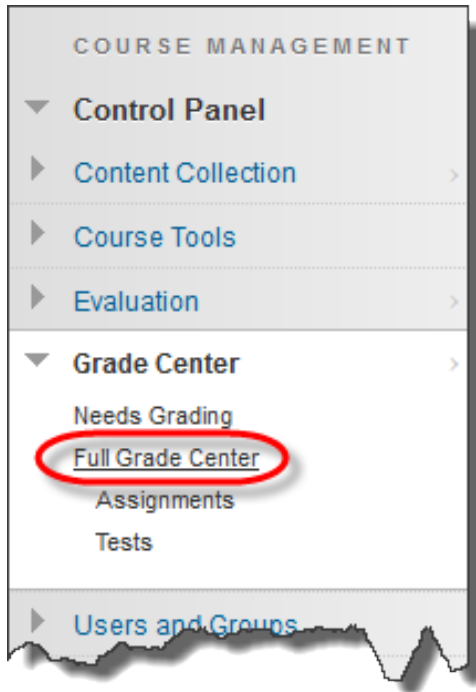# ACCESSING A TEST ATTEMPT FOR A STUDENT

The Grade Center shows all gradable items. The number of items may influence how you organize your time for grading tasks. You may also find it beneficial to view a student's previous grades as you grade.
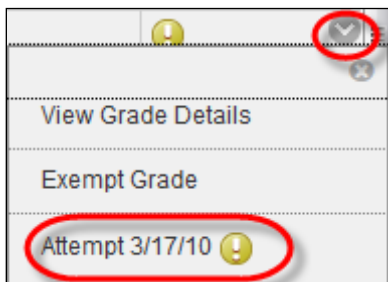
To access the Grade Center:

1. On the **Control Panel**, expand the **Grade Center** section.

2. Select **Full Grade Center** or the **Tests** smart view, if available, to access test attempts.

To access a test attempt:

1. Locate the cell for a student's test containing an exclamation mark or grade.

2. Access the cell's contextual menu and select **Attempt**. The **Grade Test** page appears.

TEST INFORMATION

Expand the **Test Information** link to view the following information:

- **Current Grade**: Grade the student current has for this attempt. If the test needs grading, this number is blank (-).

- **Status**: Shows the status of the test—

  - **Needs Grading**: Attempt is waiting for instructor to grade. Test may have an essay or other manually graded question, the student may have gone over the time limit, or the student may have submitted the test past the due date.

  - **In Progress**: Student has not submitted this test attempt. Either the student is still working on this attempt, or did not submit the test.

  - **Completed**: Test was submitted properly and has been graded.

- **Attempt Score**: The score awarded for all automatically gradable test questions.

- **Time Elapsed**: If you chose the **Set Timer** option, the time a student spent taking the test is recorded and appears here. See below for more information about Access Log.

- **Started Date**: The date the student began this attempt.

- **Submitted Date**: The date the student submitted this test attempt for grading.

- **Instructions**: Any instructions associated with the test. If none are shown, not Instructions were included.

- **Clear Attempt**: Clears the current test attempt. Use when you want to give a student another chance to start over on a test. For example, if a student started a test that forced completion and a technical issue prevented him from finishing, you could allow him to retake the test.

- **Submit Attempt**: This function overrides an **In Progress** test attempt and submits it for grading.
  NOTE: If a test is listed as in progress, either you or the student taking it must submit the test for you to grade it.
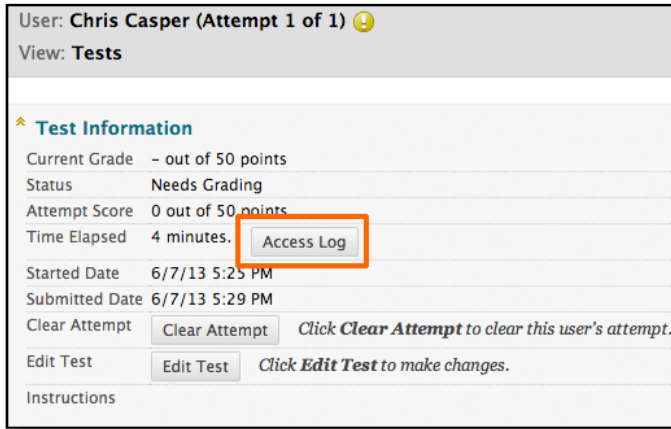
TEST ACCESS LOG

Instructors and other users who are granted permission can view a test attempt's **Access Log** for a list of times of various student interactions with the test. The log can help to confirm whether a student began a test or ran into problems during a test.

Note: Access logs are not currently available for mobile-compatible tests that students submit in the Mobile Learn app.

1. On the **Grade Test** page, expand the **Test Information** section.
2. Click **Access Log**.

The Access Log shows a detailed list of every interaction a student had with the test for that attempt. The log shows the time the test was started, when each question was saved, and when it was submitted.

An unusual gap in activity might be interpreted as a connectivity problem if the student claims to have had one. However, the system cannot determine what caused the time gap—it can only show that it occurred.

Be aware that the time spent on a question may include time that the student spent looking at other questions before saving that answer.