



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.....	2
2	Grading a test attempt.....	3
3	Grading questions.....	4
4	Changing earned points	5

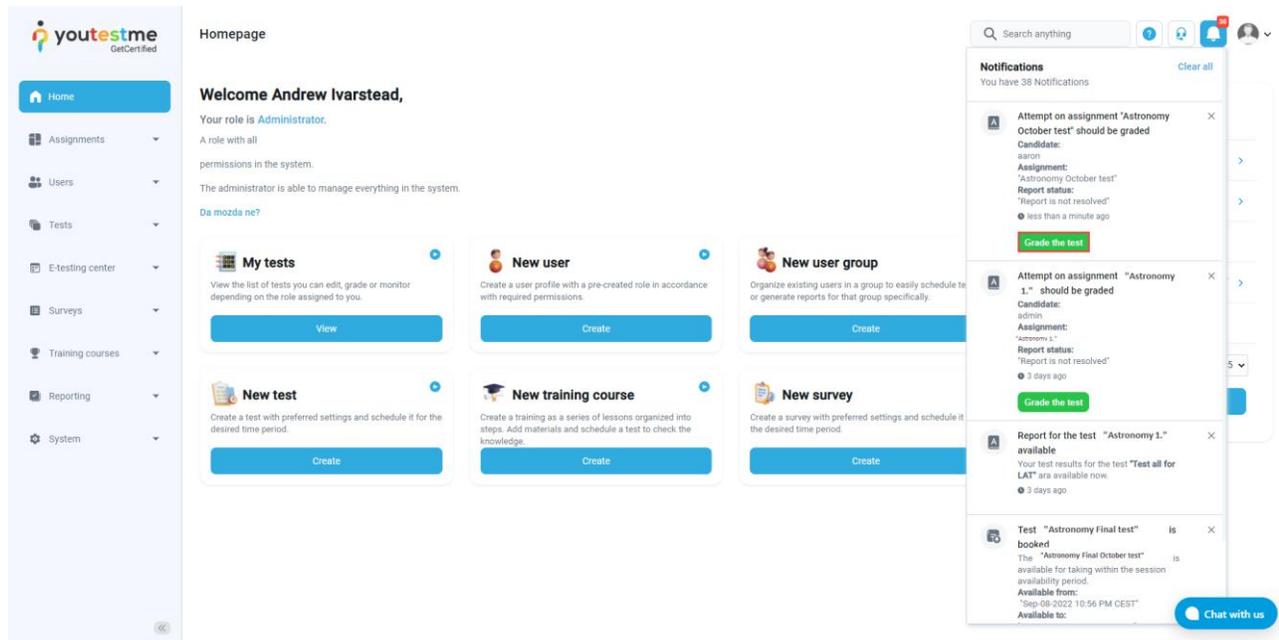
1 Introduction

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.

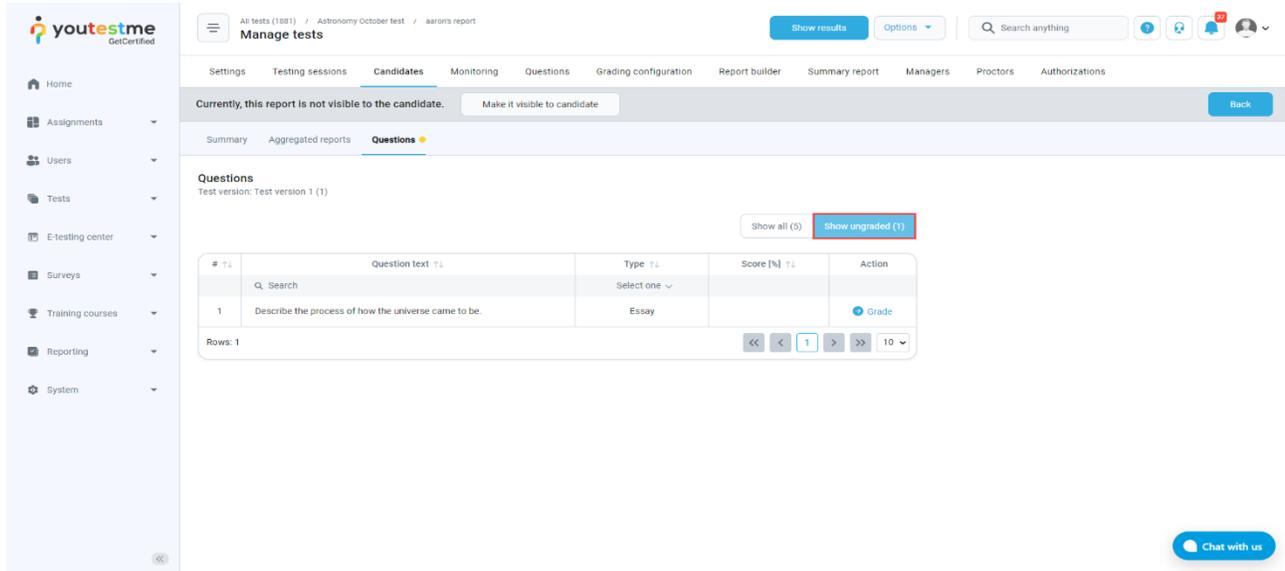


Note: All questions for which the scoring method is set to be **Manual grading** must be graded by the test manager to generate a final test score. Also, the only question type that must always be graded manually is the essay question type.

