



Please refresh the page as you could be seeing an outdated document if you had visited this page before.

Question Bank Review Guidelines.

As a reviewer when you login, you will have two options to choose, one for question development and one for review. You need to go through the review section which will show you the allocated topics for review. Click on the number in 'To Review' column, and approve the question or add your comments. You can point out errors as well as give improvement suggestions.

Review comments have to be based on the following documents. Please check the updated documents online as the documents shared on mail may have changed since then.

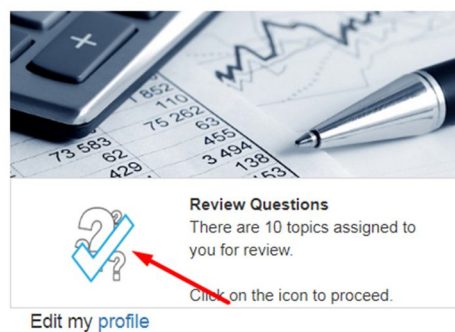
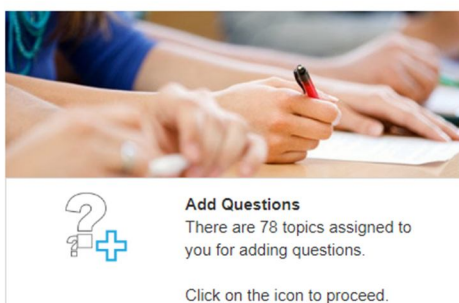
Requirements and guidelines: [guidelines](#)

Development Process: [processes](#)

Bloomy Taxonomy: [cognitive-levels](#)

Review Process:

1. Reach www.lovemytest.com and Log in with your credentials.
2. Click Review Questions icon to open the page to view allocated topics for review.



3. View on the topics assigned and click on the number of questions to be reviewed.

#	Date	Class	Subject	Book	Chapter	Exp.Date	Total	Approved	For Edit	To Review	To Respond	Status
1	30 Jan	9	Social Science	Gujarat Board Social Science Class-9	4-National Movements in India	31 Jan	55	2	0	53	0	Submit Review*
2	30 Jan	9	Social Science	Gujarat Board Social Science Class-9	11-Indian Judiciary	31 Jan	46	2	0	44	0	Submit Review*
3	30 Jan	9	Social Science	Gujarat Board Social Science Class-9	12-Indian Democracy	31 Jan	34	23	5	0	6	Close Review**

4. Review the question and approve it, edit it or write a comment for the developer to fix the issue

Easy Moderate Difficult

Cognitive level: 2.Understanding

Text book exercise

Similarity?

1 - 13075) Meghalaya, Nagaland and Tripura falls under which High Court?

A) Arunachal Pradesh B) Assam C) Mizoram D) Punjab

(Mark: 1)

Add Comment

[Back to Dashboard](#)

Remove Question Edit Approve

Reviewer responsibilities:

Along with the responsibilities mentioned below, some standard comments for common issues found are also included in this document, which the reviewer can copy paste and modify as required.

1. Reviewers should go through the questions developed by the author and check for the various quality issues mentioned below or covered in the guidelines document. They should either approve the questions or give their feedback to the developer. Developer will fix the issues and re-submit the questions which need to be verified and approved. Minor issues can be fixed by the reviewers themselves without sending back to the developers.
2. Check for accuracy of content. The content should be factually correct. Check that the developer has used correct definitions, terms and terminology. Any numerical problems should be checked for correct calculations. Software codes should be functional.
3. Check for originality of content. No plagiarism allowed. Developer should not copy questions from text books, other publications or from online resources as it is. Generally check availability of the content verbatim on Google search.
4. Check that the questions cover the important points in the chapter and avoid the trivial and unimportant points.
5. Check that the paper has a good mix of easy, moderate and difficult questions as per the guidelines. Some of the topics developed earlier did not have the categorization, which are marked as easy by default. Change the difficulty level in such questions while reviewing.
6. Check that the difficulty levels and cognitive levels are marked correctly and there are sufficient numbers as per the guidelines. Since the cognitive levels were introduced lately, some question may not have the levels marked. Reviewers should be able to mark them from the drop down box without going to edit mode.
7. Check that the answers are given appropriately as per the guidelines provided. Answers should not be written casually, in one word etc. Answers should be in complete sentences. For example short answer questions should be answered in 2-5 sentences. Paragraphs should not be copy pasted from the text book as it is, developer should modify them appropriately, remove unwanted lines and give proper starting and ending, to suit the requirements of the question. (sometimes the entire paragraphs are taken from book as it is and even incomplete sentences are pasted)
8. Check that the questions do not repeat the same question across multiple types of questions. Some people have used the same questions in MCQs, FIBs, T&F as well as very short answers. (Question papers may be set automatically by the system, where in the same question may get picked from different categories which will result in duplication of the questions.) Long answer question would be in more detail, hence okay to have some points used in smaller questions.
9. Check equations are made correctly using equation editors and the guidelines given for it are followed. Sometimes the equations become very tiny because of use of fractions, which should be enlarged.
10. Check that the images are small in size but any text given in it should be readable. Guidelines given for images should be followed.
11. Check sufficient number of questions are created by the developer as per the given guidelines.
12. Check the use correct English grammar, sentence structures and formatting
 - Ensure no spelling mistakes.
 - Check all sentences start with capital letters,
 - Correct use of article 'a', 'an', the. Many a time developers miss articles.
 - Check proper punctuations are used.
 - Give a space after every comma and full stop and no space before them.
 - Check question marks are given at the end of every interrogative questions (starting with what, where, when, how, which, why etc.)

