

eFundi Tutorial: Test & Quizzes

How do I view and modify the settings of an assessment



The settings of a test or quiz are complex, and offer many options. The modification of a setting in one section will not change settings in other sections.

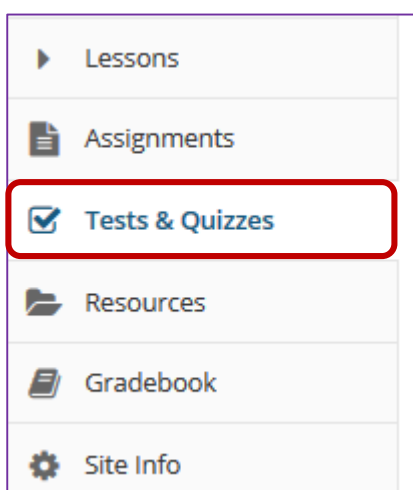
You can modify the settings, parts, and questions of any assessment listed under **Working Copies**. When you publish an assessment, a copy is created and listed under **Published Copies**. For the published copy, you can make changes to all the settings except *Assessment Released To*. To edit the settings, select **Settings** in the *Action* drop-down menu for that assessment. You cannot edit the questions in a published copy.

Note: After you've published an assessment, if you modify the unpublished version under **Working Copies**, you'll have to alter the assessment's **Title** before republishing it. When you publish it, you'll be creating another publication under **Published Copies**, NOT replacing the existing published copy.

Note: It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

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: Edit the settings



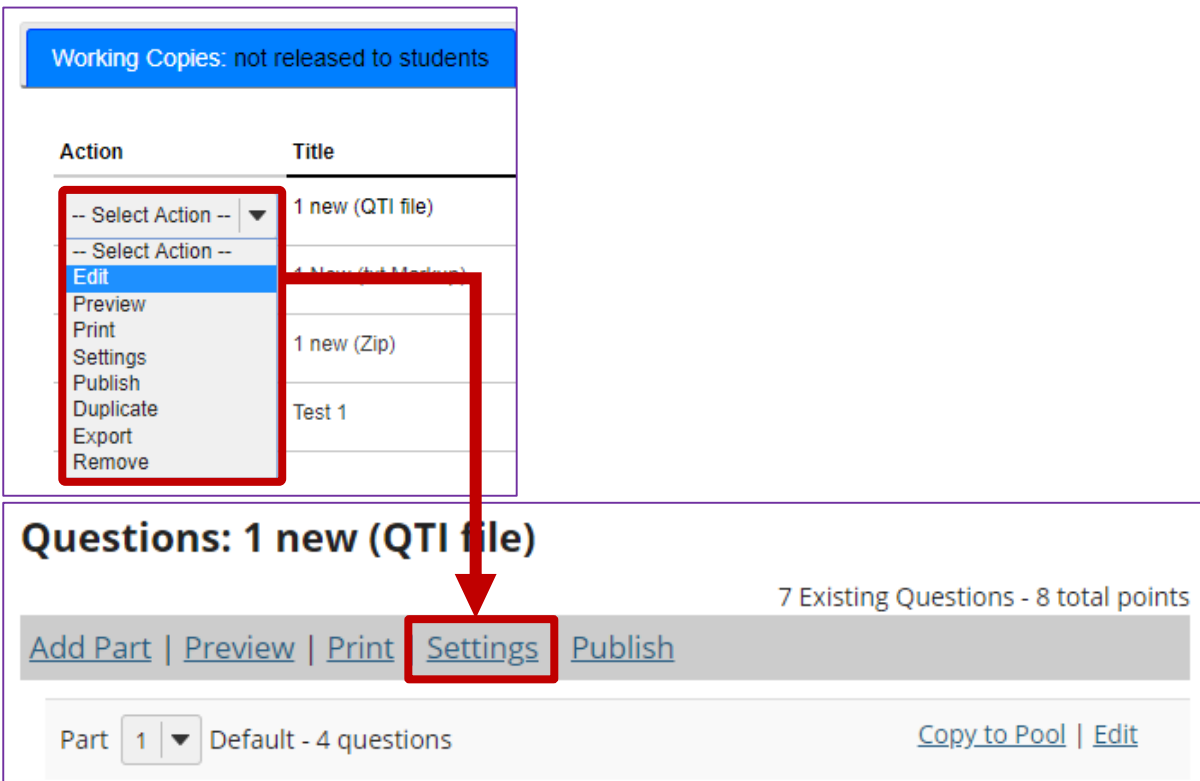
The screenshot shows the 'Working Copies' tab with two sub-tabs: 'Working Copies: not released to students' (active) and 'Published Copies: released to students'. Below the tabs is a table with columns: Action, Title, Last Modified, and Modified Date. A dropdown menu is open over the first row, with 'Settings' highlighted in blue. The table contains the following data:

Action	Title	Last Modified	Modified Date
-- Select Action --	1 new (QTI file)	Test Test	2020-04-22 16:57
-- Select Action --	1 New (txt Markup)	Test Test	2020-04-22 17:00
-- Select Action --	1 new (Zip)	Test Test	2020-04-22 16:44
-- Select Action --	Test 1	NADINE SMIT	2020-04-17 11:34

From the *Tests & Quizzes* tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish. Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.

