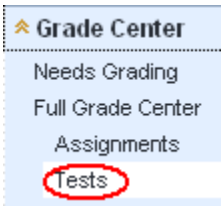
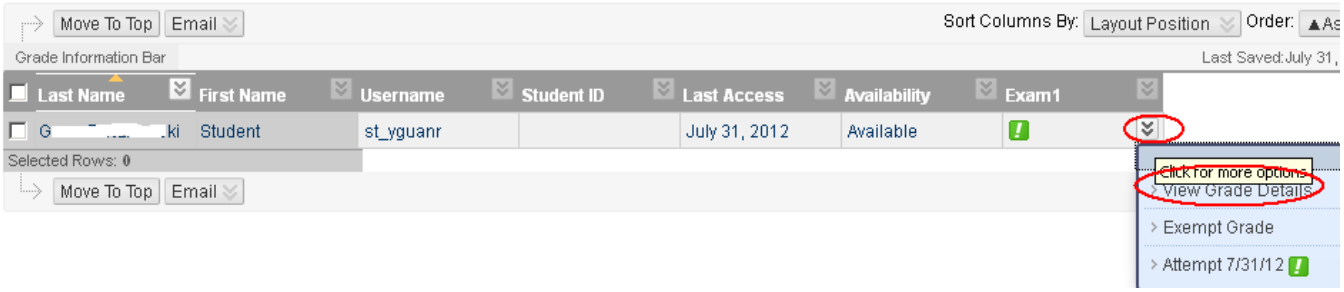
Blackboard - How to Apply Late Penalty in a Test

This instruction may be used in two scenarios (1) when you have allowed a student to take a test that is passed due and you would like to take points off the test result for late submission. (2) A student took a test but spent more time than it is allowed.

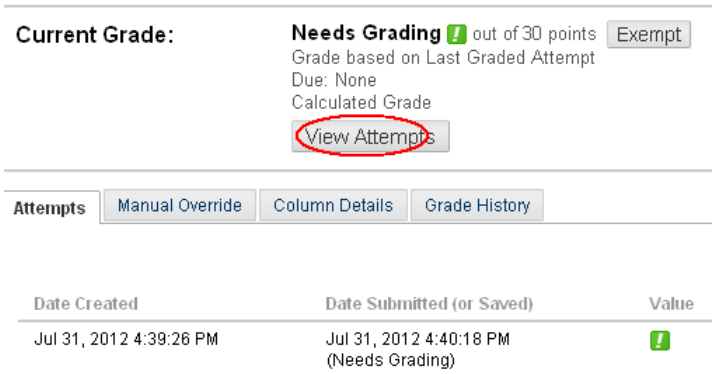
1. In Control Panel, click Grade Center. Click "Tests" under Grade Center.



2. Go to the cross "cell" of the test column and the student row. A green exclamation sign, !, indicates that the student has submitted her/his test and there are essay or short answer questions pending for grading. However, if all test questions are multiple choice questions, you will see the student grade. Click on the Action icon next to the cell and select "View Grade Details". For the first scenario, skip step 3, 4, and 5, and go directly to Step 6. For the second scenario, continue with step 3, 4, and 5.



3. To see the amount of time that the student has spent on the test, click "View Attempt".



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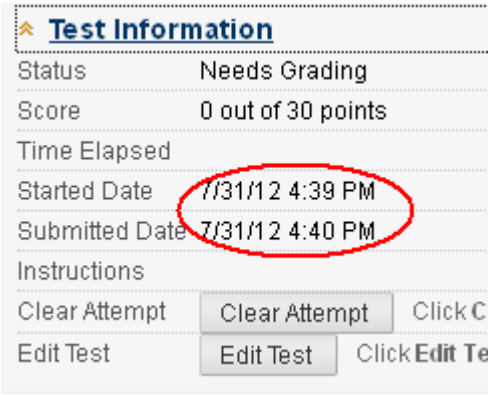
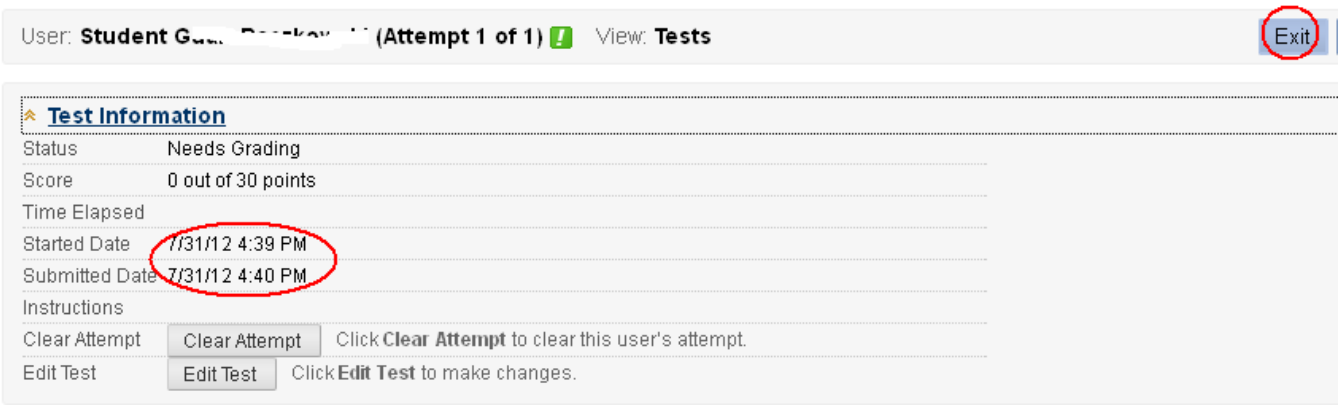
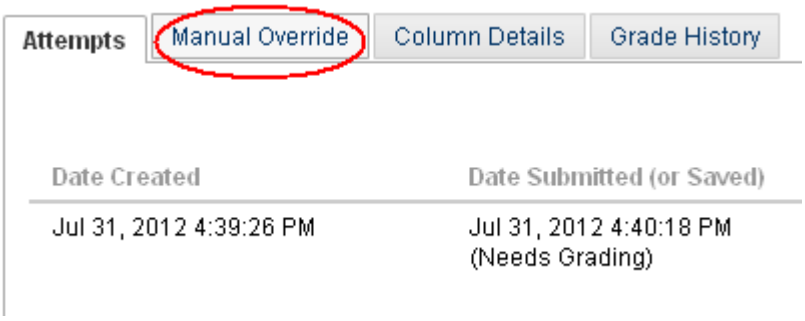
4. Click "Test Information" link, you will see the time when the student began and submitted the test.



