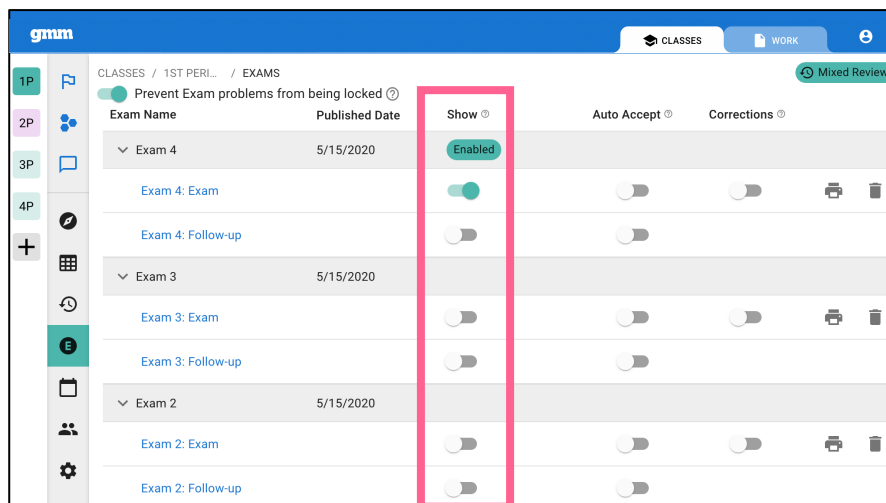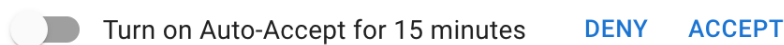# How do I give my students an exam?

After creating an Exam click the Publish button. When published, the exam will automatically be set to Show, making the exam visible to students. In order to take the exam, each student must click Exams & Follow-ups, from their student menu. If there are no exams set to Show, students will not be able to see or take the exam.

In the Exams menu the Show column will indicate which exams are visible to the students. We recommend showing just one to make sure students request the correct exam.
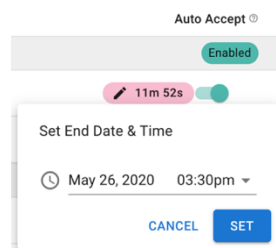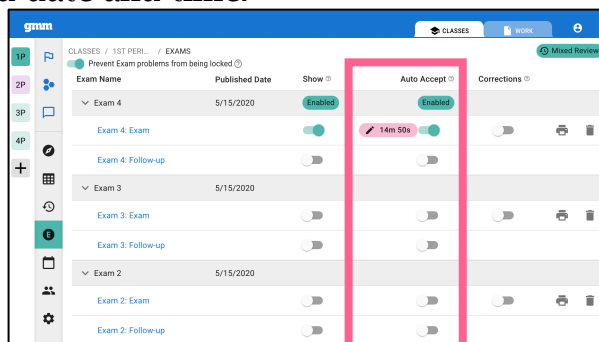

After a student requests an exam, teachers must approve the request before the student will be able to see it. This feature is designed to prevent students from taking exams outside of the designated time frame.

While it is not possible to automate the time frame in which the exam is Showing, teachers can enable Auto-Accept to immediately approve student requests. Auto-Accept will remain active for 15 minutes unless you edit the time frame. Click on the Auto-Accept timer to set an end date and time.

How do I turn off an exam?

To hide an exam, simply disable the switch in the Show column. The test will no longer be visible to your students when they click on their student menu.

If you don't want to hide the exam, but you do want to manually approve/deny each request, simply disable the switch in the Auto-Accept column.

Exam Name	Published Date	Show ⓘ	Auto Accept ⓘ	Corrections ⓘ		
⌄ Exam 4	5/15/2020					
Exam 4: Exam		⚪	⚪	⚪	🖨	🗑
Exam 4: Follow-up		⚪	⚪			

Can students keep working on an exam later?

Students can request any exam that you have set to Show, even if it is an exam they have already taken. For this reason, it can be helpful to turn off a test once the teacher has graded it for the whole class.

If a student requests and is granted access to an exam they have already started, they will see a Locked test. This means any skills that were previously viewed will be locked and the student will not be able to enter an answer or change an existing answer for those questions. They will be able to work on questions they have not yet viewed but will need to Request Unlock to go back to other questions.

