


## MULTIPLE CHOICE QUESTIONS (MCQS) - INSTRUCTIONS FOR SPEAKERS

### Submitting Your Questions

1. Review the Royal College MCQ Guidelines found [here](#).
2. Speakers must prepare a minimum of 5 MCQs. Once you have prepared your questions, download the MCQ submission template found [here](#). This document will be used for merging your MCQs into the online system Poll Everywhere.

	A	B	C	D	E	F	G	H
1	<b>Activity</b>	<b>Type</b>	<b>Title</b>	<b>Option</b>	<b>Option</b>	<b>Option</b>	<b>Option</b>	
2	Poll	Multiple c	1	a)	b)	c)	d)	
3	Poll	Multiple c	2	a)	b)	c)	d)	
4	Poll	Multiple c	3	a)	b)	c)	d)	
5	Poll	Multiple c	4	a)	b)	c)	d)	
6	Poll	Multiple c	5	a)	b)	c)	d)	
7								

- a. Each line on the spreadsheet is one question
  - b. Column C: "Title" = your questions
  - c. Columns D through G: "Option" = possible answers
3. Input one question per row in Column C. Input each possible answer in the same row as the pertaining question. For example:

	A	B	C	D	E	F	G
1	<b>Activity</b>	<b>Type</b>	<b>Title</b>	<b>Option</b>	<b>Option</b>	<b>Option</b>	<b>Option</b>
2	Poll	Multipl	1. What is your favourite flavour of ice cream?	a) Chocolate	b) Vanilla	c) Strawberry	d) I don't like ice cream
3	Poll	Multipl	2	a)	b)	c)	d)
4	Poll	Multipl	3	a)	b)	c)	d)
5	Poll	Multipl	4	a)	b)	c)	d)
6	Poll	Multipl	5	a)	b)	c)	d)

4. Indicate the correct answer by putting 3 asterisks (\*\*\*) in front of the correct answer, like so:

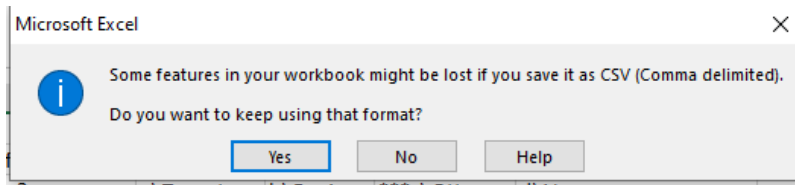
	A	B	C	D	E	F	G
1	<b>Activity</b>	<b>Type</b>	<b>Title</b>	<b>Option</b>	<b>Option</b>	<b>Option</b>	<b>Option</b>
2	Poll	Multipl	1. What is your favourite flavour of ice cream?	a) Chocolate	b) Vanilla	c) Strawberry	d) I don't like ice cream
3	Poll	Multipl	2. What is the capital city of Canada?	a) Toronto	b) Regina	***c) Ottawa	d) Vancouver
4	Poll	Multipl	3	a)	b)	c)	d)
5	Poll	Multipl	4	a)	b)	c)	d)
6	Poll	Multipl	5	a)	b)	c)	d)
7							

The asterisks will not appear in the onscreen poll when merged.

5. If you require more than 5 questions, follow the same format in another row. If you require more than 4 possible answers, insert another "Option" column.

6. Check that all of your questions are error/typo free as they will be merged exactly as they appear in the spreadsheet.
7. When you are satisfied with your questions, save the document as a **CSV (comma delimited)** file with your name in the file name. Ex. "CCCR MCQ – John Smith"

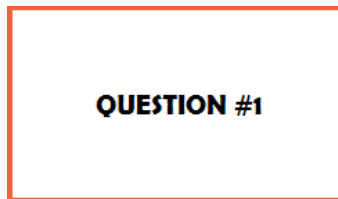
The following message will likely appear. Always click "Yes"



8. Email your CSV file to [events@secretariatcentral.com](mailto:events@secretariatcentral.com)

### Inserting Questions into Your Presentation

1. **DO NOT** insert your MCQs into your PowerPoint presentation. Instead, insert the question placeholders [found here](#) where you want the questions to be asked.



You can insert these slides by:

- a. copy and pasting the text from the placeholder onto a blank slide OR
- b. Click the "Insert" tab. Click arrow below "New Slide" and select "Reuse Slides..." Click browse and select the placeholder file from your Downloads.