

eFundi Tutorial: Test & Quizzes

How do I give specific students different time or date settings for an assessment



Some students in your class may need different assessment settings from others. For example, a student could require extra time on a timed assessment, or multiple rosters or sections in the same course site could be administered the same assessment on different dates. The **Exceptions to Time Limit and Delivery Date** settings allow instructors to create exceptions for specific students, without having to create separate copies of the assessment.

Step 1: Edit the settings

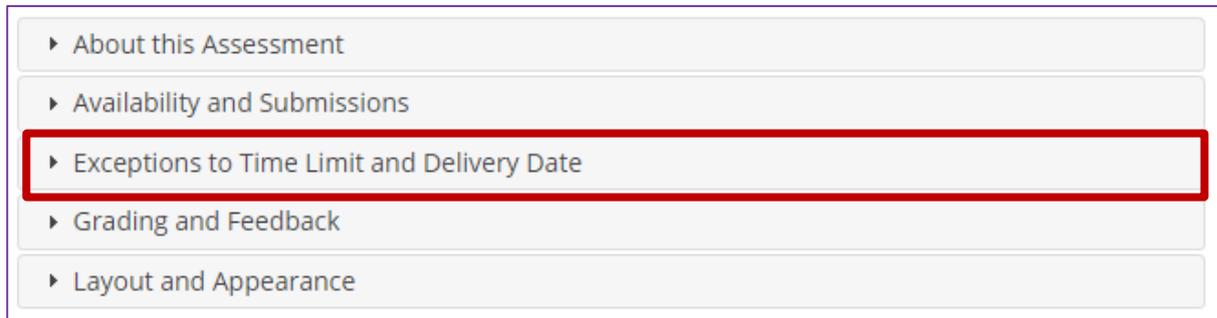
The screenshot shows the assessment management interface. At the top, there are two tabs: 'Working Copies: not released to students' (active) and 'Published Copies: released to students'. Below the tabs is a table with the following columns: Action, Title, Last Modified, and Modified Date. The table contains four rows of assessments. The first row is '1 new (QTI file)' with 'Test Test' as the last modified user and '2020-04-22 16:57' as the modified date. The second row is '1 New (txt Markup)' with 'Test Test' as the last modified user and '2020-04-22 17:00' as the modified date. The third row is '1 new (Zip)' with 'Test Test' as the last modified user and '2020-04-22 16:44' as the modified date. The fourth row is 'Test 1' with 'NADINE SMIT' as the last modified user and '2020-04-17 11:34' as the modified date. A red box highlights the 'Action' column for the first three rows, and a blue box highlights the 'Settings' option in the dropdown menu for the first row.

Action	Title	Last Modified	Modified Date
-- Select Action --	1 new (QTI file)	Test Test	2020-04-22 16:57
-- Select Action --	1 New (txt Markup)	Test Test	2020-04-22 17:00
Settings	1 new (Zip)	Test Test	2020-04-22 16:44
Publish	Test 1	NADINE SMIT	2020-04-17 11:34

From the *Tests & Quizzes* tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish. Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.

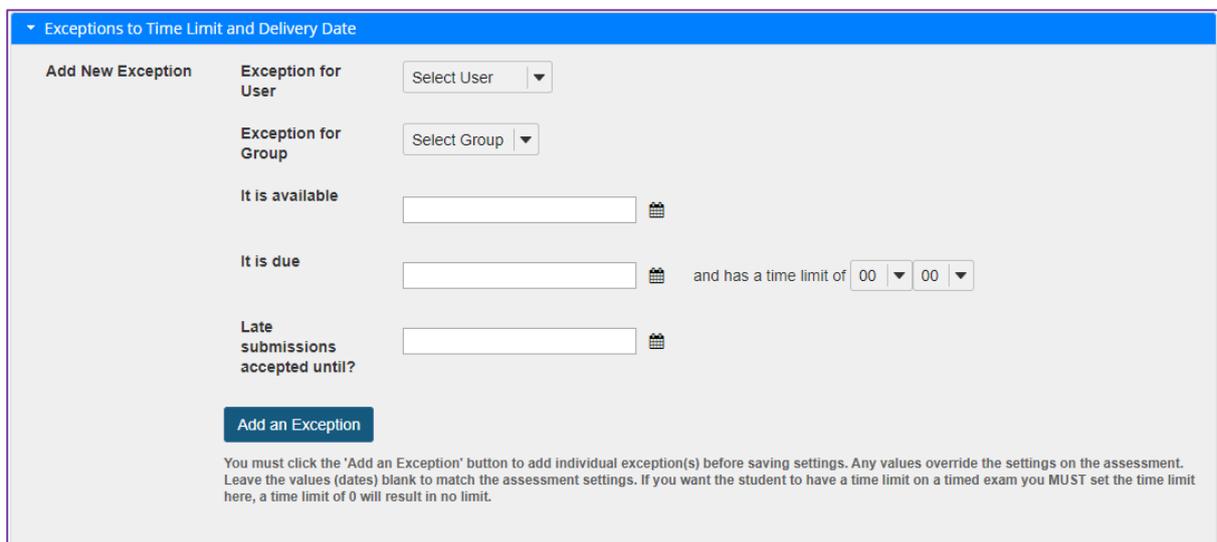
Note: You can review and edit settings on a published assessment by going to the **Published Copies** tab and selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

