Quiz Availability, Extra Time, and Auto-Submit Rules

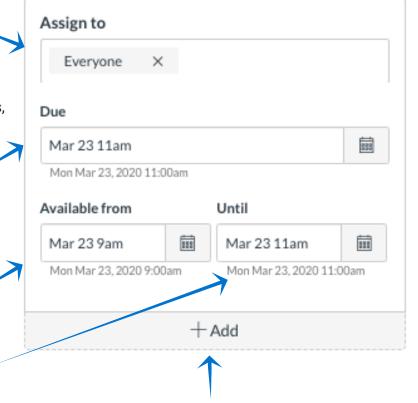**1** Quiz Availability and Time Limit   **2** Giving Extra Time on Quiz

In general to maximize quiz security it is best to have a quiz open the least amount of time as possible. Below is information on the quiz availability options and how they can be used to enhance quiz security.

a **Assign To**: By default, Quercus will assign the quiz availability settings to everyone in the course.

To assign the quiz to a specific section, click the Everyone remove icon, then start to type in the name of a section. When the section name appears, click the name.

b **Due**: This is the day and time that the quiz is due. This does not stop students from taking a quiz if it is still available, but quizzes submitted after the due date will be marked as late.

c **Available from:** This is the day and time the quiz becomes available to students.

d **Until:** This is the day/time that the students will no longer be able to take the quiz.

e **+Add:** Allows you add different due date and availability dates. This setting should be used along with quiz extensions (see section 2) to allow extended quiz time for specific students (for example, students writing in accessability).

f **Quiz Time Limit:** This is a checkbox option under quiz settings and limits the amount of time students have to take a quiz.

> **Assign to**
> Everyone ✕
>
> **Due**
> Mar 23 11am 📅
> Mon Mar 23, 2020 11:00am
>
> **Available from**   **Until**
> Mar 23 9am 📅   Mar 23 11am 📅
> Mon Mar 23, 2020 9:00am   Mon Mar 23, 2020 11:00am
>
> ＋Add

☐ Time Limit   [60] Minutes

Quiz Auto-Submission Rules :
- **Until date:** quiz autosubmitted at Until date
- **Time limit:** quiz is autosubmitted when time expires (only applies when students are actively taking a quiz)
- **Time limit with Until date:** quiz is autosubmitted when time expires unless the Until date expires first

Quiz Availability, Time Limit, and Auto-Submit Rules

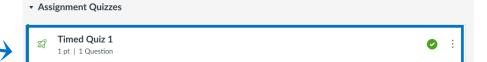| 1 | Quiz Availability and Time Limit | 2 | Giving Extra Time on Quiz |

You can grant students extra time on a timed quiz. The extra time will be added to the student's future attempts.

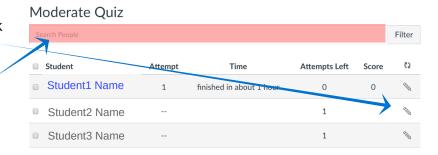**a** Open the course. In Course Navigation, click the "**Quizzes**" link.

Quizzes

Modules

b Click the name of the Quiz.

▼ Assignment Quizzes

🚀 **Timed Quiz 1**
1 pt | 1 Question

c Click the "**Moderate this Quiz**" link in the right side bar.

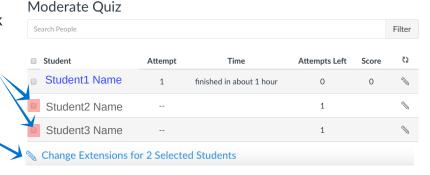📊 Quiz Statistics

⚙ Moderate This Quiz

☑ SpeedGrader™

d To moderate the quiz for a single student, click the Edit icon beside the student's name.

You can also filter students in your course by using the Search People field.

Moderate Quiz

Search People | Filter

☐	Student	Attempt	Time	Attempts Left	Score	↻
☐	Student1 Name	1	finished in about 1 hour	0	0	✎
☐	Student2 Name	--		1		✎
☐	Student3 Name	--		1		✎

e To moderate the quiz for several students, click the checkbox beside the students' names, then click the "**Change Extensions for [x] Selected Students**" link at the bottom of the table.

Moderate Quiz

Search People | Filter

☐	Student	Attempt	Time	Attempts Left	Score	↻
☐	Student1 Name	1	finished in about 1 hour	0	0	✎
☑	Student2 Name	--		1		✎
☑	Student3 Name	--		1		✎

✎ Change Extensions for 2 Selected Students

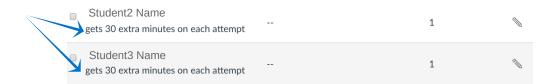# Quiz Availability, Time Limit, and Auto-Submit Rules

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f The Student Extensions screen will appear.

Enter the number of extra minutes in the **Extra Time on Every Attempt field**. Extra time can only be added in full-minute increments.

The extra time will be added to the students' future attempts.

Click "**Save**".

Student Extensions	☒
Extensions for 2 Students	

Extra Attempts:
everyone already gets 1   [   ] attempts

Extra time on every attempt:
everyone already gets 45 minutes   [   ] minutes

☐ Manually unlock the quiz for the next attempt

Cancel   **Save**

g Verify that time has been extended for the selected students on the Moderate Quiz page.

☐ Student2 Name gets 30 extra minutes on each attempt	--	1	✎
☐ Student3 Name gets 30 extra minutes on each attempt	--	1	✎

Quiz Auto-Submission Rules :

- **Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.**

  Consider adding different availability settings (see section 1e) for students requiring extensions.