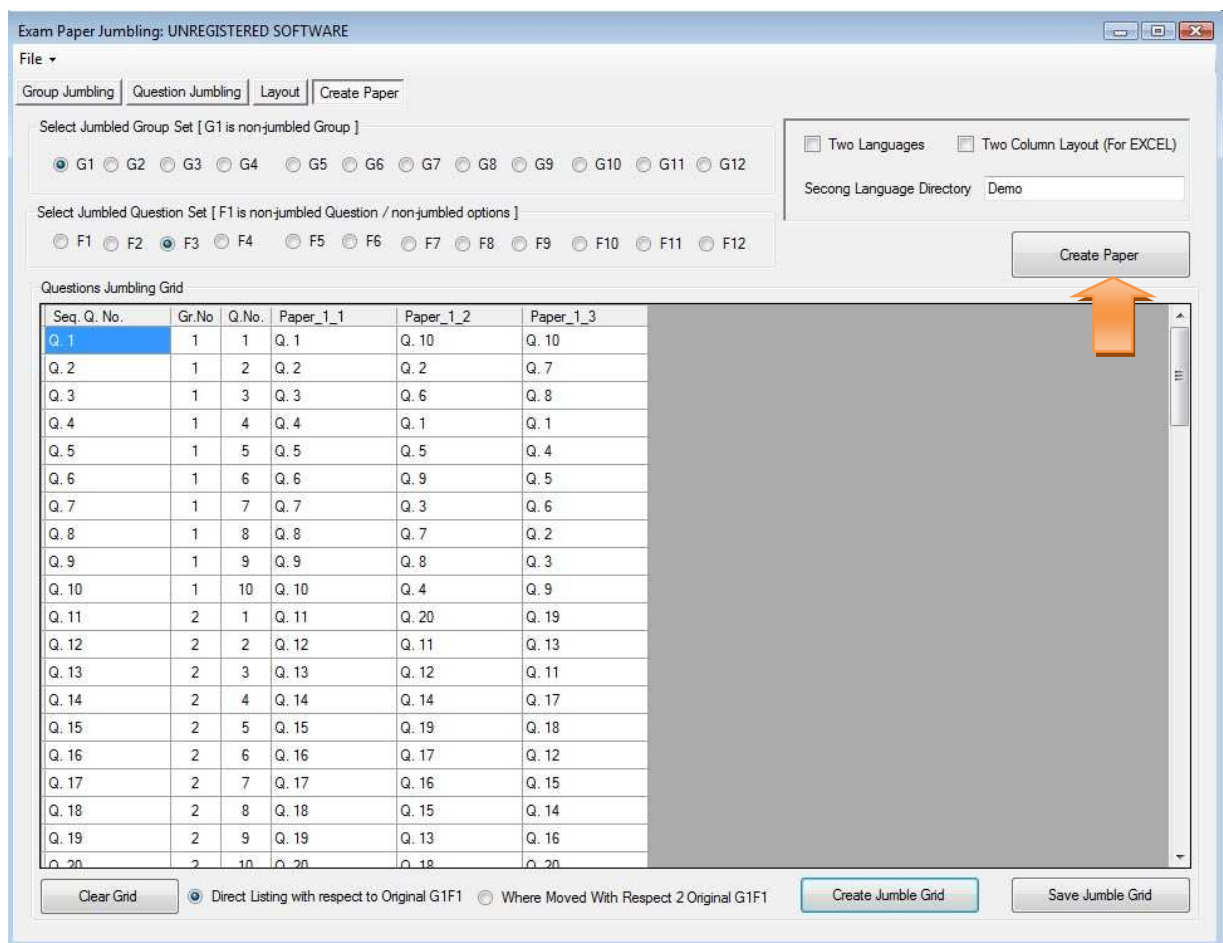
You may like to write question number as one of following or more ways:

1. Q. 1
2. Q. 1)
3. Q. (1)
4. [Q. 1]
5. More

You can set any character in the specified place. The font should match the font type and size of the font of the question used in questions.

Creating Papers

1. Click “Create Paper” tab.
2. Select Jumbled Group set and Jumbled question set.
 - a. G1 is default non-jumbled groups
 - b. F1 is default non-jumbled questions. For “F1” options will not be jumbled even if specified for the groups.
3. Click “Create Paper”. Exam paper will be created in “Word” and saved. File Name will be displayed on screen.
4. For Multi Language papers create questions similar to first language [either word files or excel file] and save the files in a FOLDER [Directory] inside project folder directory. Select “Two Language” check box and specify the directory name.
5. You can also select two column layout to print questions in two languages side by side. [This can be done only in excel projects.]