Note: You can review and edit settings on a published assessment by going to the **Published Copies** tab and selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

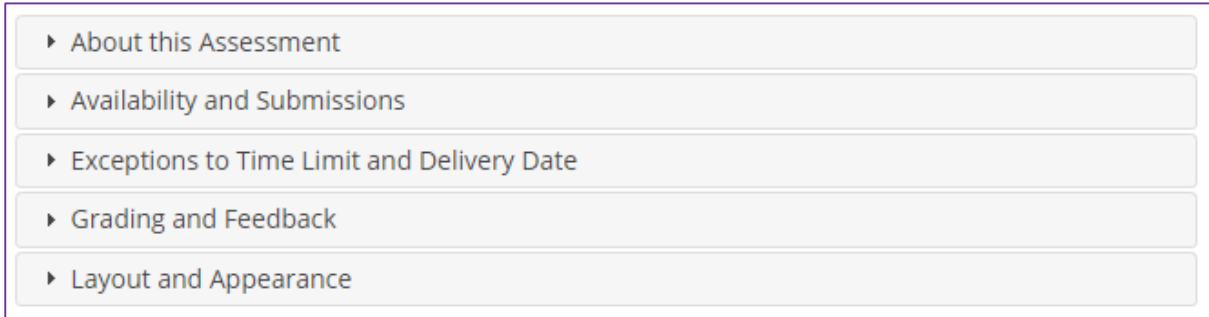
Alternatively, you can access assessment settings from the edit assessment screen



The screenshot shows the 'Edit assessment' screen. At the top, there is a tab for 'Working Copies: not released to students'. Below it is a table with columns: Action, Title. A dropdown menu is open over the first row, with 'Edit' highlighted in blue. A red arrow points from the 'Edit' option to the 'Settings' button in the 'Questions: 1 new (QTI file)' section. The 'Questions' section shows '7 Existing Questions - 8 total points' and a row of buttons: 'Add Part', 'Preview', 'Print', 'Settings', 'Publish'. The 'Settings' button is highlighted with a red box. Below this, there is a 'Part' dropdown set to '1' and 'Default - 4 questions', and a 'Copy to Pool | Edit' link.

If you are currently editing the **Working Copy** of the assessment, click the **Settings** link at the top of the assessment editing screen.

Step 3: Settings options

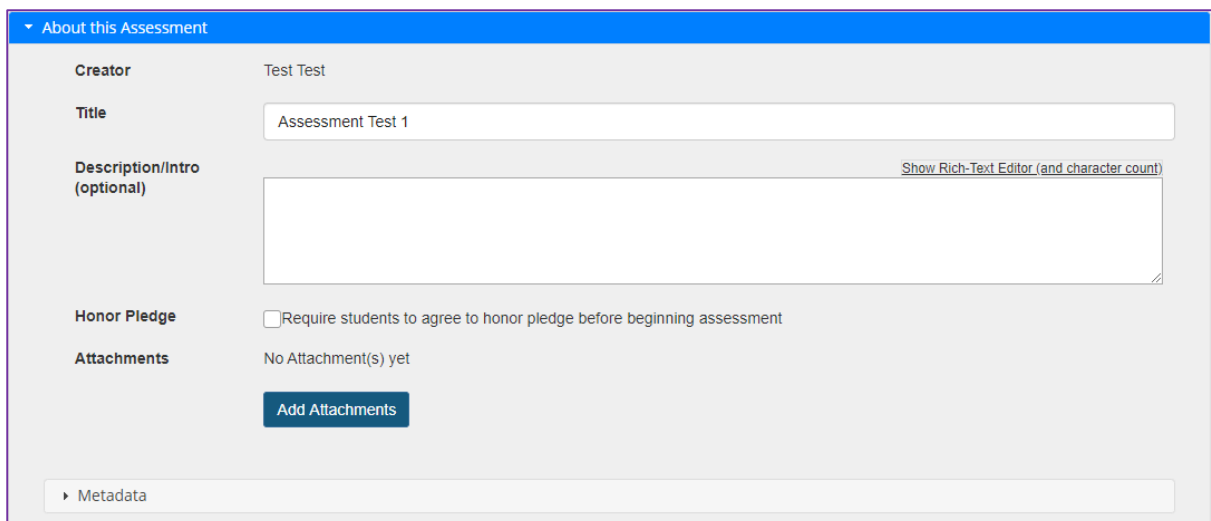


There are five sections of assessment **Settings**:

1. **About this Assessment**
2. **Availability and Submissions**
3. **Exceptions to Time Limit and Delivery Date**
4. **Grading and Feedback**
5. **Layout and Appearance**

Click on the section title in the *Settings* screen to expand or collapse that section. Below is a summary of the options available to you in each of these sections, and a link to an article that describes the options in greater detail.

