YouTestMe

How to grade a test attempt manually

File name	How to grade a test attempt manually
Author	YouTestMe
Confidentiality	Internal or Public
Last save date	Monday, October-24-2022 at 10:25:00 AM

Table of Contents

1   Introduction

This article explains how to grade a test attempt manually. A test manager can rate ungraded questions as well as change automatically assigned points for the questions.

2 Grading a test attempt

Once a candidate completes the test, a test report will become available for the test manager's grading and review.

To open a test attempt report, click the **Bell** icon in the top right corner, confirm there is a notification for the unresolved report, and click on the **Grade the test** button to review the completed test.
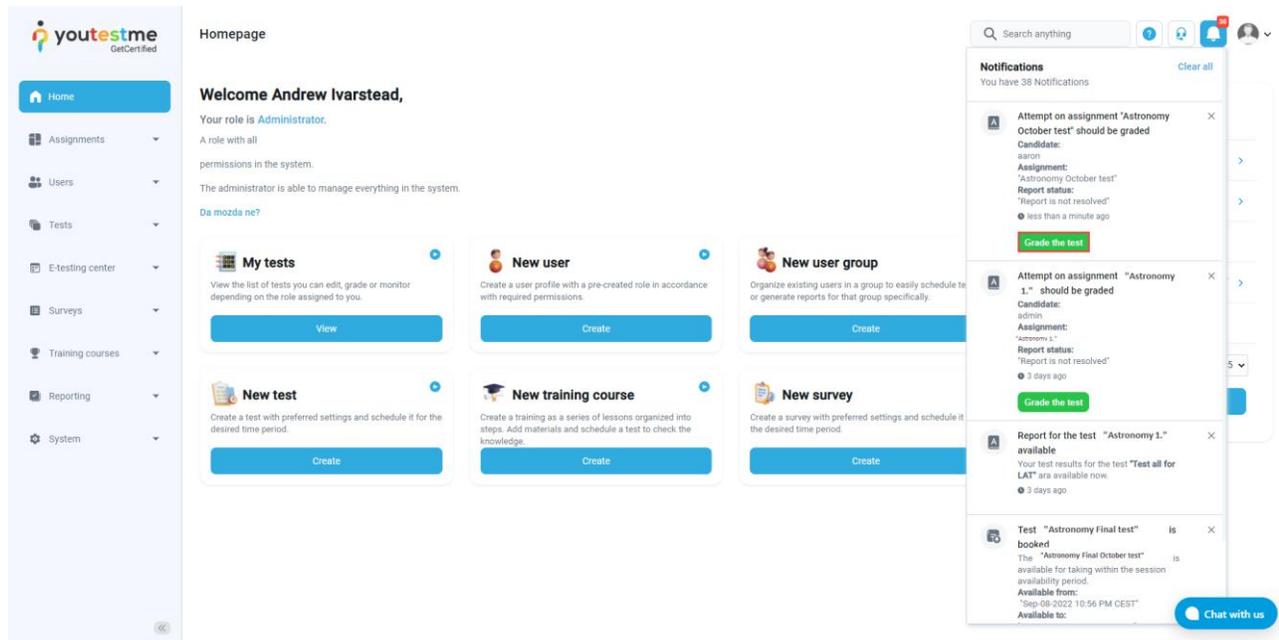
Note: All questions for which the scoring method is set to be **Manual grading** must be graded by the test manager to generate a final test score. Also, the only question type that must always be graded manually is the essay question type.

The test manager can grade ungraded questions but also change automatically assigned points for the questions.