5. If you notice that the student has spent more time than allowed to submit a test and you would like to take penalty point off, you will click "Exit" button to go back to the previous page.



6. Click "Manual Override".



7. Type the score and write comment explaining why deduction has been taken. Click "Save".

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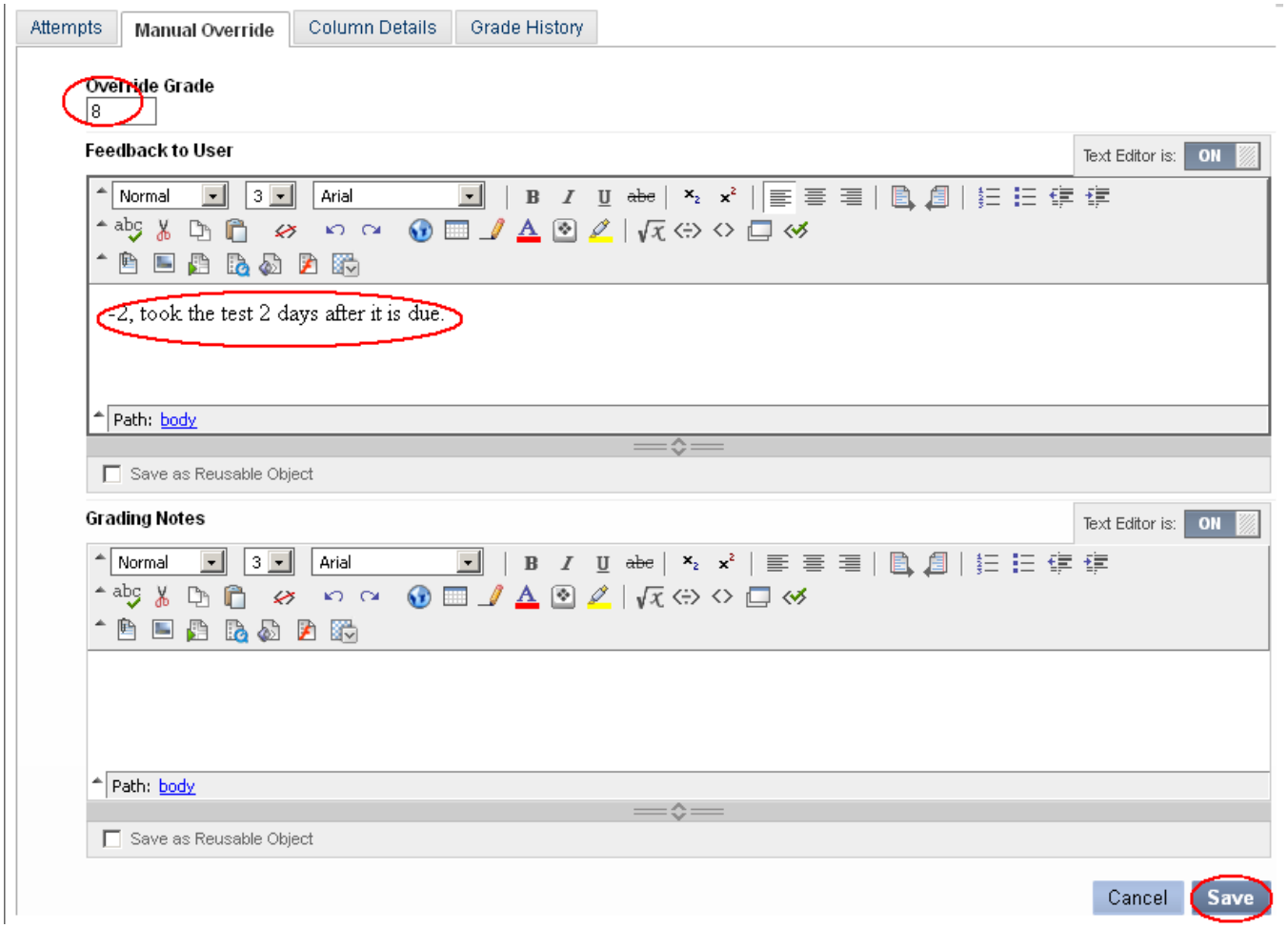

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