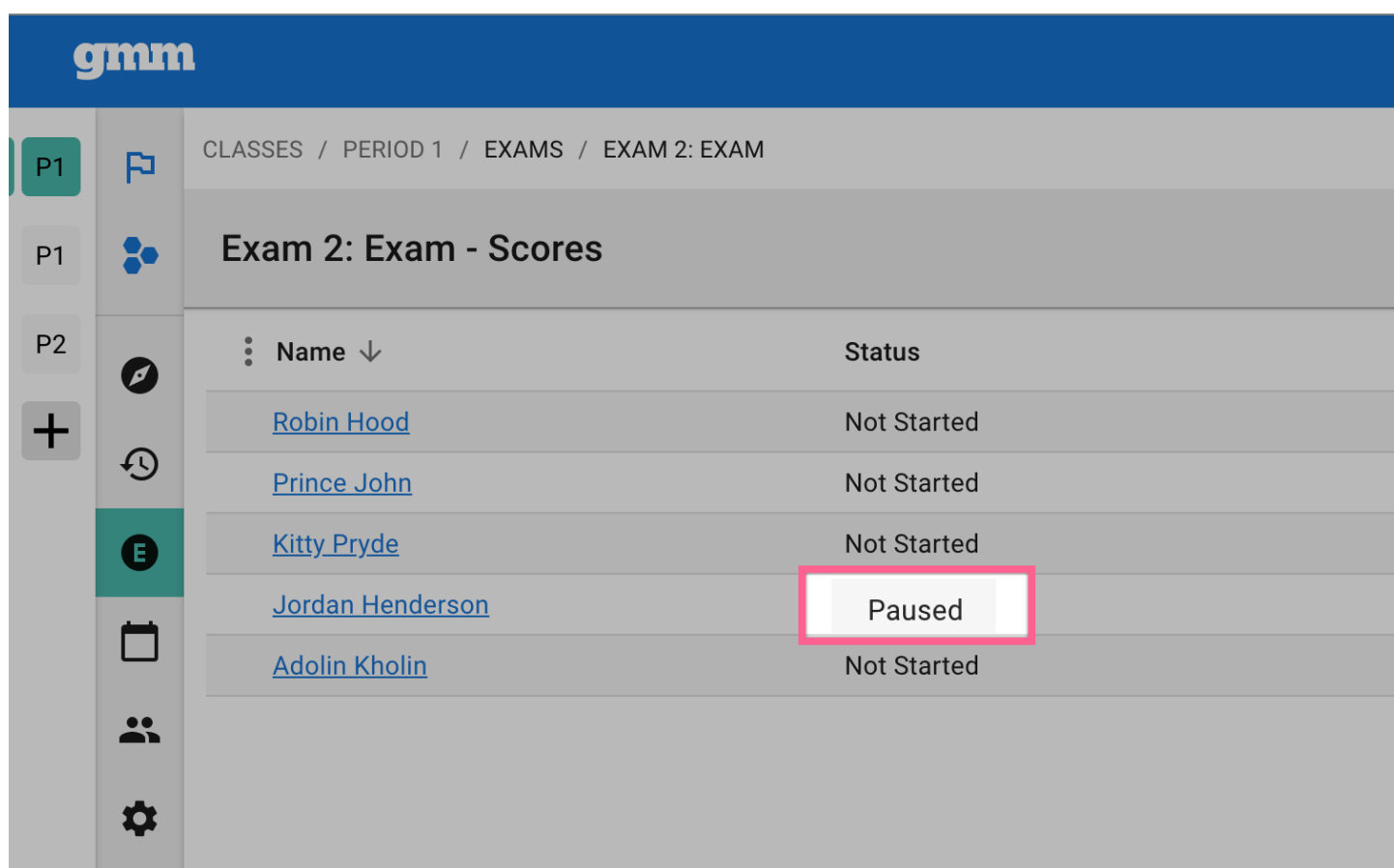**IMPORTANT: The teacher must be online to unlock an exam. There is no Auto-Accept feature for unlocking exams.**

Why are some exams Paused?