3   Grading questions

To see the ungraded questions, in the **Questions** tab click on the **Ungraded questions** option. In the example below, one question (1) requires manual grading in order to generate the test report.
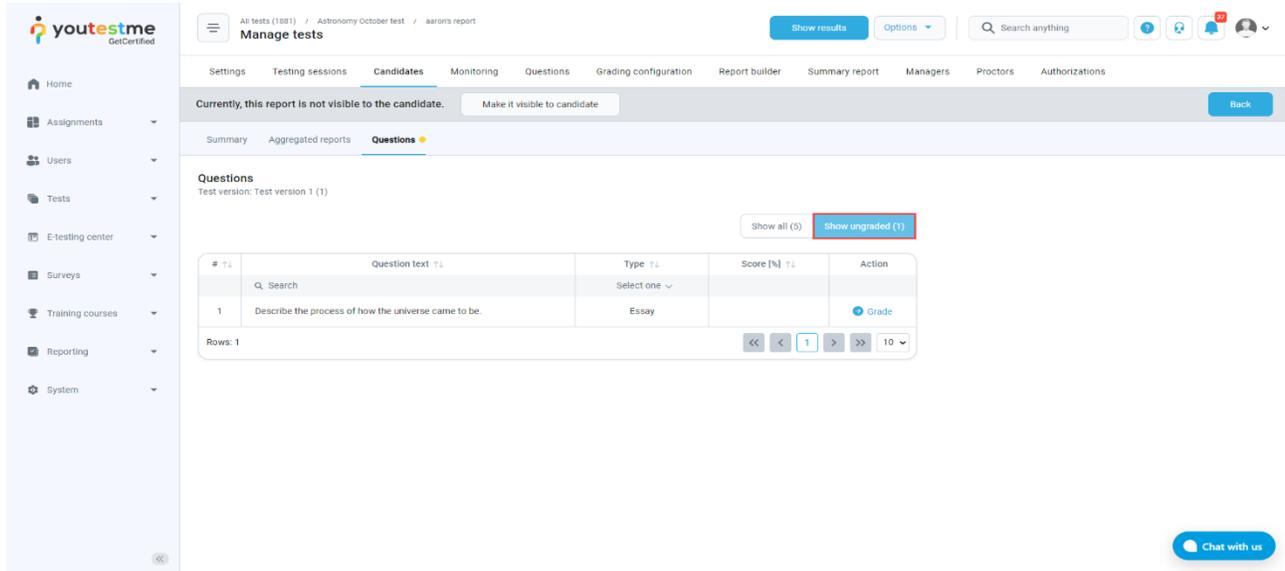
To grade the question, the test manager should:
1. Click on the **Grade** option next to the question.
2. Assign the points achieved by the candidate.
3. Click the **Submit** button to save changes.

For example, in the picture below, a candidate did not answer the question fully. The test manager can give the candidate any points between the defined minimum and maximum values.
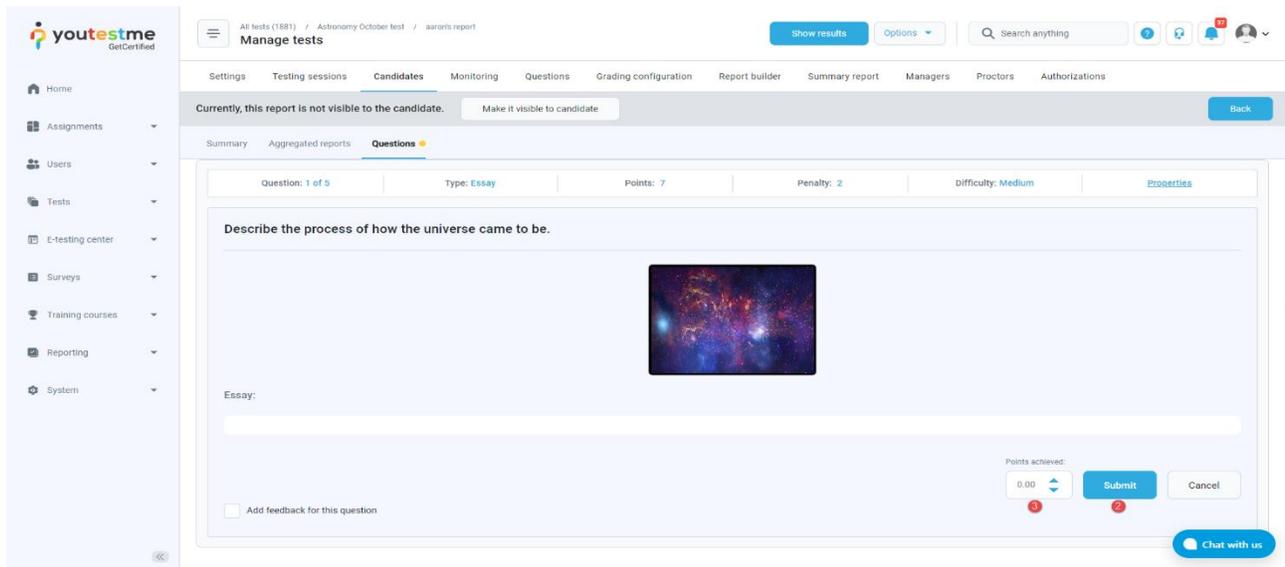
4 Changing earned points

