

# How to Assign Points to Individual Questions in a Quiz

**Step 1:** Navigate to "Settings" ----> "General Settings," and select "Assign points to each question" for "Scoring."

## Radio Knowledge Test

[General](#) [Security](#) [Notifications](#) [Price](#) [Theme](#) [Social Media](#)

### Score & Time

Scoring:

Assign points to each question ▾  
Assign total points to the quiz  
Assign points to each question  
No time limit

[Manage Point Assignment](#) ?

Time to Complete Quiz:

**Step 2:** Click "Manage Point Assignment" to assign individual points to every question. You can enable 'Negative Marking' for incorrect answers, assign tags to questions, and select a [grading method](#). When you are done making the changes click "Save."

**Assign points to each question**

Grading Type: Regular Grading  Negative Marking: Yes  No  Assign Tags: Yes  No

Questions	+ Points
Q. 1: Injury Accident(Squad Dispatched)	5
Q. 2: Fire	5
Q. 3: Suspicious Person/Vehicle	5
Q. 4: OFFICER DOWN/OFFICERS NEED IMMEDIATE HELP	5
Q. 5: Non-Injury Accident	5
Q. 6: Come to the station (or given location)	5
Q. 7: See Complainant; Take Report	5
Q. 8: Telephone the Station (Ext. 2197)	5

**Save**

**Step 3:** Save your settings to implement the changes.

### Related Articles:

[How Do I Select Questions At Random From a Pool?](#)

[How to Grade Essay Questions](#)

[How to Add Subscript/Superscript to Questions?](#)