Feedback is an important part of the assessment process. Giving Exam Takers the ability to annotate assessment questions and provide feedback to the Instructor encourages timely communication, promotes precise interpretation of information, and improves performance.

Enabling Notes in the Options to Enable section when creating a new assessment allows Exam Takers to make notes for themselves on individual questions or submit feedback to the Instructor. Users can view these notes in the Question Notes and Feedback report.

1. Navigate to the Assessments tab.
2. Select the desired assessment.
3. Navigate to the Reporting and Scoring tab in that assessment.
4. Select Question Notes/Feedback.

5. Select the desired options and click View Report.

6. As shown below, the report displays (1) the sequence in which the question appeared on the assessment (2) the unique Item ID of the question (3) the question title (4) the Exam Taker notes pertaining to that question (5) the Exam Taker’s answer choice result, and (6) whether or not the Exam Taker requested feedback reviewed.

The Exam Taker view of SoTest is displayed below. Notice that the Notes/Question Feedback section and Request Review of Feedback checkbox appear beneath the assessment question. By selecting the Request Review of Feedback checkbox, Exam Takers can submit feedback to the instructor.