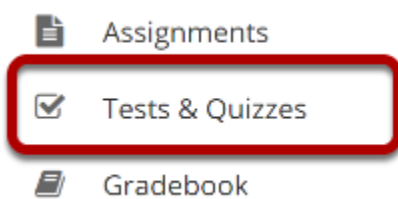# How do I allow a student to retake a test or quiz?

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.

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.

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.

Under the student's name, click Allow retake.

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.

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.

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.