

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.

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

Settings - New Quiz

[Expand All](#)

▸ About this Assessment

▸ Availability and Submissions

▸ Exceptions to Time Limit and Delivery Date

▸ 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:

The screenshot shows a form titled "Exceptions to Time Limit and Delivery Date" with a blue header. The form includes the following fields and options:

- Add New Exception** (button)
- Exception for User**: A dropdown menu with "Select User" selected.
- Exception for Group**: A dropdown menu with "Select Group" selected.
- It is available**: A date selection field with a calendar icon.
- It is due**: A date selection field with a calendar icon, followed by the text "and has a time limit of" and two time selection fields (each with "00" and a dropdown arrow).
- Late submissions accepted until?**: A date selection field with a calendar icon.
- Add an Exception** (button)

Below the form, there is a 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."

Select the user from the drop-down list of enrolled students.

A close-up of the "Exception for User" dropdown menu. The text "Exception for User" is on the left, and the dropdown menu on the right contains the text "Select User" and a downward arrow. The dropdown menu is highlighted with a red border.

Or, select the group from the drop-down list of groups in the site.

A close-up of the "Exception for Group" dropdown menu. The text "Exception for Group" is on the left, and the dropdown menu on the right contains the text "Select Group" and a downward arrow. The dropdown menu is highlighted with a red border.

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

Availability Dates Exception

1 It is available 04/16/2020 12:00 am

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

3 Late submissions accepted until?

Apr 2020

Su	Mo	Tu	We	Th	Fr	Sa
			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 12:00 am

Hour [Slider] - +

Minute [Slider] - +

Now Done

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**.*

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.

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.

Existing exceptions will display.

Existing Exceptions

User	Group	Start Date	Due Date	Late Acceptance Date	Hours	Minutes	Edit	Delete
<input type="text" value="Student 2, Demo"/>	<input type="text" value="group-1"/>	Apr 16, 2020 12:00 AM	Apr 24, 2020 12:00 AM	Apr 27, 2020 12:00 AM	2	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.