USER MANUAL
QUESTION ITEM INPUT
(URDU LANGUAGE)

NATIONAL TESTING SERVICE – INDIA

(A Central Scheme of the MoE, Dept. Hr. Edun., Govt. of India)

H.Q: CIIL, Manasagangotri, Mysuru– 570006

INTRODUCTION

About Item File Card (IFC)

Item File Card (IFC) is meant for writing question items. This card is made in a specific size (A4) and have 10 columns to enter various technical values like **1)**Administering Details, **2)**Instruction to the examinee, **3)** Question/ Item stem (with answer key/cue) **4)** Scoring Procedure **5)**Subject matter/input (Sub-component) **6)** Objective (Instructional, Education, Societal) **7)** Item Type/Format used **8)** Medium & mode of presentation **9)** Educational level and **10)** Rationale. These are known as **10 Parameters** of a question item.

About Application

This web application is to help users input the question items through online portal. Inputted question items automatically get stored into MILES database.
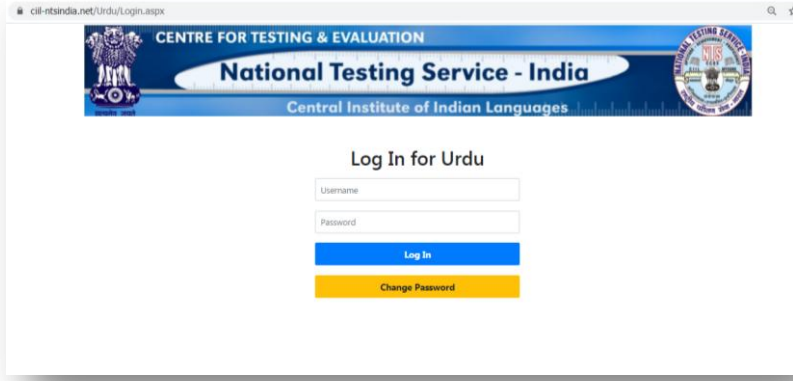
System Requirements

- Desktop/Laptop with minimum specification (Core 2 deo processor with 2 GB RAM OS windows XP, 7 & above etc.)

- Unicode enabled Desktop/Laptop with browsers like Google Chrome, Mozilla Firefox, Internet Explorer, etc. The use of latest version of such browsers is highly recommended.

- To know how to enable Unicode in your system, please watch this video by clicking on this link https://www.youtube.com/watch?v=XqFOq1BxFdM

- Our web based question item inputting application supports only Unicode. We recommend you to use **"Jameel Noori Nastaleeq"** font. Make sure that this font is available in your Operating System.

LOGIN SCREEN

Step 1: Open any browser

Step 2: Enter this link in the Address Bar of the browser https://www.ciil-ntsindia.net/urdu

<table>
<tr>
<td>
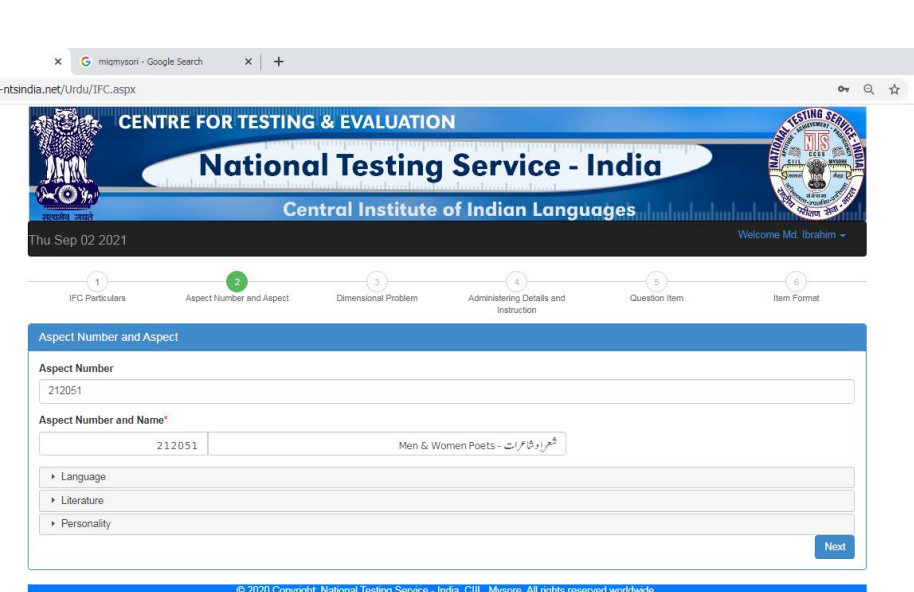

</td>
<td>

Step 3: Enter your Username.

