

Course Content – Tests – Adding an Extra Credit Question to a Test

Adding an extra credit question to a test will award points for a correct answer while an incorrect answer has no reduction in points so it does not affect the students earned grade. If all questions are answered correctly, including the extra credit question(s), the student's grade will exceed 100%.

NOTE: Extra credit is not available in a pool or a survey. It must be set on a test.

How to Enable the Extra Credit Option for a Test

1. On the *Control Panel*, expand the Course Tools section and select **Tests, Surveys, and Pools**.
2. On the *Tests, Surveys, and Pools* page, select **Tests**.
3. On the *Tests* page, access a test's *contextual menu* and select **Edit**.
4. On the *Test Canvas*, select **Question Settings** on the action bar (right-hand side).
5. On the *Test Question Settings* page, select **Provide option to assign questions as extra credit**.
6. Select **Submit**.

How to Make a Question Extra Credit

1. For each appropriate question, select the **Points** box.
2. In the pop-up box, select the check box for **Extra Credit**.
3. Select **Submit**.

Disabling Extra Credit for a Question

1. Select the **Points** box.
2. In the pop-up box, clear the check box for **Extra Credit**.
3. Select **Submit**.

TIP: If you make extra credit available, mention it in the question or in the test instructions.

The screenshot displays the 'Test Question Settings' interface. At the top, a summary box shows 'Total Questions: 2' and 'Total Points: 100'. A blue callout box points to the 'Total Points' field with the text: 'Calculation is based only on the mandatory questions, extra credit is not factored in here but added to the students earned grade if correct. Students answering all questions correctly, including extra credit, will have a grade that exceeds the points possible value.' Below this, there are controls for 'Select: All None' and 'Select by Type: - Question Type -'. A row of buttons includes 'Delete', 'Points', 'Update', and 'Show Question Details'. The main list of questions shows two items: '1. Essay: Explain the theory of relativity.' with 'Points: 100' and '2. True/False: The sky is blue.' with 'Points: 10 (Extra Credit)'. A blue callout box points to the '10 (Extra Credit)' label with the text: 'Marked as extra credit. (The points are not factored into the Total Points possible for the test)'.