Creating Jumbling Report

1. Click “Create Paper” tab.
2. Select Jumbled Group set and Jumbled question set.
 - a. G1 is default non-jumbled groups
 - b. F1 is default non-jumbled questions. For “F1” options will not be jumbled even if specified for the groups.
3. You can create jumbling report in two ways
 - a. Sequence of questions with respect to original set [see image on previous page]
 - b. Where the question is moved in the respective set with respect to the original set [see image below]
4. Click “Create Jumble Grid”. The sequence of question will be shown in the grid.
5. Click “Save Jumble Grid” to save the grid in csv file which can be opened using EXCEL.

Note: Add only one type of sequencing in grid for saving to avoid confusion.

Exam Paper Jumbling: UNREGISTERED SOFTWARE

File ▾

Group Jumbling | Question Jumbling | Layout | Create Paper

Select Jumbled Group Set [G1 is non-jumbled Group]

G1 G2 G3 G4 G5 G6 G7 G8 G9 G10 G11 G12

Select Jumbled Question Set [F1 is non-jumbled Question / non-jumbled options]

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

Two Languages Two Column Layout (For EXCEL)

Second Language Directory

Create Paper

Questions Jumbling Grid

Seq. Q. No.	Gr.No	Q.No.	Paper_1_1	Paper_1_2	Paper_1_3
Q. 1	1	1	Q. 1	Q. 4	Q. 4
Q. 2	1	2	Q. 2	Q. 2	Q. 8
Q. 3	1	3	Q. 3	Q. 7	Q. 9
Q. 4	1	4	Q. 4	Q. 10	Q. 5
Q. 5	1	5	Q. 5	Q. 5	Q. 6
Q. 6	1	6	Q. 6	Q. 3	Q. 7
Q. 7	1	7	Q. 7	Q. 8	Q. 2
Q. 8	1	8	Q. 8	Q. 9	Q. 3
Q. 9	1	9	Q. 9	Q. 6	Q. 10
Q. 10	1	10	Q. 10	Q. 1	Q. 1
Q. 11	2	1	Q. 11	Q. 12	Q. 13
Q. 12	2	2	Q. 12	Q. 13	Q. 16
Q. 13	2	3	Q. 13	Q. 19	Q. 12
Q. 14	2	4	Q. 14	Q. 14	Q. 18
Q. 15	2	5	Q. 15	Q. 18	Q. 17
Q. 16	2	6	Q. 16	Q. 17	Q. 19
Q. 17	2	7	Q. 17	Q. 16	Q. 14
Q. 18	2	8	Q. 18	Q. 20	Q. 15
Q. 19	2	9	Q. 19	Q. 15	Q. 11
Q. 20	2	10	Q. 20	Q. 11	Q. 20

Clear Grid Direct Listing with respect to Original G1F1 Where Moved With Respect 2 Original G1F1

Important Random Notes

1. When creating questions in EXCEL and using images, make sure that you adjust the size of the cell by inserting new lines and adding some characters in each line and making them “white”. This will ensure that the questions is printed properly in the exported word file. See sample Questions.xls file give with installer. You can find samples in “samples” directory in installation folder.
2. For creating same sets in multiple languages copy “ExamConfig.csv” in the folder containing other language questions and other files.
3. You can click “Change Grid View” to toggle between Sequential question number and group serial number wise reporting in “question jumbling” tab. This will show only for default group sequence.
4. Save jumbling configuration in separate csv files using “**Save Question Jumbling**” button. Your will be asked to enter some identification detail and file name.
5. Once Exam paper configuration is final, you can save project using “File → Save project” menu. Give File name and save at desired location. The file will have [.csv] extension.
6. Click “**Help**” (Shortcut key “F1”) to open this help.
7. Click “**About ...**” (Shortcut key “Alt + A”) to know about this product, copyright, etc.
8. Click “**Close**” (Shortcut key “Alt + C”) to close this application.

Setting on Network

For networks a separate program is released with Network License dongle is released.

To work on network you need to run Cl32srv.exe on the server and define required parameters.

You can do the same when using windows workgroup.

You will find link to Cl32serv.exe in program files and on desktop after installation. You can run the file directly from “Application Installation Folder/Network/Cl32serv.exe”.