- No space required before the question mark.
- No double spacing within question or answers.
- Give one space before and after operators like =, +, -, x, >, < etc.
- Check consistency in using capital letters (eg: in Match the following some lines start in capitals while others are in small)

PLAGIARISM CHECKER: [Free Online Plagiarism Checker](#)

Access the above link, copy paste the text needing check and click on the Check Plagiarism button. Since this is a free tool there may be ads in between, avoid clicking the Ads. If the content is plagiarized, it will show a report and clicking on it, you can make out if it is plagiarized. If part of the text book content is used as it is, it may appear to be plagiarized and come up in multiple sites, which may not be considered as plagiarism. However, it is always better to modify and use the textbook content meaningfully.

Review comments for common issues found.

Some standard comments that can be used in the review are listed below. You can copy paste these comments if you find such issues. You can modify them as required specific to the questions. This may not cover every issue found in questions. Some of the issues may be specific to the question content; hence you need to add your comments accordingly.

GENERAL COMMENTS:

(Some comments may be applicable to all types of questions or not specific to any question. If the comment is not specific to any question, add it with the first or last question mentioning it as a general comment. You can add more than one comment to a question, if there are multiple issues)

General comment (not specific to this question): The questions are very trivial. Refer to the important questions in the NCERT book and see that they are covered in some form or other.

General comment (not specific to this question): Currently most of the questions are theory/reading based. Add more application based/numerical/problem solving type questions.

General comment (not specific to this question): There is scope for some picture based questions in this chapter to draw/label diagrams etc. pls add few.

General comment (not specific to this question): Add more application based questions especially in short answer/long answer categories.

General comment (not specific to this question): The total number of questions not matching with the guidelines. Make 50-60 questions as specified in the guidelines doc.

General comment: Observed that many of the questions are from net. Please avoid copying from net. Kindly remove/ modify such questions.

General comment: Many of the questions are simple and straight forward. Can we increase questions in moderate and higher difficult levels? Pls follow the guideline 20% simple. 50%moderate. 30%difficult.

One general principle to check the importance of a question is to think if it is good enough for a teacher to use in a final exam. Will the student feel the question is trivial/unimportant?

Question not clear, change the structure/spacing/spelling

Do not use non-english words, names etc.. Questions will be used by students from all states as well as international Indian schools, who won't understand some of these terms.

Question doesn't seem very important, check for concepts that students need to learn. Think from a point if it can go in an examination paper, do not use trivial points.

The point Seems not covered in the book. Please do not use terms or terminology not covered in the book. Check the important questions already covered in the book examples, exercises and make questions matching that.

Question seems out of syllabus. Is it covered in the chapter? Do not use content from the net or from competitive exams.

Many questions look alike with just change of names or numbers. One or two similar questions are okay, but not too many. Please change or modify.

Avoid using multiple lines in the question if possible as it takes more space on a printed question paper. If there are sub points in a question, try to show it on the same line with spaces in between.

Pls use capital letters consistently. Start question with Capital letters. Option should be all in caps or in small, only one is in caps here.

