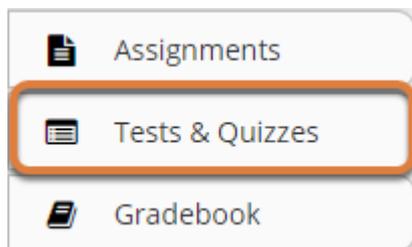


How do I allow a student to retake a test or quiz?

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 **Tests & Quizzes** from the tool menu in your site.

Select the Published Copies tab.

Assessment List

Working Copies: not released to students **Published Copies:** released to students

View **All** ▼

Display **50** ▼ assessments per page

Showing page 1 of 1

<u>Title</u>	<u>Actions</u>	<u>Status</u> ☰	<u>In Progress</u>	<u>Submitted</u>	<u>For</u>
Quiz #1	Actions ▼	Active	0	<u>3</u>	Entire Site

Select the **Published Copies** tab to view assessments that have been released to students in your site.

Go to the assessment submissions.

Working Copies: not released to students **Published Copies:** released to students

View **All** ▼

Display **50** ▼ assessments per page

Showing page 1 of 1

Title	Actions	Status	In Progress	Submitted	For
Quiz #1	1 2 Actions ▼ Scores Edit Preview Print Settings	Active	0	3	Entire Site
Quiz #2			0	0	Entire Site

1. Select the **Actions** menu for the assessment.
2. Select **Scores**.

Alternatively, you may select the **number of student submissions**, e.g., **3**, in the *Submitted* column to view the submissions.

Select the Submission Status tab.

Total Scores: Quiz #1

Submission Status Total Scores Questions Statistics Item Analysis Export

Max Score Possible: 100.00

Apply This Score to all participants with "No Submission".

Under the student's name, select Allow retake.

Submission Status: Quiz #1

Submission Status Total Scores Questions Statistics Item Analysis

Max Score Possible: 100.00

View Entire Site

Search Student name or ID Find Clear

Name	UserID
Student, Five Email Allow Retake	tls6u-stu5
Student, Four Email	tls6u-stu4

The list of students will display. Under the name of the student who needs to retake the assessment, select **Allow Retake**.

Note:

- If a student has an incomplete submission with time available on it, they can continue taking the assessment. 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.

Confirm allowing the retake.

TESTS & QUIZZES

Retake Assessment

Are you sure you want to allow Five Student to submit one more time?

1

Retake Assessment

The assessment is not available for Five Student. Allow the retake below and then, in the assessment's Settings, change the Final Submission Deadline for the assessment, or add an exception to the Final Submission Deadline for Five Student.

Are you sure you want to allow Five Student to submit one more time?

2

The information that displays on the *Retake Assessment* page depends on the **Final Submission Deadline** for the assessment or the student, if an exception was made to accommodate a different deadline for that student.

1. If the deadline is in the future, select **Allow Retake** to confirm.
2. If the deadline is in the past, you will be warned that the assessment is not available for the student. Select **Allow Retake and Go to Settings**. After selecting this button, you be taken automatically to the *Settings* page to [add an exception to the availability dates](#) for the student.

View Submission Status.

Submission Status: Quiz #1

Submission Status Total Scores Questions Statistics

Max Score Possible: 100.00

View Entire Site

Search Student name or ID Find

Student with new submission available

	UserID
Student, Five Email	tls6u-stu5
Student, Four Email	tls6u-stu4

You will be returned to the *Submission Status* page, where the student will no longer have the **Allow Retake** link underneath their name. The student can now retake the assessment.

Note: If you were prompted to **Allow Retake and Go to Settings** on the *Retake Assessment* page, you will instead be taken to the *Settings* page.