The test manager can also change automatically assigned points for questions. Once open the personal report, the manager should:

1. Click the **Grade** button to preview the question.

2. Change the number of achieved points.
3. Click the "Submit" button to save the changes.

Note: The test manager can give the candidate any points between the defined minimum and maximum values.
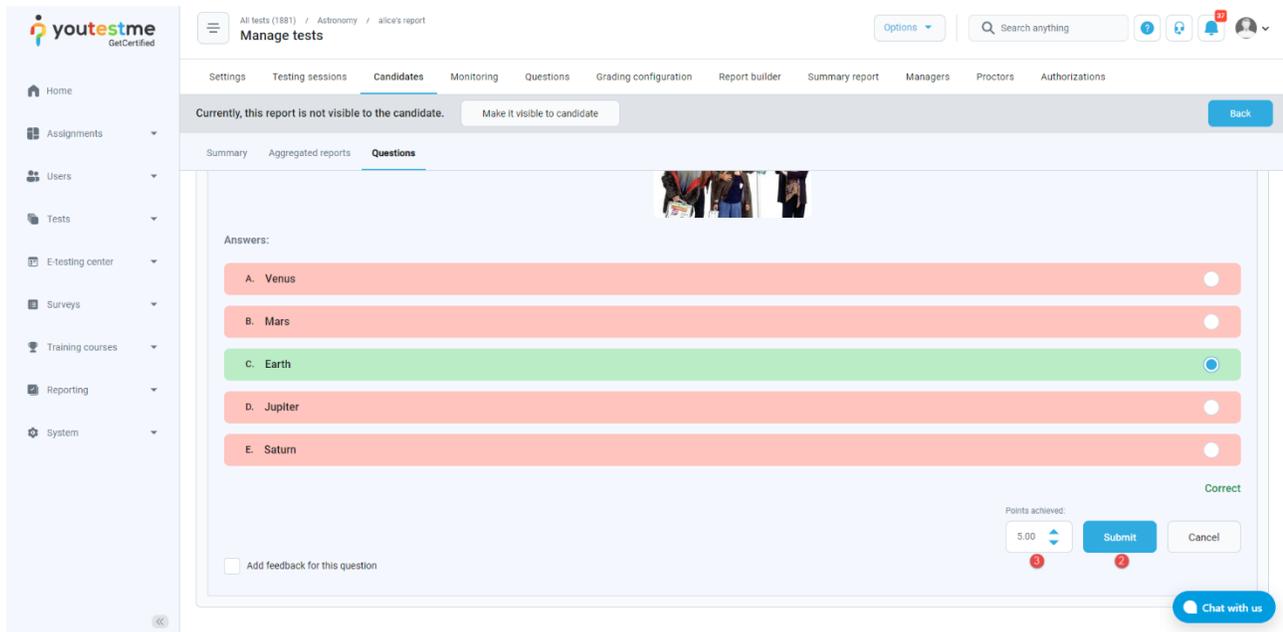
Note: The question type showed in this example is a **Single choice**, but any question type can be graded as explained.