

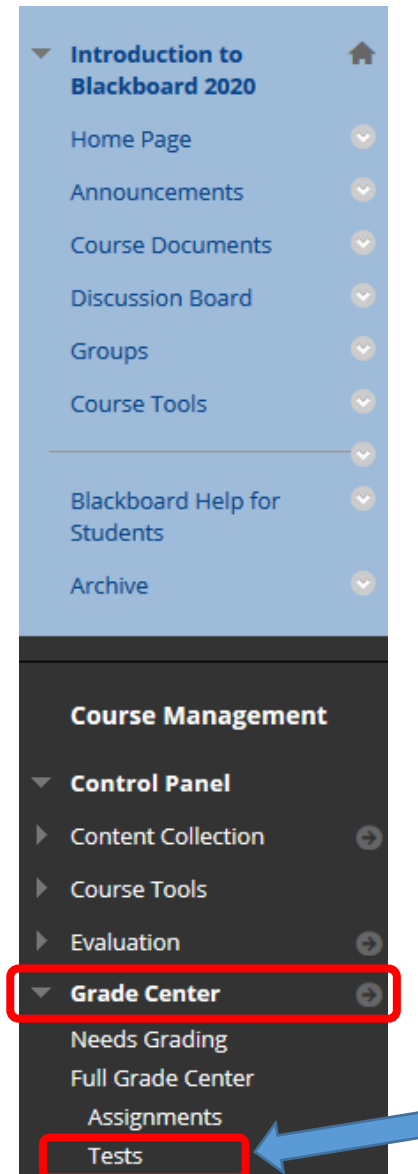



How to Allow a Student to Retake an Exam on Blackboard

If a student encounters a technical error, or there is another reason they are allowed to take the exam again, an instructor would first have to “Delete” or “Ignore” the first attempt in the course’s Grade Center.


Once that attempt is deleted or ignored, a student will be able to click on the exam link and begin the exam (just like the first time).

1. Log in to the Course on Blackboard. Under the **Control Panel**, click on **Grade Center**, and then **Tests**.









2. To view the **student submission**, move your mouse cursor **into the cell of that student** to make a new symbol appear: . Click that downward facing arrow, and a small menu appears.

Click **View Grade Details** on that list.







Grade Center : Tests 

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)


Create Column Create Calculated Column  Manage  Reports  Filter Discover Content Work Offline 

Sort Columns By: Layout Position  Order: ▲Ascending 

Grade Information Bar Last Saved: November 5, 2020 9:57 AM



<input type="checkbox"/>	LAST NAME 	FIRST NAME 	LAST ACCESS 	PRACTICE TEST 	FINAL EXAM 
<input type="checkbox"/>	Stestperson10	Student	October 27, 2020	--	--
<input type="checkbox"/>	Stestperson9	Student	November 5, 2020	20.00 	0.00


Selected Rows: 0

Move To Top Email 

Icon Legend Edit Rows Displayed

Last Saved: November 5, 2020 9:57 AM

PRACTICE TEST 	FINAL EXAM 
--	--
20.00	0.00

View Grade Details 

- Quick Comment
- Exempt Grade
- Attempt 8/4/20 20.00

3. Click **Ignore Attempt**. The web page will refresh, and you'll see the option changes to "Do Not Ignore Attempt". This indicates that your student will now be able to click on the Exam Link, and begin taking the exam again. **Please let them know**, as they will not be notified that they can retake the exam otherwise.

Grade Details

Intro to Blackboard

- Home Page
- Announcements
- Course Documents
- Syllabus
- Course Messages
- Discussion Board
- Assignments and Homework
- Exams and Quizzes
- Tools
- Help

Course Management

Control Panel

- Content Collection
- Course Tools
- Evaluation

Jump to...

User **Student Stestperson9 (20040617013020870022)** < > Column **Practice Test (Test)** < >

Current Grade: **20.00** out of 20 points **Exempt**
Grade based on Last Graded Attempt
Due: None
Calculated Grade 20.00
[View Attempts](#)

Attempts | [Manual Override](#) | [Column Details](#) | [Grade History](#)

Delete Last Attempt [v] Go

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Aug 4, 2020 11:20:50 AM	Aug 4, 2020 11:21:04 AM (Completed)	20.00			View Attempt Ignore Attempt

Icon Legend

Delete Last Attempt [v] Go

g

Actions

- [View Attempt](#)
- [Clear Attempt](#)
- [Do Not Ignore Attempt](#)

Icon Legend