

You may find that you need to adjust scores on quizzes in Moodle because:

- The wrong choice was selected as the correct answer.
- A question turns out to have multiple correct answers.
- A question was not clearly stated.
- (On rare occasions) A student's attempt was submitted as time expired, resulting in some answers not being credited in the final score.

You can adjust quiz scores individually or for all students at once.

To designate a different response as correct:

1. Click on the name of the quiz to open it, then click on **Edit quiz** under **Quiz administration**.
2. Locate the problematic question and click on the **Edit** (pencil) icon to the left of it.
3. Scroll to the answer section (**Choice**) that needs to be adjusted and use the **Grade** drop-down menu (Figure 1) to assign (or unassign) credit as needed:
 - To designate an answer choice as correct, select **100%** from the related **Grade** drop-down menu.
 - To designate an answer choice as incorrect, select **None** from its **Grade** drop-down menu.
 - You can also select a number between None and 100% (such as 50%) to give partial credit for an answer.

NOTE: More than one answer can be marked as correct (100%).

4. Scroll down and click on **Save changes**.

To adjust everyone's score after changing a correct response:

Take the following steps to regrade a quiz if you have adjusted the correct answer (as shown above) or if student scores have not been calculated correctly.

1. Click on the name of the quiz to open it.
2. Click on the **Attempts: #** link (Figure 2).
3. Click on **Regrade all** to recalculate the quiz scores (Figure 3).

To adjust an individual student's score:

1. Click on the name of the quiz to open it.
2. Click on the **Attempts: #** link (Figure 2).
3. Locate the student's attempt and click on **Review attempt** (Figure 4).

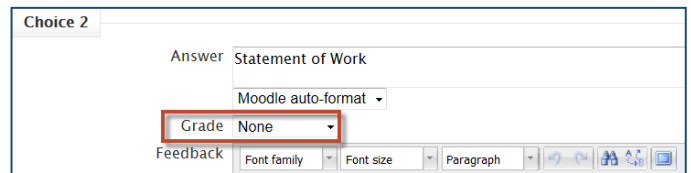


Figure 1: Adjust Credit for Answer

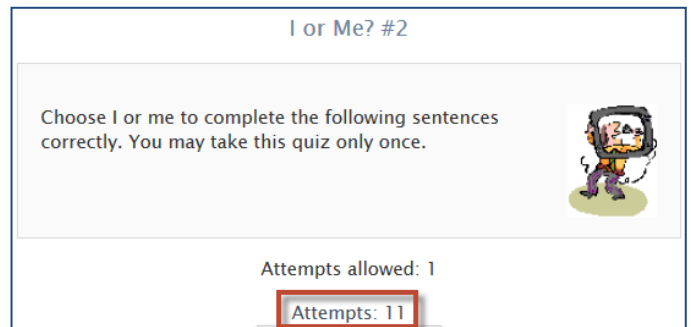


Figure 2: Click to View Student Results

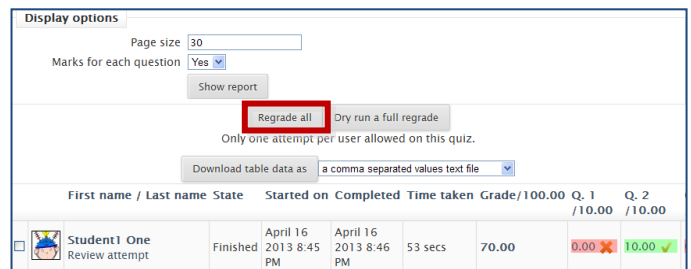


Figure 3: Regrade All Attempts

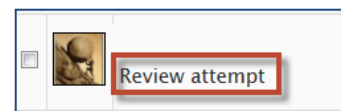


Figure 4: View Student's Results

4. Locate the problematic question and click on the link labeled **Make comment or override mark** directly under the question (Figure 5).
5. Add a **comment** if you wish in the text box provided, then enter the number of points you wish to assign to the item in the **Mark** field (Figure 6).
6. Click on **Save**.
7. Moodle will recalculate the score and record your change in the **Response** history box below the question (Figure 7).
8. You can confirm the student's updated score by clicking on the **Attempts : #** link as you did in Step 2. The original score (struck out) and the new score will be displayed as shown in Figure 8.

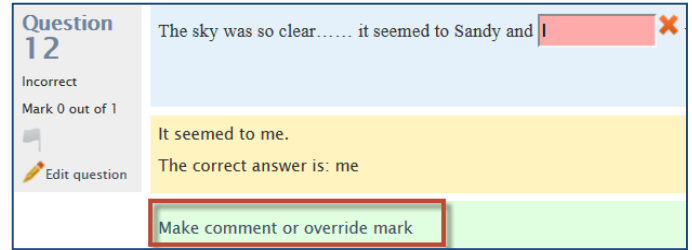


Figure 5: Enter New Grade & Comments

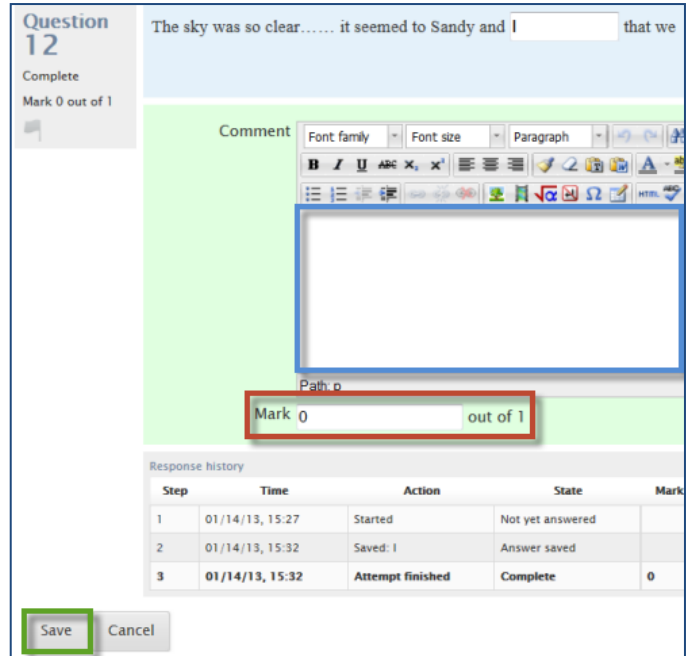


Figure 6: Insert Comments & New Grade

Step	Time	Action	State	Marks
1	04/16/13, 17:20	Started	Not yet answered	
2	04/16/13, 17:20	Saved: me	Answer saved	
3	04/16/13, 17:20	Attempt finished	Incorrect	0
4	04/16/13, 17:22	Manually graded 1 with comment:	Correct	1

Figure 7: View Response History

Student	Attempt	Status	Start Time	End Time	Time Spent	Score	Grade
Student1 One	Review attempt	Finished	April 16 2013 8:45 PM	April 16 2013 8:46 PM	53 secs	70.00 / 80.00	Done 0.00 / 10.00 ✓

Figure 8: Confirm Updated Score