

# eFundi Tutorial: Test & Quizzes

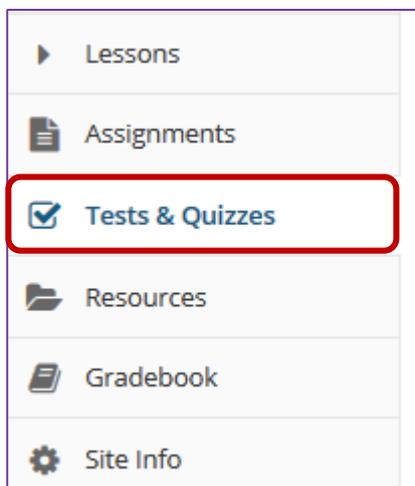
## How do I allow a student to retake a test or quiz



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

### Step 1: Go to Tests & Quizzes

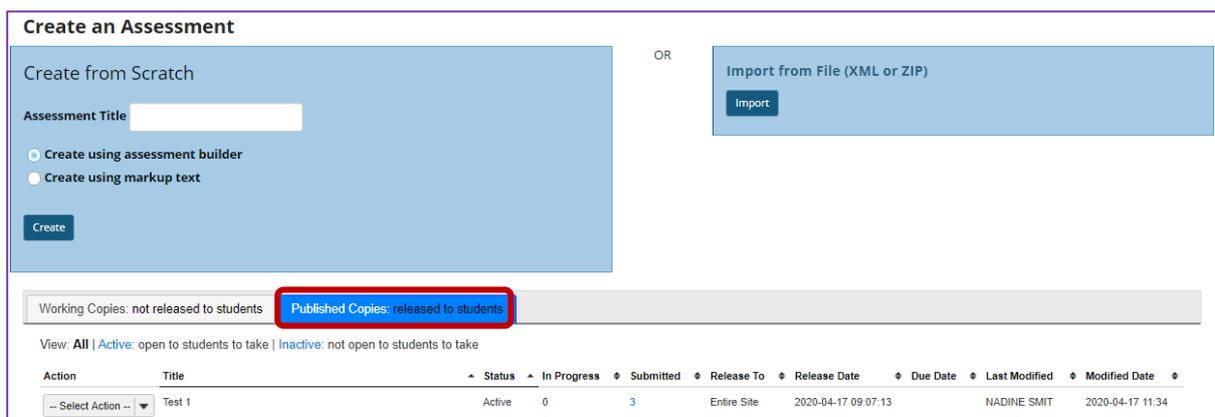
Select the **Tests & Quizzes** tool from the Tool Menu of your course site.



If this tool is not visible on the left, it still needs to be added by the site Instructor.

For steps in adding a tool to your eFundi site access the tutorial on *How to add/remove tools on a site* from the [Support tutorial site](#)

### Step 2: Select the Published Copies tab



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

### Step 3: Go to the assessment submissions

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

View: All | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
<div style="border: 1px solid red; padding: 2px;">-- Select Action -- -- Select Action -- <b>Scores</b> Preview Print Settings Remove</div>	Test 1	Active	0	3	Entire Site	2020-04-17 09:07:13		NADINE SMIT	2020-04-17 11:34

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.

### Step 4: Click Submission Status

**Submission Status** | Total Scores | Questions | Statistics | Item Analysis | Export | Download File Submissions

### Step 5: Under the student's name, click Allow Retake

Max Score Possible: 13

View All

Sections/Groups

Search: Student name or ID [Find] [Clear]

Viewing 1 - 4 of 4 items

Name	UserID	Role	Date
NYAKANE, TG <a href="#">Email</a>   <a href="#">Allow retake?</a>	26	Student	No Submission
Test, Test <a href="#">Email</a>   <b><a href="#">Allow retake?</a></b>	s7	Student	2020/04/26
Test, Test <a href="#">Email</a>   <a href="#">Allow retake?</a>	s8	Student	2020/04/26
Test, Test <a href="#">Email</a>   <a href="#">Allow retake?</a>	s12	Student	No Submission

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.
- It is sometimes required that the lecturer first delete the student's first attempt before they will be able to complete the retake opportunity.

## Step 6: Click Retake to confirm

**Retake Assessment**

Are you sure you want to allow Test Test to submit one more time?

**Retake** **Cancel**

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

## Step 7: View Submission Status

**Max Score Possible:** 13

View All  
Sections/Groups

Search  **Find** **Clear**

Viewing 1 - 4 of 4 items

Name	UserID	Role	Date
NYAKANE, TG <a href="#">Email</a>   <a href="#">Allow retake?</a>	26: ...	Student	No Submission
Test, Test <a href="#">Email</a>	s7	Student	2020/04/26
Test, Test <a href="#">Email</a>   <a href="#">Allow retake?</a>	s8	Student	2020/04/26
Test, Test <a href="#">Email</a>   <a href="#">Allow retake?</a>			No Submission

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.