HOW TO AWARD EXTRA CREDIT TO A TEST QUESTION

When you enable extra credit and apply it to an individual question, a correct answer results in adding the points listed in the question's Points box to the points earned for the test. An incorrect answer does not result in a point deduction. Questions designated as extra credit are removed from the total points calculation for the purpose of grading. If a student answers all questions correctly on a test with an extra credit question, he or she is awarded a score greater than 100% on the test. You enable extra credit after you create questions.

NOTE: The extra credit option does not appear for pools.

3. On the Tests page, access a test’s contextual menu and select Edit.
4. On the Test Canvas, click Question Settings on the action bar.
5. On the Test Question Settings page, select **Provide option to assign questions as extra credit**.

6. Click **Submit**.

7. For each appropriate question, click the **Points** box.

8. In the pop-up box, select the check box for **Extra Credit**.

9. Click **Submit**.

To remove extra credit for an individual question, click the **Points** box. In the pop-up box, clear the **Extra Credit** check box. You may disable extra credit for the entire test on the Test Question Settings page.

Tip: If you make extra credit available, mention it in the question or in the test instructions.