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

3 Grading questions

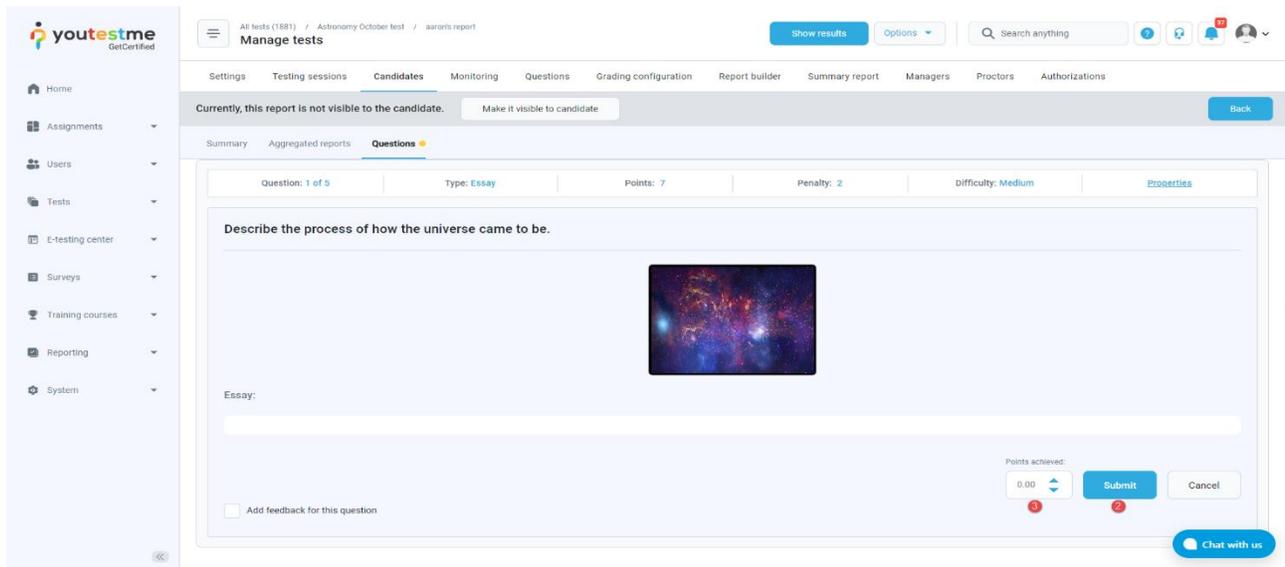
To see the ungraded questions, in the **Questions** tab click on the **Ungraded questions** option. In the example below, one question (1) requires manual grading in order to generate the test report.



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.

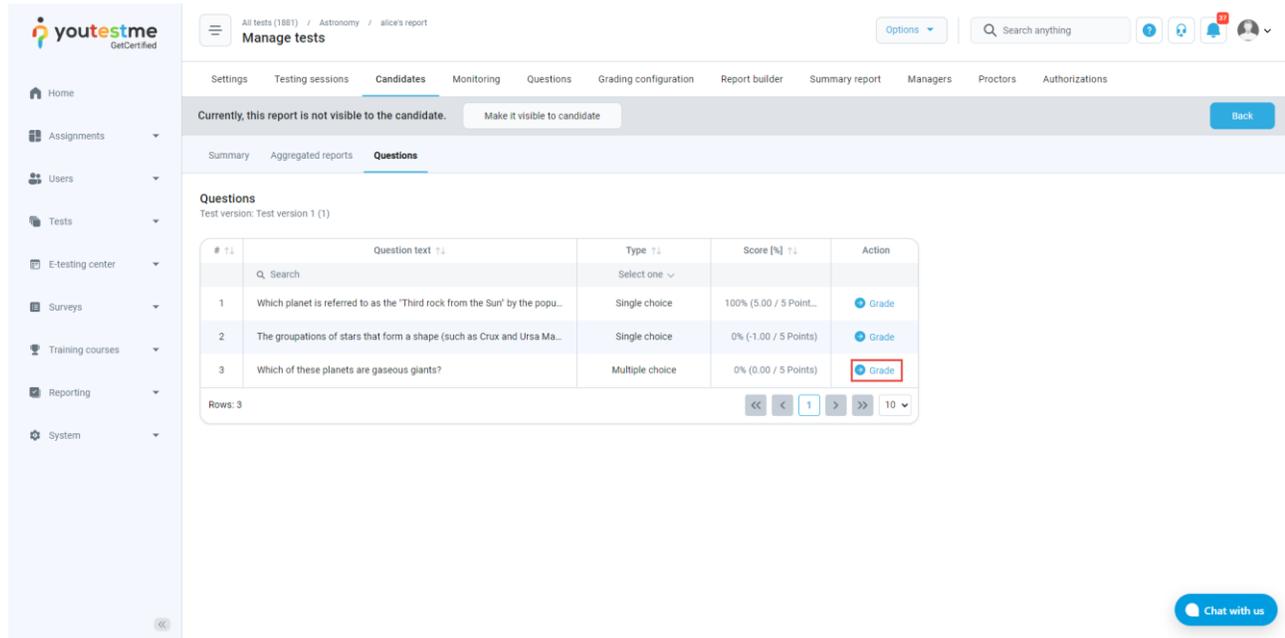
For example, in the picture below, a candidate did not answer the question fully. The test manager can give the candidate any points between the defined minimum and maximum values.



