Step by Step: **Regrading – Deleting a Test Question**

If no students have taken the test, instructors can delete questions freely before or after a test is deployed. However, if there are test submissions, deleting a question removes it from the assessment, along with any possible points earned. Test attempts are **regraded** as if the question had not been included in the assessment.

1. In the Control Panel, go to the **Grade Center**.

2. Click the test column’s **action link** and select **Edit Test** from the drop-down list.

3. The **Test Canvas** page displays. Find the question to delete, click its action link at the right of the question link, and select **Delete and Regrade**.

   Or, click the checkbox at the left of the question to select it. Then use the **Delete and Regrade** button at the top/bottom of the question list.

4. Click the **OK** button at bottom right to return to the Grade Center.