Step 2: In the assessment Settings page, click Exceptions to Time Limit and Delivery Date



A screenshot of the assessment settings page. It features a vertical list of five menu items, each with a right-pointing chevron icon. The items are: 'About this Assessment', 'Availability and Submissions', 'Exceptions to Time Limit and Delivery Date', 'Grading and Feedback', and 'Layout and Appearance'. The 'Exceptions to Time Limit and Delivery Date' item is highlighted with a red rectangular border.

Step 3: The Exceptions to Time Limit and Delivery Date section will expand to show the following options

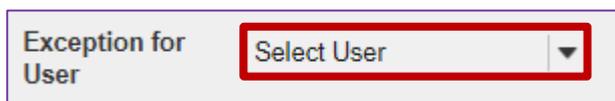


A screenshot of the expanded 'Exceptions to Time Limit and Delivery Date' section. The section title is in a blue header bar. Below it, there is a form with the following fields and controls:

- Add New Exception** (text label)
- Exception for User** (text label) next to a 'Select User' dropdown menu.
- Exception for Group** (text label) next to a 'Select Group' dropdown menu.
- It is available** (text label) next to a date input field with a calendar icon.
- It is due** (text label) next to a date input field with a calendar icon, followed by the text 'and has a time limit of' and two time input fields (each with a dropdown arrow).
- Late submissions accepted until?** (text label) next to a date input field with a calendar icon.
- Add an Exception** (blue button)

Below the form, there is a small text note: "You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit."

Step 4: Select the user from the drop-down list of enrolled students



A close-up screenshot of the 'Exception for User' dropdown menu. The text 'Exception for User' is on the left. The dropdown menu is open, showing 'Select User' as the selected option. The dropdown menu is highlighted with a red rectangular border.

Step 5: Or, select the group from the drop-down list of groups in the site



A close-up screenshot of the 'Exception for Group' dropdown menu. The text 'Exception for Group' is on the left. The dropdown menu is open, showing 'Select Group' as the selected option. The dropdown menu is highlighted with a red rectangular border.

Note: You must have existing groups in your site in order to select a group.

Step 6: Availability Dates Exception

Exceptions to Time Limit and Delivery Date

Add New Exception

Exception for User: Select User

Exception for Group: Select Group

1 It is available: 11/04/2020 14:30

2 It is due: 24/04/2020 12:00 and has a time limit of 00:30

3 Late submissions accepted until?

Add an Exception

You must click the 'Add an Exception' button before saving settings. Any values override the settings on the assessment. Leave the values blank to match the assessment settings. If you have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

Apr 2020

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Time: 00:00

Hour: []

Minute: []

Now Done

Save Settings and Publish Save Cancel

The availability dates let you specify when your assessment can be accessed by the selected student or group. If you don't specify any dates, the default dates will be the same as the existing assessment settings for all students. This setting will override the normal availability dates for the assessment for the selected student/group.

If you are only changing the amount of time allowed for the test, and not the test availability window, you may leave the dates unchanged.

Use the date-picker (calendar icon) to select a new date and time if desired.

1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions**. If late submissions are allowed, any submissions after the due date will be marked as late.
3. The **Late submissions accepted until?** date is the end date for late submissions on the assessment. If late submissions are not accepted, this date should be the same as the **due date** above.

Note: When you click on any date field, the date-picker (calendar window) will display. You can choose a date by clicking on it in the calendar, or by clicking **Now**. Select a time using the **Hour** and **Minute** sliders. When your date is selected, click **Done**.

Step 7: Time limit exception

It is due  and has a time limit of

Select the desired time limit from the drop-down menu. This setting will override the normal time limit setting for the assessment for the selected student/group. If you don't specify a time limit (i.e. time limit of 0), the student will have unlimited time.

Step 8: Click Add Exception

[Add an Exception](#)

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you **MUST** set the time limit here, a time limit of 0 will result in no limit.

Step 9: Existing exceptions will display

Existing Exceptions									
User	Group	Start Date	Due Date	Late Acceptance Date	Hours	Minutes	Edit	Delete	
<input type="text" value="NYAKANE, TG"/>	<input type="text" value="Select Group"/>	2020-Apr-11 02:30 PM	2020-Apr-24 12:00 PM	2020-Apr-24 12:00 PM	0	30	Edit	Delete	

Once saved, any exceptions for this assessment will be listed here. You may select **Edit** to make changes to the exception dates/time, or select **Delete** to remove the exception.