

Grading a Test

Objective:


View outstanding free-form questions for tests that you are a grader for. Each essay question will be listed and must be scored separately, you must approve or deny. Denying a request will send the form back to the employee.

1. Hover over the **Content** tab and click **Test Grading**
2. Search for the users last name to narrow down the questions that are displayed

Unscored Questions Pending Grading

User Name

Name	Identifier	Test Name
[REDACTED]	County Eligibility Sites (Department)	Security 01
[REDACTED]	County Eligibility Sites (Department)	Security 01
[REDACTED]	County Eligibility Sites (Department)	Security 01
[REDACTED]	County Eligibility Sites (Department)	Security 01

3. Click the **View Details** icon  for the question you are grading
4. Enter the score for the question and select **submit**.

Answer Details

Question: What is your user id for Scenario 1?

Answer Explanation:
User Response: 5

Enter Score: (Maximum 100)