

## eFundi Tutorial: Test & Quizzes

### What are the Grading and Feedback options for an assessment



**Grading and Feedback** includes options such as whether to send grades to the Gradebook, the score that is recorded if a student has multiple submissions, and the types of feedback you make available to students. For more information on additional assessment settings, see [How do I view and modify the settings of an assessment?](#)

#### Step 1: Edit the settings

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
Edit	1 new (Zip)	Test Test	2020-04-22 16:44
Preview			
Print			
<b>Settings</b>			
Publish			
Duplicate	Test 1	NADINE SMIT	2020-04-17 11:34
Export			
Remove			

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 Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.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.

## Step 2: In the assessment Settings page, click Grading and Feedback

### Settings - Assessment Test 1

[Expand All](#)

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▶ Exceptions to Time Limit and Delivery Date
- ▶ Grading and Feedback**
- ▶ Layout and Appearance

[Save Settings and Publish](#) [Save](#) [Cancel](#)

## Step 3: The Grading and Feedback section will expand to show the following options

#### 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

## Step 4: Recorded score for multiple submissions

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

Recorded Score options include either the **highest score** or the **last score** of all a student's submissions. The default setting is to record the **highest score**. If you allow multiple attempts, select the type of score that you want to be recorded for that assessment.

**Note:** *If you choose the option to Allow Retake for a student, and the assessment only allows 1 submission, the submission you'll see will depend on the Recorded Score setting. If your assessment includes manually graded questions, and you already graded it before allowing the student to retake it, the highest score will most likely be the first submission. You might need to change an assessment setting (either the Recorded Score or number of submissions allowed) after all the students have completed the assessment to view the retake results.*

## Step 5: Anonymous grading (Optional)

Anonymous Grading	<input type="checkbox"/>	Students' Identities
Gradebook Options	<input checked="" type="checkbox"/>	Send assessment score to Gradebook immediately, regardless of options below

The default setting here is that students' identities can be seen by graders.

However, if you want to show the submissions with submission IDs only, check the box next to **Anonymous Grading**.

**Note:** *The Anonymous grading setting differs from the option to release the survey to Anonymous Users. You CAN change the Anonymous grading setting in the Grading and Feedback section after grading to see the students' names, but you CANNOT change the Assessment Released to Anonymous Users setting.*

## Step 6: Gradebook options

Anonymous Grading	<input type="checkbox"/>	Students' Identities
Gradebook Options	<input checked="" type="checkbox"/>	Send assessment score to Gradebook immediately, regardless of options below

If you want to send grades to the Gradebook, select the check box next to **Send assessment score to Gradebook immediately, regardless of options below**.

**Note:** *If you send grades to the Gradebook, scores will be sent immediately upon submission of the assessment. If you have any questions that are not automatically scored (e.g. short answer/essay, file upload), grades may appear to be artificially low until you enter scores for these questions. You can also wait until after all questions have been graded, then change the setting for this assessment in the Published Copies tab to send grades to the Gradebook.*

## Step 7: Feedback authoring

Set how feedback will be authored	<input checked="" type="radio"/> Question-Level Feedback
	<input type="radio"/> Selection-Level (A,B,C...) Feedback
	<input type="radio"/> Both

For *Feedback Authoring*, the default option is **Question-Level Feedback**. This allows the instructor to provide feedback for correct and/or incorrect answers for each question. You may also choose to display **Selection-Level Feedback** (i.e. feedback per answer choice), or **Both**.

**Note:** You must select either **Selection-Level Feedback** or **Both** before authoring or editing a question to be able to enter selection-level feedback on the question editing page.

### Feedback Authoring: Question-Level Feedback options editing view

<b>Correct/Incorrect Answer Feedback</b>
<b>Correct Answer (optional)</b>
<a href="#">Show Rich-Text Editor (and character count)</a>
<div style="border: 2px solid red; height: 150px;"></div>
<b>Incorrect Answer (optional)</b>
<a href="#">Show Rich-Text Editor (and character count)</a>
<div style="border: 2px solid red; height: 150px;"></div>

If you have chosen either **Question-Level Feedback** or **Both**, you'll be able to type in *Correct Answer* or *Incorrect Answer Feedback* when authoring or editing the assessment. *Correct Answer Feedback* displays if the student selects the correct answer to the question. *Incorrect Answer Feedback* displays if the student selects an incorrect answer option.

### Feedback Authoring: Selection-Level Feedback options editing view

The screenshot displays the 'Feedback Authoring' interface for 'Selection-Level Feedback'. It shows four answer options, each with a 'Correct Answer' field and a 'Feedback (optional)' text box. The feedback text boxes are highlighted with red rectangles, and a callout box on the right points to them with the text 'Selection-Level Feedback text boxes'.

Option	Correct Answer	Feedback (optional)
<input checked="" type="checkbox"/> A	George Eliot	[Redacted]
<input type="checkbox"/> B	George Henry Lewes	[Redacted]
<input checked="" type="checkbox"/> C	Mary Ann Evans	[Redacted]
<input type="checkbox"/> D	Mary Shelley	[Redacted]

If you have chosen either **Selection-Level Feedback** or **Both**, you'll be able to type in a *Feedback* text box for each answer option when authoring or editing a question.

### Step 8: Feedback delivery type

The screenshot shows the 'Set the type of feedback a student receives' section. It contains four radio button options:

- No Feedback will be displayed to the student
- Immediate Feedback
- Feedback on submission
- Feedback will be displayed to the student at a specific date [Date Picker]

Feedback Delivery controls if and when students are able see their submission results.

- **No Feedback** (the default setting) does not display any feedback to the student.
- **Immediate feedback** is recommended for self-tests only, as it will display the answers *immediately* - PRIOR to the student submitting the assessment.
- **Feedback on submission** displays feedback to students as soon as they submit the assessment.
- **Feedback on a specific date** releases assessment feedback upon the date and time specified.

**Tip:** If you are concerned about students sharing their exam results with one another, you should choose either **No Feedback** or **Feedback on a specific date** in the feedback type area above. Selecting a feedback date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.

## Step 9: Advanced feedback options

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

You can also decide how much feedback you want to release to students.

- You can choose to **Only Release Student's Assessment Scores** so that they only see their grade on the assessment, not individual questions.
- Or, you can choose to **Release Questions and the following** and then select the items that you want students to see from the list below it. Check the box next to any items you want students to see.

### Notes:

1. If you select to give feedback and **Release Questions and the following**, but do NOT check any of the boxes for the types of feedback to release, students won't see any feedback.
2. You can change the feedback settings after an assessment has been completed by going to **Published Copies** tab in Tests & Quizzes and selecting **Settings** from the drop-down menu for that assessment.