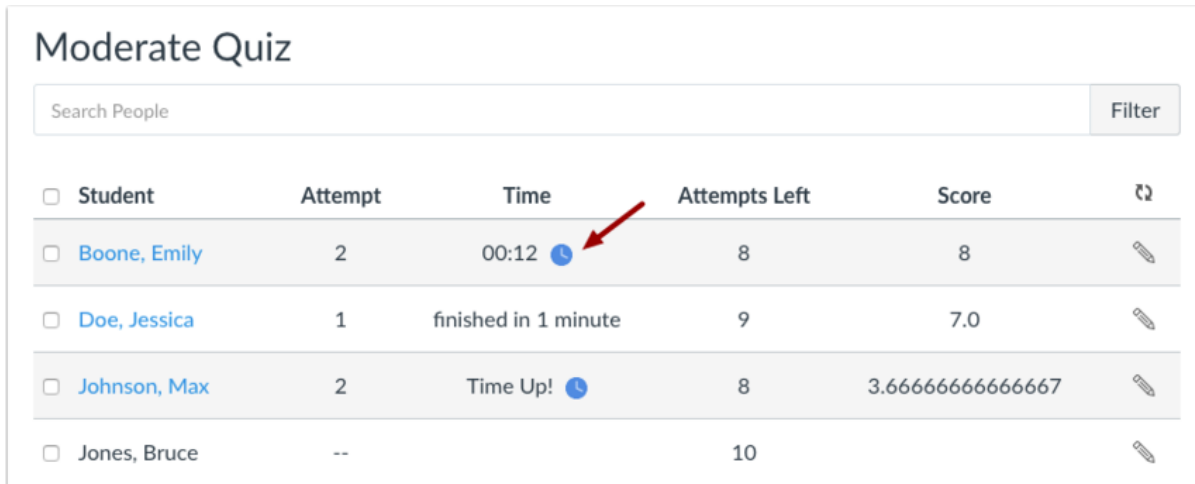## Adding Extra Time on Live Exam (Classic Quizzes)

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt.
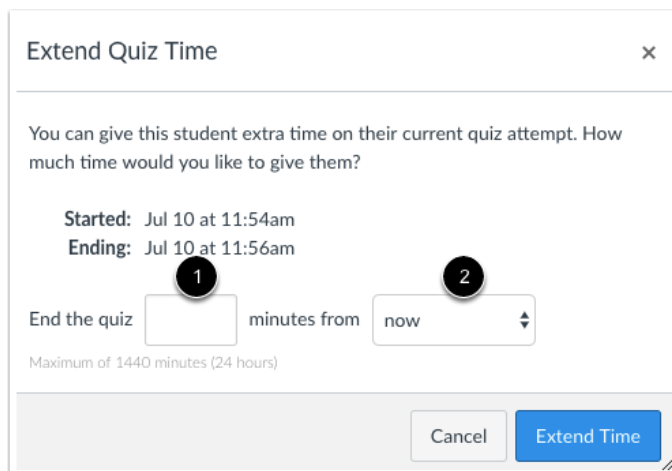
For current attempts, the remaining time will display next to a **clock icon.**

1. To extend the time on the quiz, click the clock icon.

2. Canvas will show you what time the quiz began, and what time it is scheduled to end.

   • In the minute's field [1], enter the number of extra minutes you want to give the student as part of their current attempt. The maximum time you can extend a current attempt is 1440 minutes (24 hours).

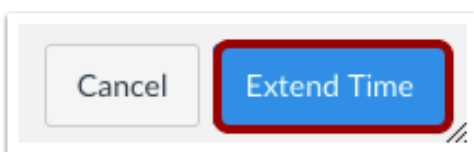   • In the time drop-down menu [2], choose whether you want to add those minutes to the current time or the current (scheduled) end time.

3. If you want to end the quiz in relation to the current time, select the **now** option in the drop-down menu.

   • As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:40, meaning that 10 minutes have gone by. However, you want to have the quiz end at 11:45. Since the current time is 11:40, you need to end the quiz in 5 minutes. Enter the number 5 in the minutes field, and select the **now** option in the drop-down menu.

4. If you want to end the quiz in relation to the current end time of the quiz, select the **current end time** option in the drop-down menu.

- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:30, meaning it was nearly the same time that the student started the quiz, and you want to extend the quiz to end at noon. If the current end time is 11:50 am and you want to extend it by 10 minutes, enter the number 10 in the minutes field, and select the **current end time** option in the drop-down menu.
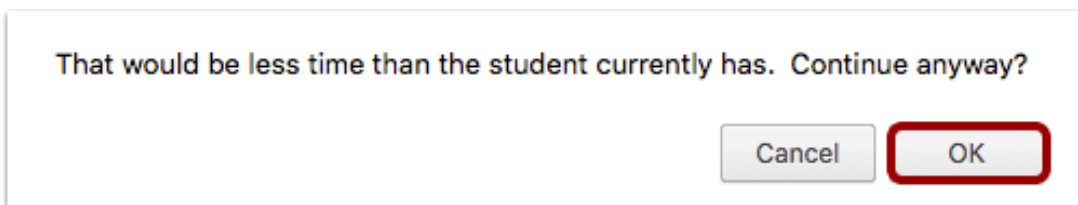
Note: Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired. To set this ensure the available until date of the quiz is set for a longer period to allow for time adjustments.

Extend Time

Click the **Extend Time** button.

Less Time Warning

Changing the time in relation to the **Now** option might mean that the student will have less time than was originally on the clock. In our example, the student still had 10 minutes remaining when the instructor moderated the quiz. Changing the time to 5 minutes means the student has 5 fewer minutes to take the quiz.

If you want to change this option, click the Cancel button. Otherwise, click the **OK** button.