An exam that is Paused means that the student closed the exam without handing it in. Some of the questions have been viewed/answered and cannot be accessed without requesting an unlock from the teacher.

Locking the skills that were previously seen prevents students from changing answers once they've had the opportunity to review notes or talk to a friend.

Students can work on locked skills by clicking the Request Unlock button. This request must be approved manually by the teacher.

IMPORTANT: The teacher must be online to approve a request to Unlock an Exam.
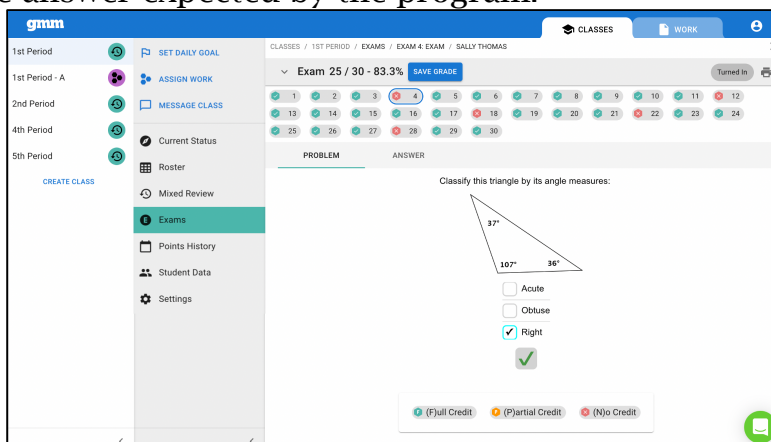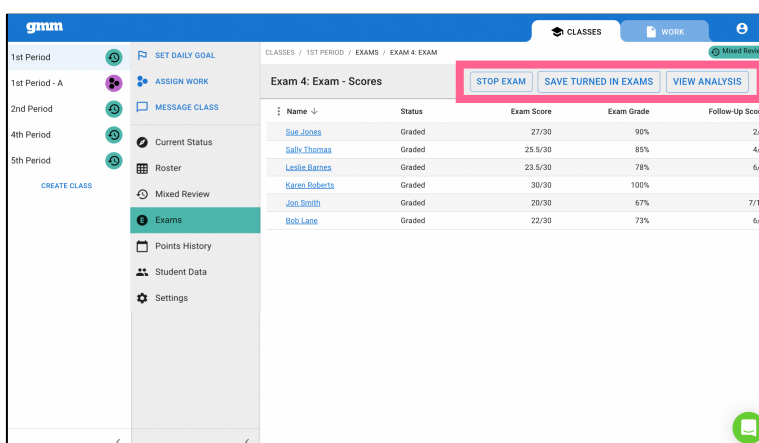
Can I see which problems my students missed?

Click on the student's name to see the results for their exam. To confirm the grade as shown by GMM, simply click the Save Grade button.
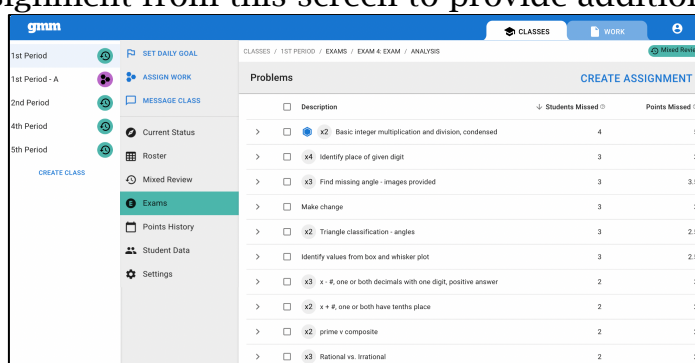
Teachers can view each exam question and decide to assign Full, Partial, or No credit, using the corresponding options below each problem. Teachers can see the answer entered by the student as well as the answer expected by the program.

Teachers also have the ability to grade all turned in exams by selecting the button on the exam scores page. Once all the exams are graded teachers can click View Analysis to see the breakdown of which skills were missed and by how many students.

