



# 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. 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.

In the assessment Settings page, select Exceptions to Time Limit and Delivery Date.

Settings - New Quiz

Expand All

▸ About this Assessment

▸ Security and Proctoring

▸ Availability and Submissions

▸ Exceptions to Availability Dates and Time Limit

▸ Grading and Feedback

▸ Layout and Appearance

Save Settings and Publish

Save

Cancel

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

▾ Exceptions to Availability Dates and Time Limit

Add New Exception

☒ Exception for user

Select User ▾

☐ Exception for group

Select Group ▾

Available Date

Due Date

Time limit

00 ▾

hrs.

00 ▾

min.

If timed, students have until the end of the time limit, or until the Final Submission Deadline, whichever comes first, to submit their work. Their answers will be automatically saved and submitted at the expiration of the timer. The assessment will not be timed, if the time limit set is set to zero.

Late Submission Deadline:

Add new 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. When a student falls within multiple exceptions, the last exemption listed that the student appears in will be applied.

Choose an individual student.

Exception for User

Select User

▾

Choose the user from the dropdown list of enrolled students.

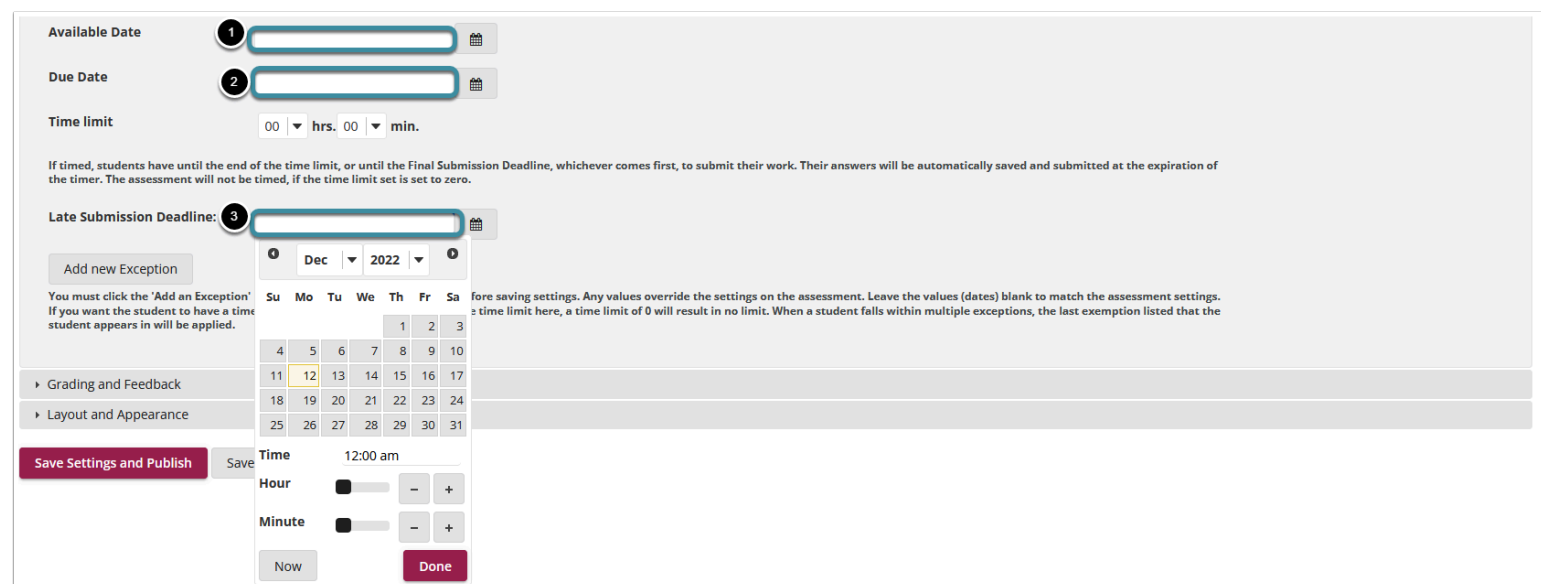
## Or, choose a group.



Or, select a group from the dropdown list of groups in the site.

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

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



## Time limit exception.

Time limit

00

▼

hrs.

00

▼

min.

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.

## Select Add an 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. When a student falls within multiple exceptions, the last exemption listed that the student appears in will be applied.

Select **Add an Exception**.

## Existing exceptions will display.

Existing Exceptions	User	Group	Start Date	Due Date	Late Acceptance Date	Hours	Minutes	Edit	Delete
	Paulin, SStudent ▼	Select Group ▼	Dec 17, 2021 12:00 AM	Dec 18, 2021 12:00 AM		0	0	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.

## Select Save.

Save

Cancel

Select **Save** to save your changes.