The **Aiken** format lets you create multiple-choice or true-false questions using a simple, human-readable format that you can save as a plain text file and import into a Moodle.

**STEP 1**

Type your questions using a **text editor** application such as Notepad (Windows) or Text Edit (Mac OS X), and format as follows:

* The question must be all on one line.
* Each answer option must start with a single uppercase (capital) letter, followed by a period **"."**, then a space.
* The answer line must immediately follow, starting with "ANSWER: " (with a space after the colon) and then write out the letter of the correct answer leaving a blank space between the colon(:) and the answer.

**Note:** The word "**ANSWER**" and the answer letters (A,B,C etc.) must be **capitalized** as shown, otherwise the import will fail.

**STEP 2**

* Use Save As to save your questions as a .txt (plain text) file in UTF-8 format.

**Note:** If a **word-processing** application (e.g., MS Word) is used to prepare your question, then you must use ***Save As*** and select the ***.txt*** file format (UTF-8 format) to save your document and not ***.doc|.docx*** which is the default format for Ms Word

**EXAMPLE**

The Loch Ness Monster is a type of?  
A. Homonid  
B. Lizard  
C. Ape  
D. Plesiosauria  
ANSWER: D  
  
Lagos State University is a state institution of higher learning.  
A. True  
B. False  
ANSWER: A