

Granting Extended Time for quizzes/tests

Sometimes it is necessary to grant a student extended time for quizzes and/or tests. An example is a student with a documented accommodations statement. This tutorial will guide you through the process of allowing extended times.

First, the quiz/test must be established and posted in Moodle. All questions, grade points, timings, etc. must be set prior to adding any accommodations.

1. Once the quiz has been set up properly, click on the actual quiz link.

2. Now go to the Administration Block and look under “Quiz Administration”. Click the “User overrides” link.

3. Click “Add user override”.

4. Use the search box to find an individual student. Or scroll through the list of students and select. (hidden by the blue box for privacy reasons).

5. Click on the student's name in the box. Make sure it is highlighted in blue.

Quiz 5

Override

Override user* Search student test

Student Test, stest@mnu.edu

6. The overall timing for the quiz is set for 15 minutes. For purposes of example, this student has an accommodation of double time for quizzes and tests. The timing needs to be changed to 30 minutes. Highlight the "Time limit" box. Change the time to the appropriate number of minutes. The number of attempts can also be modified, if necessary. The instructor also has the opportunity to save and enter another override. Save changes.

Require password ? Unmask

Open the quiz 24 October 2015 00:00 Enable

Close the quiz 28 October 2015 15:00 Enable

Time limit 15 minutes Enable

Attempts allowed 1

Revert to quiz defaults

Save Save and enter another override Cancel

There are required fields in this form marked *.

7. After the changes have been saved a summary is displayed, including when the quiz closes and the time limit.

8. If any additional changes need to be made **before** the student takes the quiz, click on the "edit" icon (cogwheel).

User	Overrides	Action
Student Test	Quiz closes Thursday, 29 October 2015, 3:00 PM	⚙️ ✖️
	Time limit 30 mins	

Add user override

9. To add another student exception, click the "Add user override" button and repeat the process.

Attempts allowed: 1

This quiz opened at Saturday, 24 October 2015, 12:00 AM

This quiz will close at Thursday, 29 October 2015, 3:00 PM

Time limit: 15 mins

Attempt quiz now

10. When students click on the quiz link, this is what they will see. Note the time limit of 15 min.

11. However, the student with the approved accommodation will see this screen. Note the difference in time limits.

Attempts allowed: 1

This quiz opened at Saturday, October 24, 2015, 12:00 AM

This quiz will close at Thursday, October 29, 2015, 3:00 PM

Time limit: 30 mins

Attempt quiz now

If you have any questions or problems with this, please contact a campus Moodle Administrator.