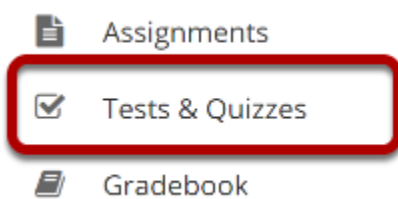


How do I allow a student to retake a test or quiz?

If a student has completed all of their available submissions to an assessment, you can allow them to retake it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.

Assessment List

View: **All** (dropdown menu open, showing 'Published - All' selected)

Display: All per page

Search:

<u>Title</u>			<u>In Progress</u>	<u>Submitted</u>	<u>For</u>	<u>Open</u>	<u>Due</u>	<u>Last Modified</u>	<u>Modified Date</u> ▼	<u>Remove?</u>
Quiz 1	Published - Active	Published	0	<u>2</u>	Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:58:00	<input type="checkbox"/>
Draft - Quiz 3	Actions ▼	Draft			Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:57:58	<input type="checkbox"/>
Quiz 2	Actions ▼	Published - Active	0	<u>3</u>	Entire Site	2019-01-19 16:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-10 16:56:31	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

View Published - All ▼

Display 20 ▼ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Quiz 3 Actions ▼	Published - Active	0	2	Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:58:00	<input type="checkbox"/>
Quiz 2 Actions ▼	Published - Active	0	3	Entire Site	2019-01-19 16:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-10 16:56:31	<input type="checkbox"/>
Scores Preview Print Settings	Published - Active	0	4	Entire Site	2019-01-19 16:55:00	2019-02-16 00:00:00	ktinstructor	2019-02-10 16:56:05	<input type="checkbox"/>

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Click Submission Status.

Total Scores: Quiz 2

Submission Status	Total Scores	Questions	Statistics	Item Analysis	Export
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Under the student's name, click Allow retake.

Max Score Possible: 6

View Entire
Site

Search

Viewing 1 - 4 of 4 items

<u>Name</u>	<u>UserID</u>	<u>Role</u>	<u>Date</u>
Johnson, Steven Allow retake?	student02	Student	02/10/2019
Martin, Erin	student03	Student	No Submission
Smith, Jeremy Allow retake?	student04	Student	02/10/2019
Thompson, Mary Allow retake?	student01	Student	02/10/2019

You'll be presented with the list of students. Underneath the name of the student who needs to retake the test or quiz, click **Allow retake?**

Notes:

- An assessment must be **Active** (i.e., the **due** or **late acceptance** date must be in the future), for a student to be able to access it. For instructions to edit assessment dates, see [What are the Availability and Submissions options for an assessment?](#)
- If the assessment allows multiple submissions, and the student has an incomplete submission with time available on it, the student can complete their available submission. The instructor will not have the option to **Allow retake** for that student.
- Allowing a retake gives the student a new, blank copy of the assessment to take.

Click Retake to confirm.

Retake Assessment

Are you sure you want to allow Steven Johnson to submit one more time?

You'll be asked if you're sure you want to allow the selected student to retake the quiz. Click **Retake** to confirm.

View Submission Status.

Max Score Possible: 6

View Entire
Site

Search

Viewing 1 - 4 of 4 items

Show all

<u>Name</u>			<u>Date</u>
Johnson, Steven	student02	Student	02/10/2019
Martin, Erin	student03	Student	No Submission
Smith, Jeremy Allow retake?	student04	Student	02/10/2019
Thompson, Mary Allow retake?	student01	Student	02/10/2019

Student with new submission available

You'll be returned to the *Submission Status* page, where the student will no longer have the option **Allow retake?** underneath their name. The student can now retake the quiz.