

## Aiken Format

Due to the high volume of requests for exams support at Moodle Support, we are no longer able to format and upload Multiple Choice questions for instructors. The good news is that there's a very easy way for instructors to format Multiple Choice questions themselves: the Aiken format. Using this format means instructors can build questions on their own schedules.

### Creating Your Questions

The most important things you need to know about using this formula are:

- You must create a .txt file. Use Notepad++ for Windows or TextEdit on Mac.
- You must save your file in UTF-8 format (you will be prompted to choose upon saving the file). Special characters will cause errors, so use simple quotation marks and avoid formatting like bold or italics. You can add formatting in once the questions are uploaded.
- All answer letters and the word answer MUST be capitalized. See example.

Examples of how to use the Aiken format follow:

```
What is the correct answer to this question?  
A. Is it this one?  
B. Maybe this answer?  
C. Possibly this one?  
D. Must be this one!  
ANSWER: D  
  
Which LMS has the most quiz import formats?  
A) Moodle  
B) ATutor  
C) Claroline  
D) Blackboard  
E) WebCT  
F) Ilias  
ANSWER: A
```

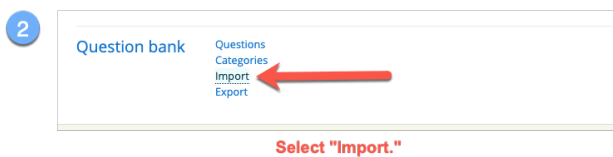
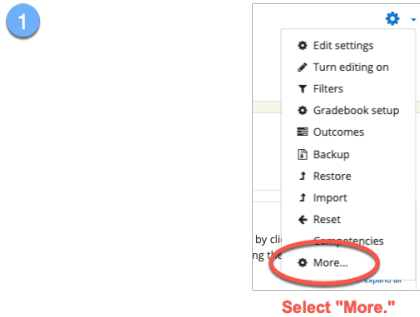
Notice the following details:

- You do not number the questions.
- You can follow the answer letter with a ) or a . but you must be consistent within your question set.
- There is a single space after the ) or . and before the response.
- ANSWER must be followed with a : and a single space.

Issues of spacing and capitalization must be attended to for the format to work.

## Importing the File

Once you have formatted the document correctly, go to Edit Settings for your course and click on More. Scroll down to Question Bank and select Import.



Upload your file; you will find your questions in your course question bank:

### Import questions from file

▼ Collapse all

▼ File format

- Aiken format **Choose this option.**
- Blackboard
- Embedded answers (Cloze)
- Examview
- Gift format
- Missing word format
- Moodle XML format
- WebCT format

**Select where you would like the questions to appear in your question bank.**

▼ General

Import category

Get category from file  Get context from file


Match grades

Stop on error

▼ Import questions from file

Import  Maximum size for new files: 1GB

**Add .txt file.**



You can drag and drop files here to add them.

**Click to import.**

There are required fields in this form marked **\***.