The Analysis view will show how many students missed which problems. You can select the skills and create an Assignment from this screen to provide additional focused practice.
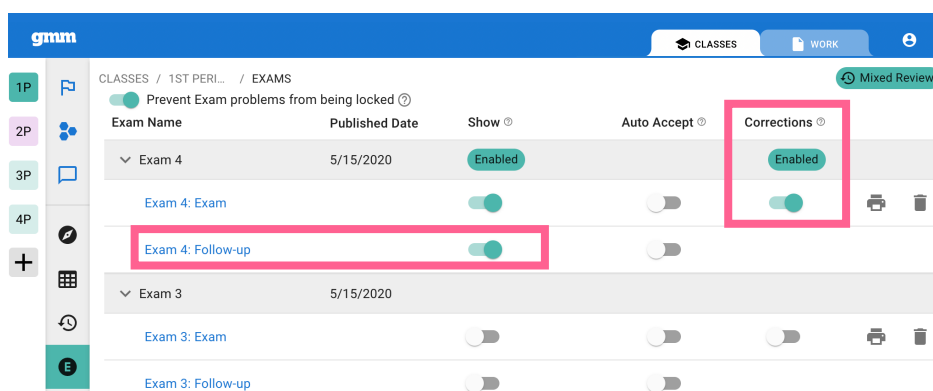
What is the difference between Corrections and the Follow-up?

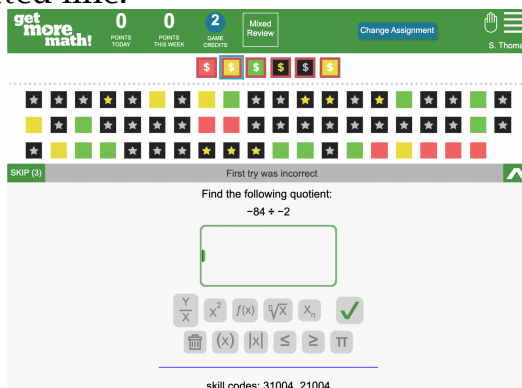GMM automatically creates a follow-up for each exam you create.

- Follow-up exams are created for each student after their original exam grade is saved.
- Each student's follow-up is individualized based on the skills they got wrong on the exam.
- Follow-up exams are requested from the student menu and must be set to Show like the original exam.
- Auto-accept functions in the same fashion for Follow-ups as it does for Exams.

Follow-ups are designed to give students an opportunity to show that they have learned from their mistakes. For this reason, it is important that your students are given the opportunity to practice the skills they missed. This is done primarily through Corrections mode.

When Corrections are enabled for an exam, your students will be required to fix each mistake they made on the exam. After fixing their mistakes they will be prompted to earn a point on an additional problem for each of the missed skills. These skills will remain above the dotted line each until Corrections is disabled. This additional practice is what prepares your students for the follow-up exam.

- Corrections will only appear after the exam has been graded.
- Corrections are only visible when students are in Mixed Review.
- The missed skills will appear above a dotted line.
- Until each mistake is corrected, and an additional point is earned, Dollar Signs will appear only above the dotted line.

Can students see their exam grade? Can students see which problems they missed?

No, GMM does not provide a way to directly communicate the Exam grades with your students. Your students can see which problems they missed on the Exam through their corrections above the dotted line.

Can my students re-take the same exam?

If you want your students to re-take the exact same exam, a pdf of the exam can be generated. Click on the student's name under the chosen exam and click the print icon in the top right corner of the screen. Choose to print the Exact Exam, or a Practice Exam with different questions.

IMPORTANT: It is not possible to duplicate the exam exactly if you want it to be taken digitally. You can create a new exam with the same skills, but GMM will generate new questions for each skill.

Can I edit the exam after I've assigned it?

Once the exam is published it cannot be edited. If you need to make changes you must create a new exam.

Can I see if my students finished their corrections?

You can see if your students have finished their corrections by looking at their screen. If dollar signs only appear above the dotted line, they have not completed their corrections.

After turning on Corrections mode for your students, they will see the questions they missed on the exam above a dotted line in Mixed Review. At first, these will be the only questions they can work on.

Note: In the image below, dollar signs are not appearing on any squares below the dotted line.

Once they have fixed each error and have earned a point on each skill above the dotted line, the dollar signs will begin to appear below the line as well, moving them through Mixed Review like normal.