Do not make one question in reference to another. Each question is stand alone. Questions are selected by teachers to assemble a question paper. Previous questions may not be selected by them and even if selected won't have the same question number

Same question is there in MCQs/FIB/T&F too. We should not repeat questions across categories. Question papers may be set automatically by the system, where in the same question may get picked from different categories which will result in duplication of the questions.

Please follow the convention while making questions:

Very Short answer : 1-2 sentence answers for 1 marks.

Short answer : 3-5 sentence answers for 2-3 marks.

Long Answer : 5-10 sentences with 4 -5 marks.

Very long answer : More than 10 sentences/steps or 200 words or more with 5-8 marks.

Answer not properly structured. Please re-phrase.

Answer somewhat disconnected or not properly structured.

Use the UK spellings than American spelling. E.g: use 'hybridisation' in place of 'hybridization'

Need to mention the name of the application. In a question paper, questions can come from any chapter, hence students won't know which application/topic we are referring to. Hence need to give some reference to the application/topic being referred to, unless it is self-evident or generic.

Need to give the reference of the lesson/concept being mentioned. In a question paper, questions can come from any lesson, hence students won't know which lesson/concept we are referring to unless the concept is unique and not repeated across lessons. (Eg: if a question is 'what does the author referring to' it would be confusing as author of which lesson, poem etc)

Though the question is from the chapter, when it comes in a question paper, it can't be recognized as specific to a chapter, hence there should be some reference to know that the question is about a particular chapter/concept unless it can be identified easily from the question itself or it is a unique concept which won't come up in any other chapters.

Since the new topics are HTML related, you may need to use the HTML tags with > and < symbols. These symbols are taken correctly in the question text box, but not in the answer text boxes. Hence use the ASCII codes > and < to represent these symbols. Please check that the question and options are displayed correctly.

Do not give the answer itself as hint. If there is no specific hint to give, let the hint box be blank.

Can we use different a different example than using the same example/values from previous question? Question papers may be set automatically by the system, where-in the similar questions may get picked and would look like duplicate questions.

(For English)

Can we have more language specific questions (grammar, vocabulary, sentence formation, comprehension word meaning, punctuation etc). Please look at the activities given at the end of the lesson and pick some questions similar to them, you may use the words and phrases from the activities as it is. Some of these can be added to VSA, SA or LA categories. FIB's can be used with more than one blank space to fill with higher marks allocated to the question.

FORMATTING/ COPY PASTE issues related comments:

(Content copy pasted from other sources, may take the formatting of the original page. If the formatting is different, the content may be copy pasted from net or from a word document they have prepared themselves. Pls check if it is just format issue or a plagiarised content issue)

Formatting issue due to copy paste from other sources. Pls paste to Notepad to remove any formatting before pasting to the question page. Pls confirm it is not plagiarised content from net. Please check such issues in all non reviewed topics too.

Font size difference due to copy paste is clearly evident in the question, Pls fix by removing the formatting.

Content seems to be copy pasted from other sources, pls modify any referenced content not to violate copyright issues. Pls correct and also confirm the content is not copy pasted from net.

No need of numbering the questions, it is auto numbered by the system. Please remove the number given in the question.

Use space and comma appropriately.

Give one space after every comma and full-stop.

Do not give a space before question mark

Give one space before and after operators like =, +, -, x, >, <

Question mark missing.

Full stop missing.

Spelling mistake of word

< and > symbols are sometimes taken as HTML tags, hence use the codes &gt; and &lt; to represent them.

Start sentence with capital letter.

Remove the extra spaces/blank lines in the question. (Sometimes blank spaces are left in the question/answer inadvertently which takes blank lines on question papers)

Do not use star(*) symbol for multiplication. It s used in computer language. Use the code \times as an within an equation

EQUATIONS related comments:

Equation not showing correctly. Use \$ symbol before and after an equation to show it correctly on the page. Pls go through the section on how to add equations on the instructions page on every question entry page.

Equation is coming too small, pls add a tag \large in the equation to make it bigger. Pls see some code examples at: LaTeX Examples. Also visit hostmath.com to check more.

Can you add \large tag in the equation where division is coming?

Fractions too tiny, pls use \large to enlarge them a bit.

Use the code \times to show multiplication sign within a formula, else the multiplication symbol looks like the alphabet 'x'. you may also use \; to give extra space within a formula.

