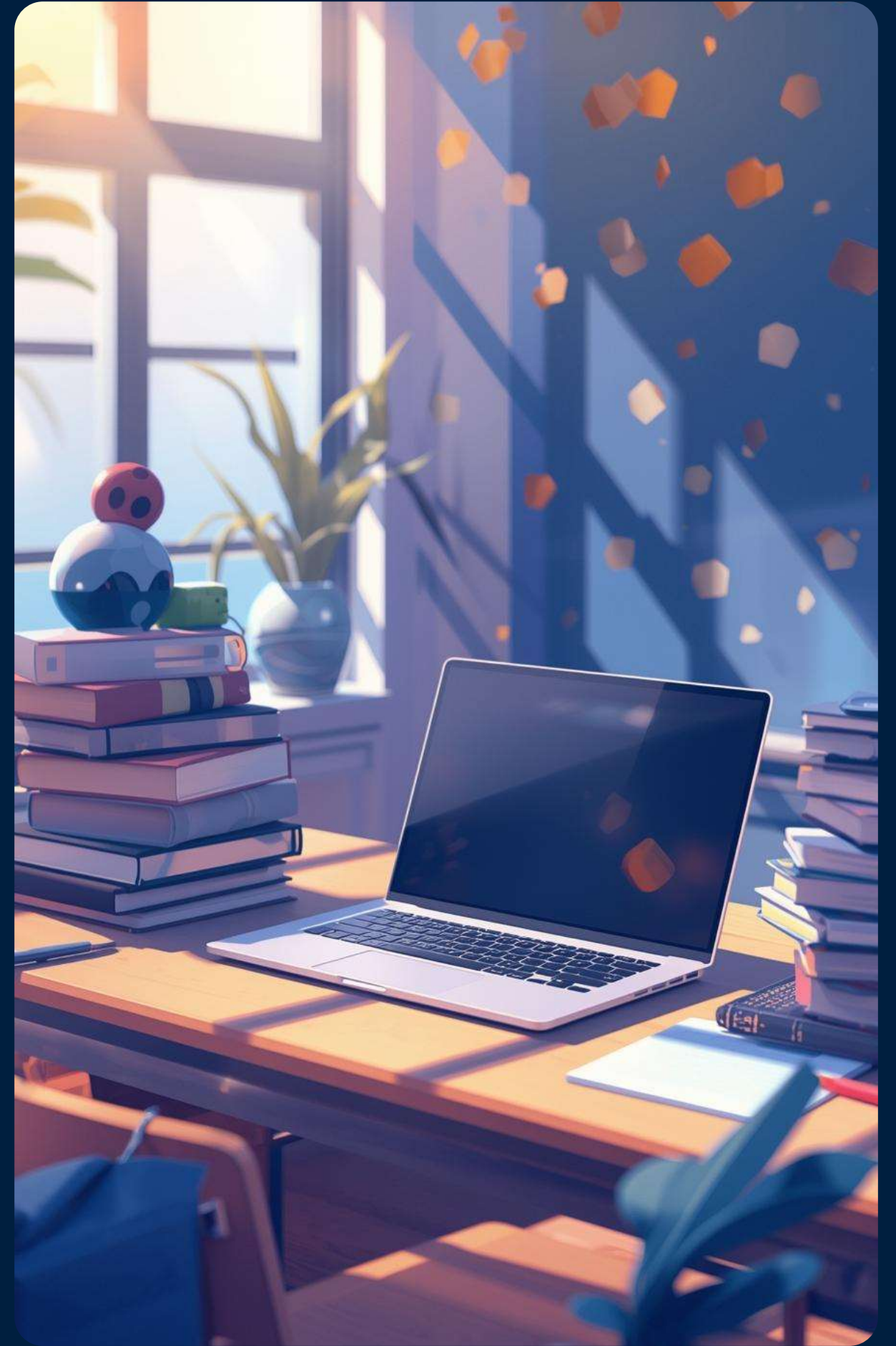


How to Prepare CBT Exam Questions



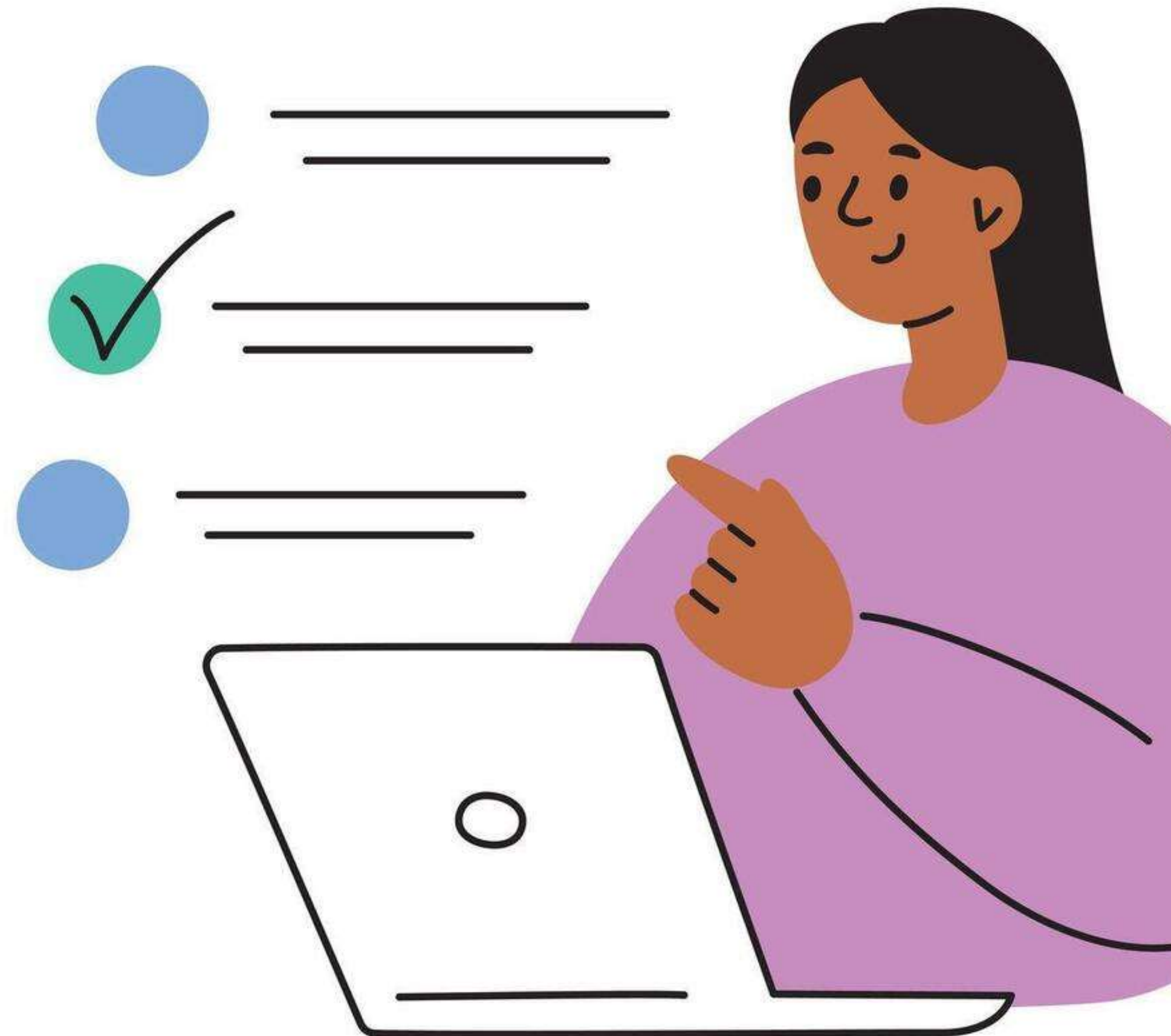
By **ALIYU Bamidele Joshua**,
Principal Technical Officer II,
ICT Unit, Ajayi Crowther University, Oyo



Options for Preparing CBT Questions (Moodle)

- Moodle Web Editor
- Excel / CSV
- GIFT Format
- MS Word (Aiken)

The GIFT method is a Moodle-specific, text-based format that allows instructors to quickly create various question types



Question Creation Methods Compared

METHOD	SPEED	EASE OF USE
Moodle Web Editor	Slow	Repetitive
Excel / CSV	Moderate	Error-prone
GIFT Format	Complex	Technical
MS Word (Aiken)	Fast	Very Easy



Benefits of Using MS Word

1. Familiarity for Lecturers

Most lecturers already use Microsoft Word daily for Lecture notes, Assignments etc.

2. Works Offline

With MS Word questions can be prepared anytime and with no need for internet connection.

3. Simple, Structured Formatting

Uses plain English structure and requires no coding knowledge

4. Faster Bulk Question Preparation

(compared to other methods)

5. Easy Review, Editing, and Proofreading

Word allows Spell check, Peer review, Departmental vetting etc.

