



Workshop on “Preparation of MCQ”
Organized by
School of Professional Studies
Netaji Subhas Open University
2nd July, 2025

REPORT

Venue: Subhas Chandra Sabhaghar

No. of participants: 45 faculties/ Academic Counsellors

Workshop on “Preparation of MCQ” Organized by the School of Professional Studies, Netaji Subhas Open University 2nd July, 2025 at NSOU Headquarter. Preparation of MCQ which stands for Preparation of Multiple-Choice Questions under NEP-2020. It involves creating a set of questions with multiple answer options, where the respondent has to choose the correct answer from the given options.

Dr. Anamika Das, Associate Professor, Library and Information Science, NSOU welcomed all the participants and the resource persons on behalf of School of the Professional Studies, Netaji Subhas Open University. Dr. Das congratulated the whole team of the School of Professional Studies, Netaji Subhas Open University for organizing such workshop on “Preparation of MCQ” on 2nd July, 2025 at NSOU-Headquarter. Dr. Das set a warm tone for the event, introducing the host and their role, and outlining the workshop's objectives and expectations. Dr. Das also thanked the participants for their participation, creating a sense of community and shared purpose. By emphasizing the importance of well-crafted MCQs, attendees were motivated to learn and share best practices, making the workshop a valuable opportunity for professional development and networking. Overall, the welcome address effectively set the stage for a productive and engaging workshop on MCQ preparation.



Prof. Uttam Kumar Dutta, Professor of Commerce, NSOU stated that Multiple Choice Questions (MCQs) are a widely used assessment tool in educational institutions and professional settings. Well-prepared MCQs can accurately measure a respondent's knowledge, skills, and abilities. This workshop highlights the importance and best practices of preparing effective MCQs. MCQs are an efficient and reliable way to assess a large number of respondents. They can be used to evaluate knowledge, comprehension, and application of

concepts. MCQs are also useful for identifying areas where respondents need improvement. To prepare effective MCQs, it's essential to follow best practices. These include - Clearly defining the question-and-answer options; Ensuring answer options are mutually exclusive; Using plausible distractors; Avoiding ambiguity and vagueness; Pilot-testing questions to identify areas for improvement. Prof. Dutta also outlined that well-prepared MCQs have several benefits. They can-Accurately measure respondent knowledge and skills; Provide valuable feedback for improvement; Enhance the validity and reliability of assessments; Support learning outcomes and objectives.



Prof. Dutta also feels that preparing effective MCQs can be challenging. Common issues include poorly written questions, ambiguous answer options, and inadequate pilot-testing. To overcome these challenges, it's essential to invest time and effort in MCQ preparation and to regularly review and revise questions. Well-prepared MCQs are essential for accurate and reliable assessments. By following best practices and guidelines, educators and assessors can create effective MCQs that measure respondent knowledge and skills. Regular review and revision of MCQs can help ensure they remain relevant and effective. By investing in MCQ preparation, educators can support learning outcomes and objectives, and ultimately improve respondent achievement.

Prof. Arun Kr. Chakraborty, Professor, Library and Information Science, NSOU assumed that the National Education Policy (NEP) 2020 marks a significant shift in the Indian education system, focusing on holistic development, critical thinking, and creativity. Prof. Chakraborty feels that when preparing Multiple Choice Questions (MCQs) under NEP 2020, it's crucial to align them with the policy's key objectives. Effective MCQ preparation involves crafting clear, concise questions that assess a student's ability to apply knowledge, think critically, and solve problems. This requires a deep understanding of the policy's emphasis on experiential learning, conceptual understanding, and multidisciplinary approaches.



Prof. Chakraborty feels that the MCQs should be designed to test students' understanding of concepts rather than just memorization. By incorporating real-world examples and practical applications, educators can create questions that encourage students to think creatively and develop problem-solving skills. Additionally, MCQs should incorporate various subjects and perspectives, reflecting the policy's emphasis on multidisciplinary learning. This approach will help students develop a broader understanding of the world and foster critical thinking.



The new pedagogical structure of 5+3+3+4, covering ages 3-18, recommended by NEP 2020, can guide the development of MCQs tailored to specific age groups and learning objectives. Educators should focus on creating questions that are relevant to the students' stage of learning, ensuring that assessments are valid and reliable. Furthermore, the policy's emphasis on continuous professional development for teachers highlights the need for educators to stay updated on best practices in MCQ preparation. By aligning MCQ preparation with NEP 2020's principles, educators can create high-quality assessments that support the development of well-rounded, knowledgeable, and skilled individuals. Effective MCQ preparation will not only measure student learning but also promote critical thinking, creativity, and problem-solving skills. As educators, it's essential to recognize the significance of NEP 2020 in shaping the future of Indian education and to adapt our assessment methods accordingly. By doing so, we can ensure that our students are equipped with the skills and knowledge necessary to thrive in

an ever-changing world. Ultimately, well-prepared MCQs will play a vital role in achieving the goals of NEP 2020 and transforming the Indian education system.

Prof. (Dr.) Anirban Ghosh, Head of the Department, Director SPS, SVS & CIQA was so happy to congratulate the whole team of the School of Professional Studies to organize such a workshop on “Preparation of MCQ” on 2nd July, 2025. The preparation of Multiple-Choice Questions (MCQs) is a crucial aspect of assessments, exams, and quizzes. Effective MCQ preparation involves creating a set of questions with multiple answer options, where the respondent has to choose the correct answer. To ensure the validity and reliability of MCQs, it's essential to follow a systematic approach. First, we need to identify the topic or subject area to be assessed, and then create clear and concise questions that are relevant to the topic. The questions should be well-defined and unambiguous, avoiding any confusion or ambiguity.



Particularly, when developing answer options, include the correct answer and distractors (incorrect options) that are plausible but not correct. The distractors should be designed to test the respondent's knowledge or skills, and should not be easily eliminable. It's also essential to ensure that the questions are relevant, accurate, and fair, and that they are free from bias. A good MCQ should have a clear and concise stem, and answer options that are mutually exclusive. To ensure the quality of MCQs, it's essential to pilot-test them with a small group of respondents. This can help to identify any issues with the questions, such as ambiguity or confusion, and provide valuable feedback for improvement. Additionally, it's essential to review and revise MCQs regularly to ensure they remain relevant and effective. By following these guidelines, educators and assessors can create high-quality MCQs that accurately assess knowledge or skills and support learning outcomes.



Prof. Ghosh feels that well-prepared MCQs can have numerous benefits, including accurate assessment, efficient evaluation, and improved learning outcomes. MCQs can be used to assess a wide range of knowledge or skills, from basic recall to complex problem-solving. They can also be used to identify areas where learners need improvement, and provide valuable feedback for future learning. By investing time and effort in MCQ preparation, educators and assessors can create assessments that are valid, reliable, and effective in measuring learner achievement. Ultimately, well-prepared MCQs can play a critical role in supporting learning and assessment, and can help learners achieve their full potential.



The program ended with the distribution of certificate and formal vote of thanks proposed by Dr. Barnali Roy Choudhury, Assistant Professor, Department of Library and Information Science, Netaji Subhas Open University.



---Report prepared by Dr. Sudarshan Roy