


## 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 form 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:

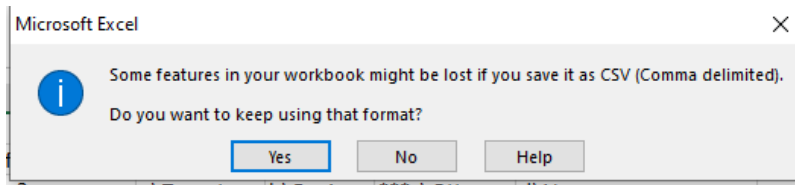
	A	B	C	D	E	F	G
1	<b>Activity</b>	<b>Type</b>	<b>Title</b>	<b>Option</b>	<b>Option</b>	<b>Option</b>	<b>Option</b>
2	Poll	Multipl	1. What is your favourite flavour of ice cream?	a) Chocolate	b) Vanilla	c) Strawberry	d) I don't like ice cream
3	Poll	Multipl	2. What is the capital city of Canada?	a) Toronto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

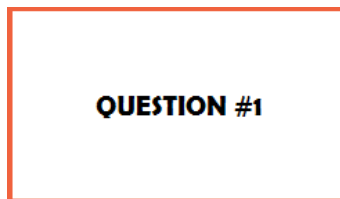
The following message will likely appear. Always click “Yes”



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. These placeholder slides will signal the tech in the room to switch to the online polling system.



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.