IMAGE related comments:

Image is too big. Questions may get printed on paper too, hence need to make sure it takes minimum space on a printed question paper.

Images should be as small as possible so that they get printed small in question papers. Remove extra spaces and margins. Do not fill with colors unless it is absolutely needed. Think if the question paper is printed in black too, how they will appear.

Images used should be very small, especially in height. Questions get printed on school question papers which take too much space if the image is large. Images should be just good enough for the students to understand what it is and the text if any should be readable.

Is the picture required? Add pictures only if they are absolutely necessary, it takes space in a printed question paper.

Can we crop the image to remove the unwanted space? If the question gets printed on paper, it should take minimum space.

(comment specific to picture from NCERT book with watermarks):

If you take the picture from the NCERT flipbook, you will get it without the watermark.
 You can access the flipbook from: NCERT Flipbook link.

Text in the picture not readable, pls take a zoomed in picture from Flipbook, reduce it to readable size and sharpen it.

Code in picture not readable. Can it be typed in or copy pasted as text? else the image should be slightly bigger.

For editing image, you can use MS Paint or Paint-shop-pro. MS Paint is found in the windows/programs/accessories folder. Pls refer to the paintshoppro link given the process doc.
You can also use Freeonlinephotoeditor to crop and resize the image.

Multiple Choice Questions (MCQ) related comments:

If 'None of the above' is the answer, please show the correct answer in 'answer explained'.

Can we use the options slightly distinguishable? They all look very similar. The objective is not to confuse the students but to check if they know the important aspects.

'xyz' seems the obvious choice as others are not relevant, add few incorrect but relevant choices.

MCQs looks like Fill in the blanks with blanks Can we modify them?

Seems like a giveaway answer. Don't make it too simple.

Multiple choice questions are typically one mark questions; hence students may not have time to do big numerical calculations. Hence, better to use numbers which give perfect outcomes than decimals and fractions. The objective here is to check whether the students know the concepts, hence the calculations need not be very complex.

Is it not a complicated calculation for a 1 mark MCQ?

Similar question in FIB/T&F too. Pls don't repeat the same question in different categories.

Same question is there in FIB too. Can this be changed?

Fill in The Blanks(FIBs) related comments:

Avoid FIBs with combination of words. It may be difficult for a student to write a combination of words with spaces, articles, brackets, formulas, equations etc. Hence use single word FIBs.

Answer should be unique. If there are more than one possible option, separate them by commas in answer.

Avoid using 'verbs' as fill in the blanks correct answer as they can have different synonyms. Use names, terminology, technical terms etc..

Answer too long or complex for fill in the blanks. FIB is meant to fill terminology, names, or short phrases.

Please use 20-25 dots instead of 'under scores _____' in FIBs. This is to keep consistency with everybody doing questions.

Do not FIB with True, False, Yes, No etc.. as answers.

TRUE AND FALSE Related:

T&F should be a statement not a question.

T&F is a statement not a question, question mark not required.

Do not repeat the same question in MCQs, FIB and T&F. Pls remove or modify.

Answer seems obvious, a giveaway! Can it be modified?

Too many similar questions. Combine some of them or remove.

VSA/SA/LA/VLA Type questions related comments:

Please do not add all VSA questions as one word answer questions. Add questions with one or two sentences as answers.

Answers should not be casual. Add them in proper sentences that just few words or phrases.

This question doesn't look like a short answer type question with 2/3 marks. Please add to VSA and remove from SA.

SA question answers should be of 2-4 sentences. Please modify.

This question doesn't look like a look like a Long answer type question with 4 marks. Please add to SA and remove from LA.

LA question answers should be of 5 or more sentences. Please modify.

Please add more numerical questions than just definitions and knowledge based questions.

Please properly structure the long answers in paragraphs.

Please structure the very long answers point wise.

Match the following related comments:

Incorrect options are not required in the question stem for MTF questions. Give only the correct matching options in each of the columns in the same row. System will shuffle the options automatically to create the questions.

Use the capital letters consistently. If one of the statements start in capitals, make all of them start in caps or vice-versa.

Comprehension / Reference related comments:

Comprehension questions are not required in non language subjects. However you can add question giving a code or a diagram and ask the students to identify specific things from it.

Comprehension passage is not relevant in arts/accounts/commerce. You may use a situation/case as references where the students need to work out answers. If no such possibilities, you can skip this category.