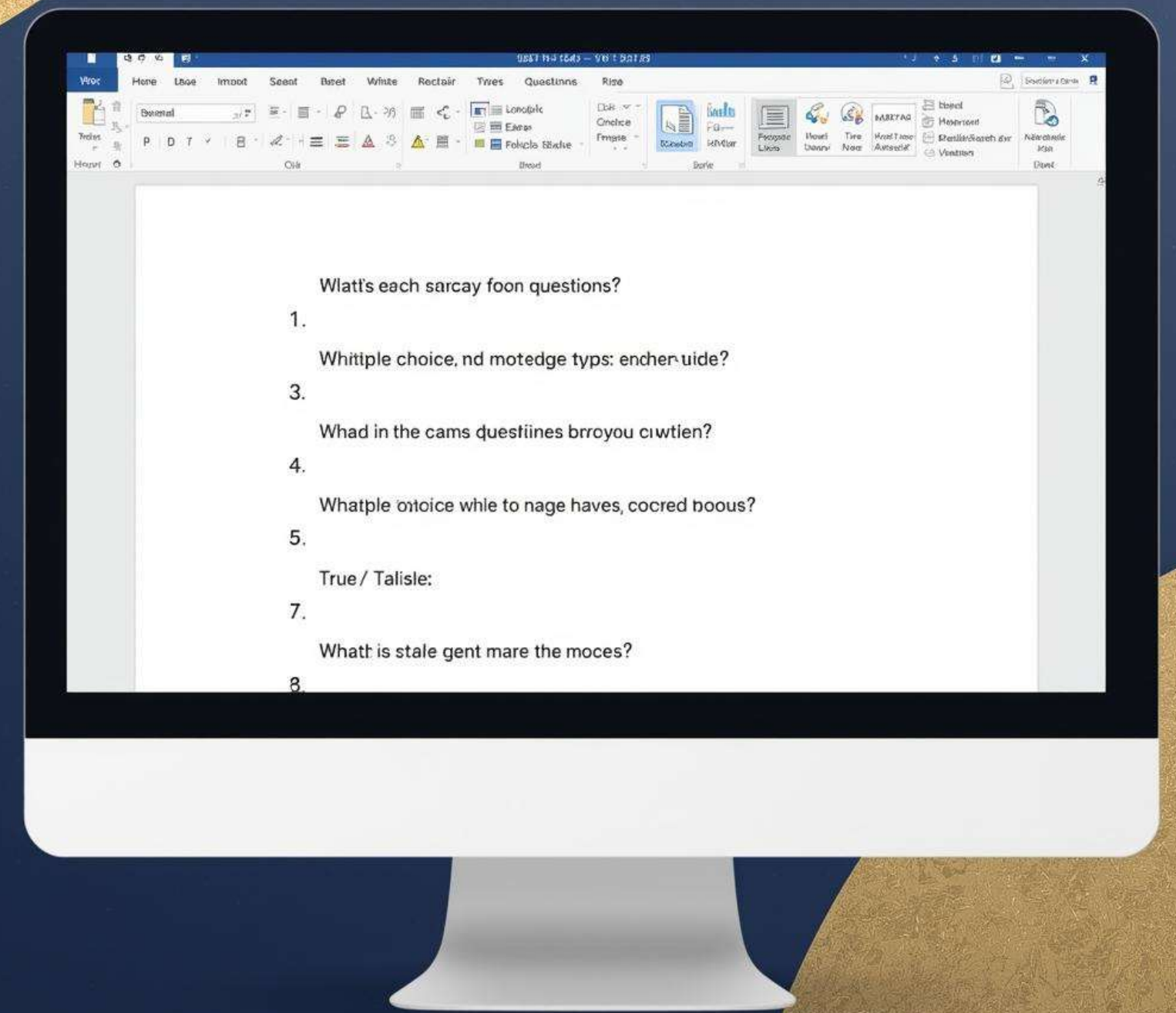
Technical Requirements (Minimal)

- ✓ Computer or laptop
- ✓ Microsoft Word installed
- ✓ Basic typing skills
- ✓ Ability to follow Aiken format rules (*the given template*)



Importing Questions into the CBT Software

Lecturers only need to prepare and submit their CBT questions; all uploads and technical processes will be handled by the ICT Unit.



What is required from lecturers:

- Prepare CBT questions using MS Word (Aiken format)
- Ensure questions are accurate and properly formatted
- Save the file correctly
- Email the questions to:
cbt@acu.edu.ng
- Submission deadline: At least 24 hours before the scheduled examination



The actual process of creating a CBT Exam Question

CBT EXAM QUESTIONS



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Additional Resources for Lecturers

Video Guide:

<https://acu.edu.ng/ace.mp4>

Template & Plugin:

<https://acu.edu.ng/ace.zip>



Thank You!

FOR YOUR ATTENTION



Questions and Discussion

