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.
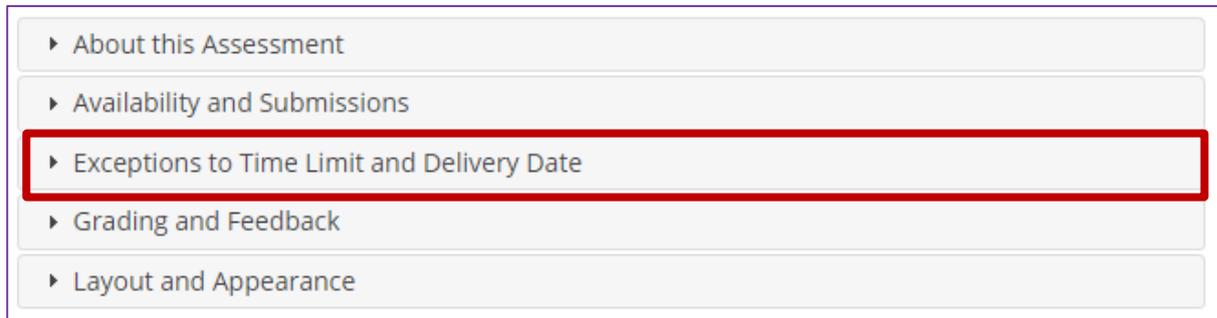
Step 1: Edit the settings

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 Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.
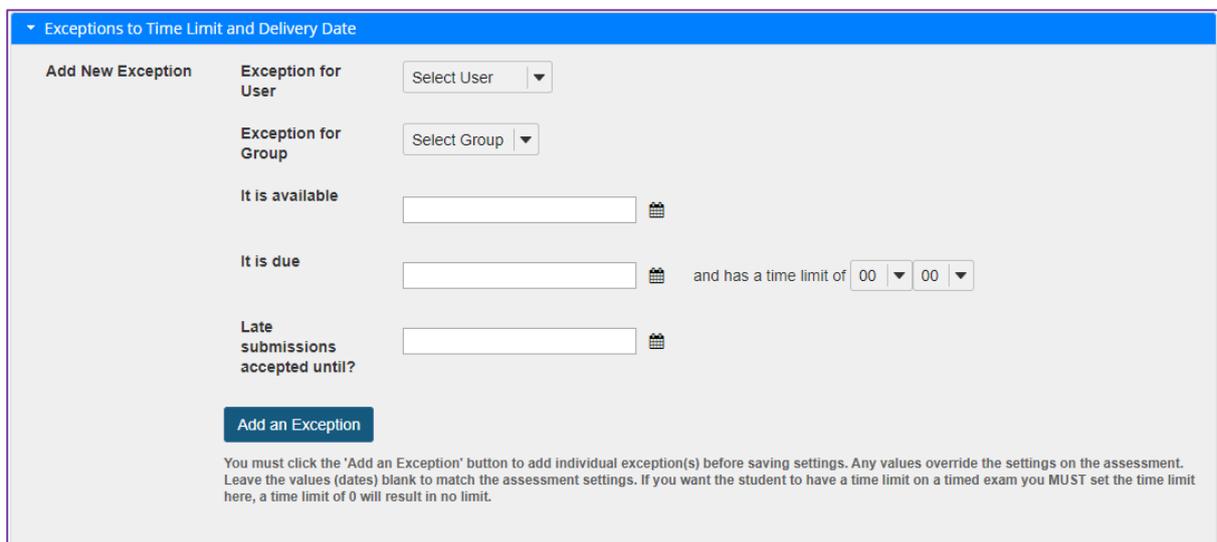
Note: *You can review and edit settings on a published assessment by going to the **Published Copies** tab and selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.*

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

▸ About this Assessment

▸ Availability and Submissions

▸ Exceptions to Time Limit and Delivery Date

▸ Grading and Feedback

▸ Layout and Appearance

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

▾ Exceptions to Time Limit and Delivery Date

Add New Exception

Exception for User — Select User

Exception for Group — Select Group

It is available

It is due — and has a time limit of 00 00

Late submissions accepted until?

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 4: Select the user from the drop-down list of enrolled students
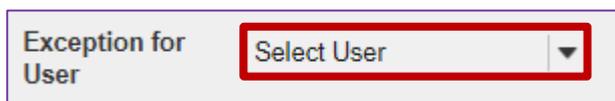
Exception for User — Select User

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

Exception for Group — Select Group

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

Step 6: Availability Dates Exception

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	24/04/2020 12:00 📅	and has a time limit of 00 ▼ 30 ▼

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
NYAKANE, TG ▼	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.