Step 4: Enter password

Step 5: Click on Log In.

</td>
</tr>
</table>

IFC PARAMETERS

1. GFR Code and Aspect

<table>
<tr>
<td>

</td>
<td>

Step 6: Select Aspect or Enter the Aspect number from Language / Literature / Personality pertaining to your Question Item.

Step 7: Click on Next button

</td>
</tr>
</table>

2. Dimensional Problem

	Step 8: Select Dimension problem and click on Next button. For every selected aspect (Lang / Literature / Personality), corresponding dimension problem will automatically be displayed in the dropdown menu.

3. Administering Details and Instruction

	Step 9: Enter Administering Details **Step 10:** Enter Instruction(s) to the examinee. Then click on Next button.

4. Question Item

Step 11: Enter the following details related to the question Item

1. Select Item format
2. Enter The Question in the given text box
3. Enter Options if any
4. Enter Answer Key
5. Enter Marks (only digits)
6. Enter Time in Minutes (only digits)
7. Select Scoring Procedure
8. The sub component that you have selected will already be displayed
9. Enter the Question writer's intention
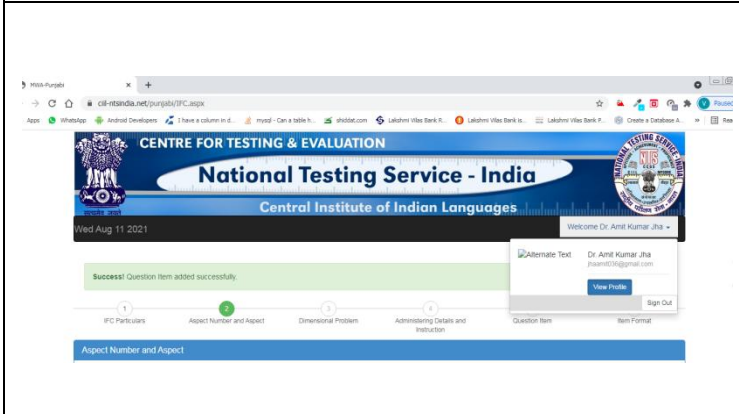10. Click on Next Button

5. Item Format

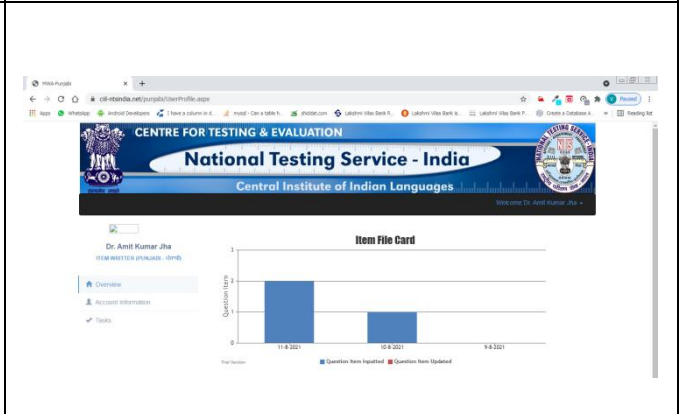**Step 12:** Enter the details in the following screen

1. Select Mode of presentation (Select Written in this case)
2. Select Educational level
3. Enter Rationale
4. Choice Index will be displayed by the system itself.
5. Feasibility value will be displayed by the system itself.
6. Discrimination value will be displayed by the system itself.
7. Mean Ability Index will be displayed by the system itself.
8. Level of Pre-Validation will be displayed by the system itself.
9. Click on Submit Button.

Question Item will be added successfully.

Step 13: User can View there profile by clicking the Welcome (Username) button.	**Step 14:** Click on View Profile.

The Overview of the tasks done will be displayed.

Step 15: After completion of inputting the question items, click on the **Sign Out** Button for logging out.