After you have created your Sakai test in **Working Copies** you will need to decide on the test settings. The **Settings** option for tests allows you to adjust test availability, timing, question presentation, number of submissions, type of student feedback, and grading options. You can also control the release of the test by group membership.

Ideally, you should decide on the settings before you publish the test. However, settings for the test can be changed after the test is published, e.g., you can choose to send scores to the Gradebook after publication.

To access test settings, choose **Settings** from the **Select** drop-down menu to the left of your test title or click on the **Settings** option available within the **Edit** mode of the test. In the example below, Settings has been chosen for the Olympics: Exam 4 test.

**Settings Options**
A number of options will appear when you click on Settings. Clicking on the orange triangle to the left of each option expands the section.
Test Settings in Sakai: Grading and Feedback

Once in the settings, click on the orange triangle to the left of the Grading and Feedback option to make your selections for these test settings.

Grading the Assessment
Grading options allow for anonymous vs. non-anonymous grading; sending grades to the Sakai Gradebook, and choosing which score to record for multiple attempt assessments.

Grading and Feedback: Students’ Identities

In most cases you will want to keep Students’ identities can be seen by graders as there is no way to regain the association between the student name and the test once the test has been administered anonymously. Anonymous grading only is useful for certain circumstances, e.g., delivering a survey in your course.

Grading and Feedback: Gradebook Options

If you want to be able to include test scores in your calculated course grade, send the grades to the Gradebook. If you publish your test with this option included, the test grade will be sent to the Gradebook as soon as the student submits the test, regardless of a feedback date. You can choose this option after all students have submitted tests to more closely control feedback.
Grading and Feedback: Recorded Score if Multiple Submission per User

For tests allowing more than one submission, choose to record either the highest score or the last score.

**Configuring Test Feedback to Students**

Sakai assessments offer many test feedback options related to level, delivery time, and type. The options can be combined in a number of ways. The options work in combination but the **Release** options control what students see. **Feedback options can be altered at any time after the assessment publication even if there are submissions to the test or the test due date has passed.**
Grading and Feedback: Feedback Authoring
You can choose at what level (question and/or question-selection) you want to provide feedback.

Feedback Authoring

- Question-Level Feedback
- Selection-Level (A,B,C...) Feedback
- Both

- Question-Level Feedback – allows addition of comments for Correct/Incorrect Answers in feedback box(es) for a test question (this is the default).
- Selection-Level Feedback – allows addition of comments for individual answer choices in a test question. You must check this option in Settings and Save the Settings in order for these boxes to appear in your test questions when you are creating or editing the questions.
- Both – you can select both types of feedback for questions.

Note: Even if you provide the comments via questions/selections as noted above students will only see that feedback if you select the appropriate options in the Release Questions and the following section.

Grading and Feedback: Feedback Delivery (Timing of Feedback)
These options determine at what point in the assessment process students to see feedback.

Feedback Delivery

- Immediate Feedback
- Feedback on submission
- No Feedback will be displayed to the student
- Feedback will be displayed to the student at a specific date

(Selecting "Grades sent to Gradebook" in Grading section will send scores to Gradebook immediately, regardless of feedback date.)

- Immediate Feedback – as soon as the student answers a test question any feedback you have chosen will be available to the student via the Show Feedback button that appears in the test. If you allow students to view feedback that, in any way, indicates a correct or incorrect answer, students will be able to see the correct answer for a question without even answering the question by clicking on the Show Feedback button.
- Feedback on submission – chosen feedback options will be available only upon student submission of the test. If student feedback includes information on correct and incorrect answers and the amount of time during which the test is available to students is considerable, students who have completed the test may be able to share information about correct answers with students who have not yet taken the assessment.
Test Settings in Sakai: Grading and Feedback

- No Feedback – students receive no information about the test, not even their scores. Feedback displayed at a specific date – the instructor can specify the feedback release date, e.g., the instructor might choose the Due Date as the date at which feedback will be displayed to prevent answer-sharing with students who have not yet taken the test.

Note: Test feedback settings do not override the Gradebook. For instance, you might have allowed no feedback for your test but if you have associated your test to the Sakai Gradebook, test scores will be immediately sent to the Gradebook upon student submission of the test. Students will see their test scores in the Gradebook.

Grading and Feedback: Feedback Delivery Release Options (Content of Feedback)

![Options for Feedback Delivery Release Options](image)

Options allow you to decide what type of feedback you want to provide to your students.

- Release Assessment Scores only – the student sees only her/his test score.
- Student Response – the student sees the questions and the answers s/he gave for the questions. If the Correct response option is not checked there is no indication of whether or not the answers the student provided are correct or incorrect.
- Correct Response – shows the student the questions and the correct answer to each question.
- Student’s Assessment Scores – shows the student her/his total score on the assessment.
- Student’s Question and Part Scores – shows the student’s score (points earned) for each question on the test and for each test Part. If you have only one Part in your test, the student sees the total score for all questions.
- Question-Level Feedback – shows the student any correct and/or incorrect feedback provided by the instructor for test questions. For students to see this feedback the instructor must:
  - enter comments into the correct and/or incorrect feedback text boxes for test questions
  - select Question-Level Feedback under Feedback Authoring
Test Settings in Sakai: Grading and Feedback

- **Selection-Level Feedback** - shows the student any correct and/or incorrect feedback for the student’s answer selection in a question. For example, if a student chose answer (a) in a multiple choice question, the student would see the instructor comment (if available) associated with that answer selection. For students to see this feedback the instructor must:
  - enter comments into the answer selection boxes for questions
  - select **Selection-Level Feedback** under **Feedback Authoring**

- **Grader’s Comments** – shows the student any overall comments the instructor entered into the comments area in the **Scores** view of the published assessment. For students to see these comments the instructor must also select the **Student Response** option.

- **Statistics and Histogram** – students will see summary statistics for the test, e.g., average score, as well as a graph of the distribution of scores. **Note:** This option is not recommended for use in courses with small enrollments.