

## Manage Exams: Exam Retake Option

This article will show you how to allow retakes for an Exam.

**NOTE:** The Exam Retake option may already be turned on in your system. If it is not turned on, then contact your System Administrator.

**Path:** Home > Admin Tool Bar > Advanced > Account Manager > Modules > Exam Settings > [Redirect to Exam Portal](#)

**Path:** Courses > Course Screen > Exams > Manage Exams

The screenshot displays the Leo LMS interface for a course titled 'Section: Cardiovascular Medicine'. The breadcrumb path at the top is 'Course Template | Campus Level | Section: Cardiovascular Medicine'. The left sidebar menu includes 'Details', 'Discussions', 'Announcements', 'Manage Materials', 'Messages', 'Mapping', 'Assessments', 'Evaluations', 'Peer Evaluations', 'Gradebook', 'Exams', 'Active Exams', 'Manage Exams' (highlighted with an orange circle), and 'Grade Exams'. The main content area shows course details: 'Begin Date: 2020-07-01', 'End Date: 2021-02-28', 'School Year: MED Third Year', 'Campus: Main Campus', 'Your Role: Admin', 'Course Director: Jane Faculty', and 'Course Coordinator: Ann Alexander'. Below this is a 'Description' section with the text 'Welcome To Cardiovascular Medicine'. On the right, the 'Related Materials' panel lists various resources: 'Exam(s)' (Cardio Quiz 1 (EX)), 'Course Material' (Cardio Pathology Review (F/O)), 'Group Study Resources' (Study questions, Circulation Research (F/O)), 'Lecture materials' (Biomarkers\_Cardiovascular\_Disease (T/R)), and 'Resources for Year 2' (Campus Resources (CC)).

### Select Exam Access

Click the **Access** link corresponding to the Exam in the Access? Column.

Exam Manager  
Pediatrics UME 2018/2019 (r2)

View ▾ Options ▾

Viewing 1 to 3 of 3

Search:

Name ↑↓	Responses ↑↓	View Exam ↑↓	Link ↑↓	Access? ↑↓	Details ↑↓	PDF ↑↓	Key ↑↓
Exam	3 Response(s)	View	Course	Yes			key
Pediatrics Exam	2 Response(s)	View	Course	Yes			key
Presentation Exam	0 Response(s)	View	Course	No			key

Show  entries

Previous **1** Next

## Select Group

No | Specific Exam/Survey Access Times

Presentation Exam

Pediatrics UME 2018/2019 R2 - New Memorial Hospital

View ▾ Options ▾

Viewing 1 to 1 of 1

Search:

Name ↑↓	Type ↑↓	Start Date/Time ↑↓	Ending Date/Time ↑↓	View Users ↑↓	Custom Duration ↑↓	Feedback Days ↑↓	Takes Allowed ↑↓
Peds Group A	Group	7/3/2020 08:10:00 AM	7/15/2020 11:50:00 PM	Users	120	0	1

Show  entries

Previous **1** Next

## Submissions and Retakes

- **Max Submissions:** Set field to number of takes/submissions each Student will have during the Exam access period.
- **Erase on Retake:** Set option to **YES** if you would like to clear all Student responses each time the Exam is retaken
- Click **Save** to save your changes and exit this screen.

Clear Access Date/Time | Clear Feedback Date/Time

**Group Access Time**  
**Presentation Exam**

This screen lets you specify when an exam will be made available to students based on their membership in a group. You may **optionally** specify a custom exam duration for this instance of the exam.

Group: Peds Group A  
(Type to search for an item, double-click or "" for all items. Press ESC to erase field)

Start Date: 2020-07-03  
(Click for pop-up calendar)

Start Time: 8:10 AM  
(Click to select a time)

Expire Date: 2020-07-15  
(Click for pop-up calendar)

Expire Time: 11:50 PM  
(Click to select a time)

If you set the time to 0 (zero) the count down timer will be turned off and the students will have unlimited access the exam within the window of availability.

Exam Duration (min): 120

The next two fields allow you to enable re-takes on the exam. The 2nd option, if set to YES, will clear the results of the previous submission when the student re-takes the exam.

Max Submissions: 4

Erase on Retake: Yes

You can specify the number of days that feedback will be available (0=none).

Feedback Days

OR you can specify an exact begin and/or end time for feedback to be made available. The begin/end time will override the available days

Feedback begin date: (Click for pop-up calendar)

Feedback begin time: (Click to select a time)

Feedback end date: (Click for pop-up calendar)

Feedback end time: (Click to select a time)

These options will display an announcement and/or reminder alerting students about the exam. Values are:

- 0 = No announcement/reminder
- 1 = Announcement/reminder on day of exam
- 2 = One day before exam
- etc.

Reminder Days: 0

Announcement Days: 0

Save Save-As-New

Mark as Deleted: No



**NOTE:** The default setting for the **Max Submissions** field is 1

## Takes Allowed

Now the **Takes Allowed** column displays the number of takes you have set in the **Group Access Time** screen for your Exam.

Yes | Specific Exam/Survey Access Times Close

*Presentation Exam*

*Pediatrics UME 2018/2019 R2 - New Memorial Hospital*

View Options

Viewing 1 to 1 of 1

Search:

Name	Type	Start Date/Time	Ending Date/Time	View Users	Custom Duration	Feedback Days	Takes Allowed
Peds Group A	Group	7/3/2020 08:10:00 AM	7/15/2020 11:50:00 PM	Users	120		4

Show 10 entries

Previous 1 Next