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.

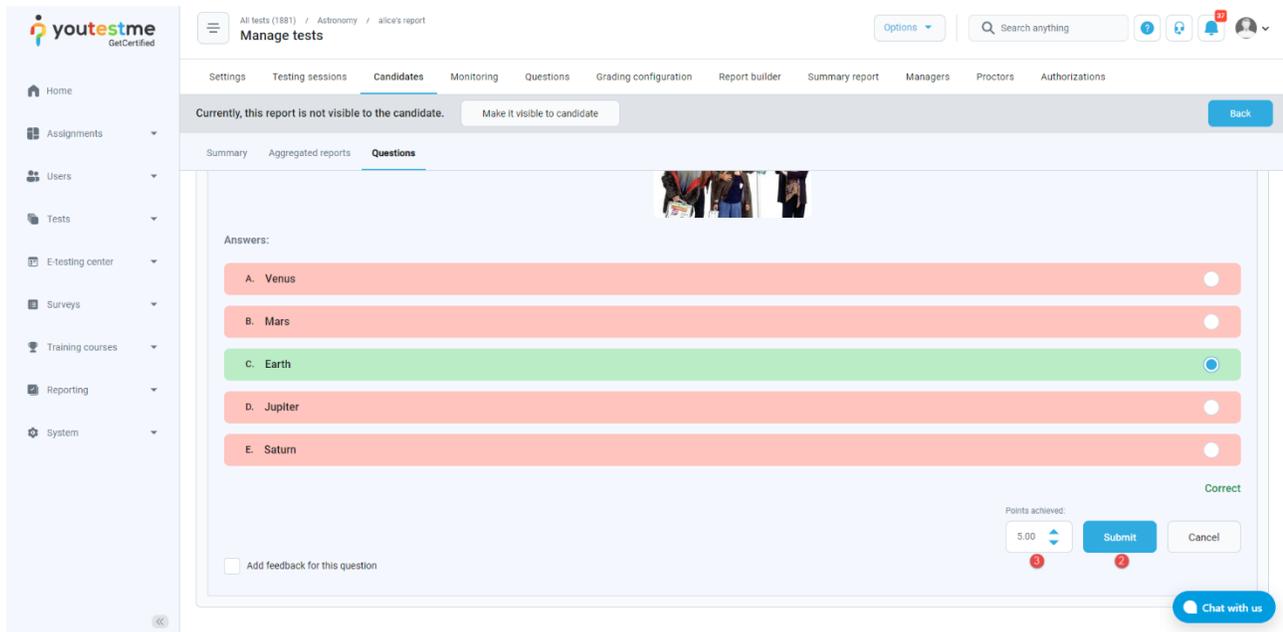


The screenshot shows the 'Manage tests' interface in the youtestme system. The breadcrumb trail is 'All tests (1881) / Astronomy / alice's report'. The main navigation bar includes 'Settings', 'Testing sessions', 'Candidates', 'Monitoring', 'Questions', 'Grading configuration', 'Report builder', 'Summary report', 'Managers', 'Proctors', and 'Authorizations'. A message states 'Currently, this report is not visible to the candidate.' with a 'Make it visible to candidate' button and a 'Back' button. The 'Questions' tab is active, showing a table of questions for 'Test version: Test version 1 (1)'. The table has columns for '#', 'Question text', 'Type', 'Score [%]', and 'Action'. Three questions are listed, each with a 'Grade' button in the 'Action' column. The 'Grade' button for the third question is highlighted with a red box. A pagination bar at the bottom shows 'Rows: 3' and navigation controls.

#	Question text	Type	Score [%]	Action
	Q Search	Select one		
1	Which planet is referred to as the "Third rock from the Sun" by the popu...	Single choice	100% (5.00 / 5 Point...	Grade
2	The groupations of stars that form a shape (such as Crux and Ursa Ma...	Single choice	0% (-1.00 / 5 Points)	Grade
3	Which of these planets are gaseous giants?	Multiple choice	0% (0.00 / 5 Points)	Grade

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.



The screenshot displays the 'Manage tests' interface for a candidate named 'alice'. The 'Candidates' tab is active, showing a question with five options: A. Venus, B. Mars, C. Earth, D. Jupiter, and E. Saturn. Option C is selected and highlighted in green. The interface shows 'Points achieved: 5.00' and a 'Submit' button. A 'Chat with us' button is visible in the bottom right corner.

Note: The question type showed in this example is a **Single choice**, but any question type can be graded as explained.