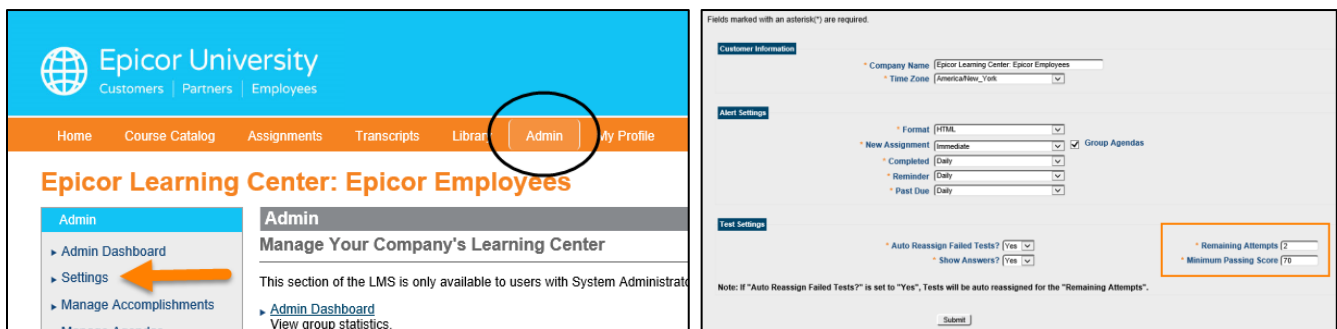# How Do I Reassign a Failed Test?
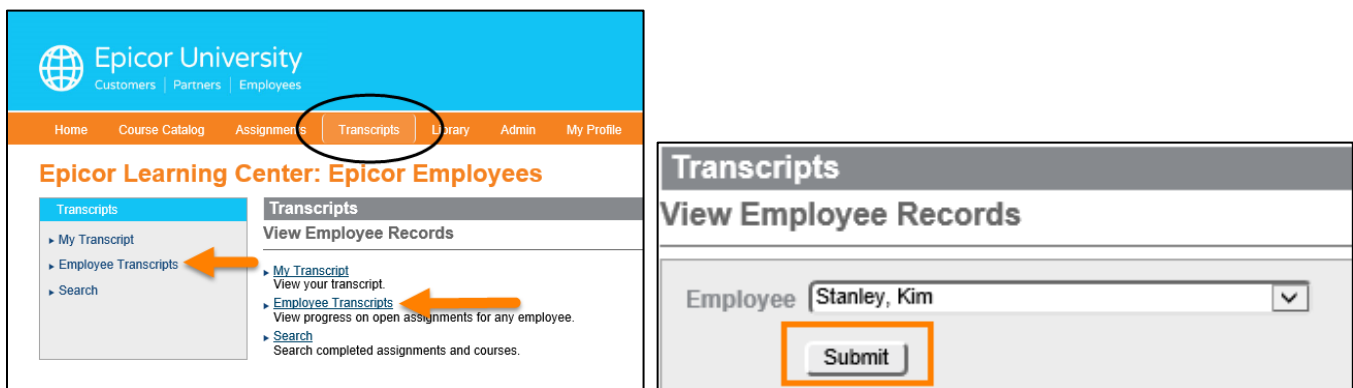
Your Epicor Learning Center users have a finite number of times that they can attempt and fail an assigned test. This number is found here on the Amin tab/Settings option along with the minimum passing store and some additional LMS defaults.

As a Training on Demand Administrator you can reassign the test. Best Practice would be to have the learner re-watch the content as well.

From the Transcript tab, choose Employee Transcripts. Identify the correct employee (which may be yourself if you are the Admin) and press Submit.

To reassign a Test, choose the Tests tab. Use the **reassign** link. **Do Not** use the **Attempts** link.

You can now create a New Assignment by selecting the correct employee. Alter the number of Remaining Attempts if needed and press Submit. Remember, the number of default Remaining Attempts is set within the Admin tab/Settings link.

The Test now appears in the employees list of Open Assignments.