**Moodle Quiz Template**

Please return the completed form to [telt.support@bcu.ac.uk](mailto:telt.support@bcu.ac.uk) with the words ‘Moodle Quiz’ in the subject line.

**Basic Quiz information. Please type answers or delete as appropriate.**

|  |  |
| --- | --- |
| **Requested by** | Your Name |
| **Faculty/Department** | Your Faculty/school/department |
| **Contact Tel. No.** | BCU phone number |
| **Contact email** | BCU email address |
| **Moodle Site Name** | Module title and Code. |
| **Moodle Site Link** | *Delete this text and insert the URL.* |
| **Moodle Site Section** | Indicate exactly where you want the quiz on the site – you can always move it later |
| **Title of Quiz** | The name of the quiz (these are the words the students will click on) |
| **Open date/time** | Specify or Leave blank if always open |
| **Close date/time** | Specify or Leave blank if always open |
| **Time limit** | Specify In minutes or leave blank if unlimited |
| **When time expires** | Choose from: Automatically submit answers or lose the attempt when time is up |
| **Attempts allowed** | Choose from between 1 to 10 attempts or have unlimited attempts |
| **Grading Method** | Choose one of: highest grade/average grade/first attempt/last attempt |
| **Question order** | As provided or randomly shuffled for each student |
| **Answer order** | As provided or randomly shuffled in each question |
| **Feedback** | After the attempt what should students see? Choose from any of:  Which questions were answered correctly  What the correct answer was in each case  The overall score for the quiz |
| **Pass mark** | What is the pass mark (%)? |
| **Feedback for pass** | Type here what students should see if they pass. |
| **Feedback for fail** | Type here what students should see if they fail. |

**IMPORTANT** - Please format your questions **exactly** as shown below. Do not number the questions. Use capital letters followed by a full stop to label the possible answers A, B, C etc. Minimum two possible answers - maximum five. Different questions can have a different number of possible answers. You must indicate the letter for the correct answer – e.g. ANSWER: B – directly below the possible answers:

Question text….

A. first possible answer

B. second possible answer

C. third possible answer

D. fourth possible answer

ANSWER: A

*Example:*

*What name do we give to the processes whereby plants convert Carbon Dioxide into food?*

*A. Transpiration*

*B. Transportation*

*C. Photosynthesis*

*D. Respiration*

*ANSWER: C*

Add your questions in the same format from the next page onwards