

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 > <u>Redirect to Exam Portal</u>

Path: Courses > Course Screen > Exams > Manage Exams

Course Template Ca	mpus Level Section: Cardiovascular Medicine	Close Related Materials 🗹 🗆 🛓 🕢
Section: Cardiovas	cular Medicine SOM 2021/2022	(Materials 🖹) Exam(s)
Details Discussions	Begin Date: 2020-07-01 mm End Date: 2021-02-28 mm	& Cardio Quiz 1 (EX), Avail from 2021-03-23 08:00:00 until 2021-03-31 08:00:00 (T/R)
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Peer Evaluations Gradebook <		Lecture materials
Exams 📀		Biomarkers_Cardiovascular_Disease (T/R) Recourses for Venr 2
Manage Exams		Campus Resources (CC)

Select Exam Access

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



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Select Group

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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.



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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.

