



# How do I re-grade a question in a test?

## Background

Let's suppose you have setup a test. Students completed the test and when you mark the test, you realise that there was a mistake with one of the questions. You can now re-grade a question or questions.

Take the following steps:

## Access the Test

- Click on **Course Tools**
  - Click on **Tests, Surveys and Pools**
  - Click on **Tests**
  - Click on the name of the test
- OR
- Click on **Grade Center**
  - Click on **Tests**
  - Click on the action link next to the name of the test
  - Click on **Edit Test**

The screen below should be displayed.

The screenshot shows the Canvas LMS interface for editing a test. The breadcrumb trail is: **BYA 120 S2 2011** > Tests, Surveys and Pools > Tests > Test Canvas: Estelle se toets1. A yellow banner at the top states: "This Test has 1 attempt. For information on editing questions, click More Help below." The main content area is titled "Test Canvas: Estelle se toets1" and includes a "Question Settings" button. Below this, a message reads: "You can edit, delete or change the point values of test questions on this page. If necessary, test attempts will be regraded after you submit your changes." The test statistics are: Description, Instructions, Total Questions: 17, Total Points: 17, and Number of Attempts: 1. There are buttons for "Delete and Regrade", "Points", "Update and Regrade", and "Hide Question Details". A dropdown menu shows "Select: All None" and "Select by Type: - Question Type -". The first question is "1. Calculated Formula: Calculated Formula: This is a formula [x]/[y]" with a points value of 1. The question text is "This is a formula [x]/[y]" and the answer formula is "This is a formula [x]/[y]". There is a "Question Type" dropdown and "Update and Regrade" and "Hide Question Details" buttons. The question settings table shows: Answer Units: km/l, Answer Range +/-: ± 0, Number of Answer Sets: 10, and Correct Feedback: Correct feedback.

There are three ways that you can update the marks:

- Update the points, give extra credit or full credit
- Edit a question
- Delete a question from the test

## Update the points, give extra credit or full credit and then re-grade the test

The screenshot shows a list of three questions. The first question, '2. Either/Or: Either Or: Do you agree or disagree with the fol...', is highlighted with a red box. To its right, a control panel contains the following elements: 'Update Points: [input field]', 'Extra Credit' (checkbox), 'Full Credit' (checkbox), 'Cancel' button, and 'Submit and Regrade' button. Below the question, the answer 'Agree' is selected. The second question is '3. Essay: Essay: Will this question also be re-gradabl...' with 1 point. The third question is '4. File Response: File response: Please complete the assignment and su...' with 1 point.

## Edit a question

You can edit a question for example if you forgot to select the Partial grade option and you now want to allow for partial grading, then you can edit the question and re-grade all submissions. To do this:

- Click on **Course Tools**
- Click on **Tests, Surveys and Pools**
- Click on **Tests**
- Click on the action link next to the name of the test
- Click on **Edit**

A notification will display at the top of the page to notify you that there has been submissions for this test and that when you make changes you can choose if it should re-grade the previous submissions:

The screenshot shows a test canvas for 'Test Canvas: Estelle se toets1'. At the top, a yellow notification bar states: 'This Test has 1 attempt. For information on editing questions, click More Help below.' Below this, there is a 'Question Settings' button. A message reads: 'You can edit, delete or change the point values of test questions on this page. If necessary, test attempts will be regraded after you submit your changes.' A summary table shows: 'Total Questions: 17', 'Total Points: 18', and 'Number of Attempts: 1'. Below the table, there are filters for 'Select: All None' and 'Select by Type: - Question Type -'. Action buttons include 'Delete and Regrade', 'Points' (input field), 'Update and Regrade', and 'Hide Question Details'. The first question, '1. Calculated Formula: Calculated Formula: This is a formula [x]/[y]', is shown with 1 point.

- Go to the question that needs to be changed
- Click on the action link next to the question title
- Click on **Edit**
- Make the necessary changes

For this example, we would like to allow for Partial Credit.

The screenshot shows the 'Question Text' editor with the text: "Having a [a] [b] [c] is asking [d] something can be done rather than saying it [e] be done." [f] [g]. Below the text is a path field showing 'body'. The 'Options' section is highlighted with a red box and contains the text: "Allowing partial credit will give a percentage of the total points for partially correct answers." and a checked checkbox for 'Allow Partial Credit'. The 'Submit Information' section below it states: "This question has 1 attempts which may be affected if you submit any changes. Click Next to specify correct answers and provide feedback. Click Cancel to quit." Buttons for 'Cancel' and 'Next' are visible at the bottom right.

- Click on **Next**
- Click on **Next**
- Click on **Submit and Upgrade Attempts**

The screenshot shows the 'Create/Edit Fill-in-Multiple-Blanks Question' interface. A yellow banner at the top states: "This question has 1 attempts, which may be affected if you submit any changes." Below this is a 'Feedback' section with instructions: "Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer." There are two text editors for 'Correct Response Feedback' and 'Incorrect Response Feedback', both with rich text toolbars. At the top right, there are buttons for 'Previous', 'Cancel', and 'Submit and Update Attempts', with the latter being highlighted with a red box.

This will re-grade the Test based on the changes made to the question.

**Take note for the following question types you will not be able to make changes which will affect the re-grading:**

- Essay
- File Response
- Hot spot you cannot change the image - thus you can only change the marks on this one - not edit the question.
- Matching - Question/Answer Pairs cannot be changed because there are already attempts for this Question. The Answer Order cannot be reordered manually, because there are already attempts for this question. Thus you can only change the marks on this one - not edit the question.

## Delete a question from the test

You can also decide to delete a question from your test and then update the student's marks. However I will be very cautious to use this option because if that question is part of a Random block or a Question Set, then there could be students who did not receive the question and thus they will now have a different out of total. Use this only if you know that all students received this question as part of the test. Follow these steps:

- Go to the question that needs to be changed
- Click on the action link next to the question title
- Click on **Remove and Regrade**

The screenshot displays a list of three questions in a management interface. Question 5 is a 'Fill in Multiple Blanks' type with seven answers. Question 6 is a 'Fill in the Blank' type with one answer, and a context menu is open over it, showing options: '> Details', '> Edit', '> Remove and Regrade' (highlighted with a red box), and '> Add Alignments'. Question 7 is a 'Hot Spot' type. A 'Remove and Regrade' button is visible at the bottom right of the interface.

Question ID	Question Type	Question Text	Answers
5.	Fill in Multiple Blanks	"Having a [a] [b] [c] is asking [d] something can be done rather than saying it [e] be done." [f] [g]	Answers for: a: positive Answers for: b: mental Answers for: c: attitude Answers for: d: how Answers for: e: can't Answers for: f: Jimmy Answers for: g: Bennet
6.	Fill in the Blank	"The only disability in life is a bad [x]." JimmyScott Hamilton	Answer: attitude
7.	Hot Spot	Click on the finger	