About this Assessment

A screenshot of the 'About this Assessment' settings form. The form has a blue header bar with a dropdown arrow and the text 'About this Assessment'. Below the header, there are several fields: 'Creator' with the value 'Test Test'; 'Title' with a text input field containing 'Assessment Test 1'; 'Description/Intro (optional)' with a large text area and a link 'Show Rich-Text Editor (and character count)'; 'Honor Pledge' with a checkbox and the text 'Require students to agree to honor pledge before beginning assessment'; 'Attachments' with the text 'No Attachment(s) yet' and a blue 'Add Attachments' button. At the bottom, there is a 'Metadata' section with a right-pointing arrow.

In the **About this Assessment** section, you can edit the **Title** of your assessment or add a **Description** that displays before students begin taking the test. For more information on this section and its options, see [How do I edit my assessment title or description?](#)

Availability and Submissions

1. Indicate who should submit the assessment (**Anonymous Users**, **Entire Site**, or **Selected Group(s)**).
2. Select how many times each student or site member is allowed to submit the assessment.
3. Select the dates when the assessment is **available** and **due**, and until when to accept **late submissions**, if allowed.
4. Set a **time limit** for the assessment, if desired.
5. Choose whether to have *in progress* assessments automatically submitted, if the students have not already submitted the assessment.
6. Restrict the assessment by a range of **IP Addresses** (to require students to submit the assessment within a specific building), or require a **Password** that students will have to type in at the start of the assessment to take it. You may also require the use of a lockdown browser.
7. Create a message that students see upon submitting their assignment.

The screenshot shows the 'Availability and Submissions' configuration page. The 'Assessment Released To' is set to 'Entire Site'. The number of submissions allowed is 'Only 2 submissions allowed'. The assessment is available from '11/04/2020 14:30' and is due on '18/04/2020 14:30' with a time limit of '00 hrs. 30 min.'. Late submissions are accepted 'Yes, until' a date is specified. Email notifications are set to 'No - I do not want to receive any emails'. Question scores are set to 'Show question point value during assessment'. There are also sections for 'High Security' and 'Submission Message'.

For more information on this section and its options, see [What are the Availability and Submissions options for an assessment?](#)

Exceptions to Time Limit and Delivery Date

In the **Exceptions to Time Limit and Delivery Date** section, you can select users or groups within the site and specify a different availability window for the assessment as well as indicate the time limit allowed for that user/group.

Exceptions to Time Limit and Delivery Date

Add New Exception

Exception for User:

Exception for Group:

It is available: 📅

It is due: 📅 and has a time limit of

Late submissions accepted until?: 📅

[Add an Exception](#)

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

For more information on this section and its options, see [How do I give specific students different date or time settings for an assessment?](#)

Grading and Feedback

Grading and Feedback

Recorded Score If Multiple Submissions per User: Record the highest score
 Record the last score

Anonymous Grading Gradebook Options: Students' Identities
 Send assessment score to Gradebook immediately, regardless of options below

Feedback

Set how feedback will be authored: Question-Level Feedback
 Selection-Level (A,B,C...) Feedback
 Both

Set the type of feedback a student receives: No Feedback will be displayed to the student
 Immediate Feedback
 Feedback on submission
 Feedback will be displayed to the student at a specific date: 📅

Select the Feedback Components: Only Release Student's Assessment Scores (questions not shown)
 Release Questions and the following

- Student Response
- Correct Response
- Question-Level Feedback
- Selection-Level Feedback
- Grader's Comments
- Student's Question and Part Scores
- Student's Assessment Scores
- Statistics and Histograms

In **Grading and Feedback**, you can:

1. Choose whether graders see the students' names when grading.
2. Select whether or not to send grades to the *Gradebook* tool.
3. Choose which score is recorded, if a student is allowed to make more than one submission (also applies to allowing a retake).

4. If and when students will receive feedback on the assessment, and what kinds of feedback you will make available to them (e.g. their answers, correct answers, assessment scores).

For more information on this section and its options, see [What are the Grading and Feedback options for an assessment?](#)

Layout and Appearance

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has [multiple parts](#).

Layout and Appearance

Navigation

Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Question Layout

Each Question is on a separate Web page

Each Part is on a separate Web page

The complete Assessment is displayed on one Web page

Numbering

Continuous numbering between parts

Restart numbering for each part

Mark for Review

Add Mark for Review feature

Background

Background Colour

Background Image

For more information on this section and its options, see [How do I adjust the layout and appearance of an assessment?](#)

Step 4: Save Settings and publish the assessment

Save Settings and Publish Save Cancel

When the assessment settings are ready, and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. See the article [How do I publish an assessment \(i.e. test or quiz\)?](#)

Alternatively, if you're not ready to publish the assessment, you can click **Save** to save your settings selections.

Note: If you're modifying the settings of an assessment in **Published Copies**, you'll only see the **Save** and **Cancel** buttons.