Adding Time adjustments in New Quizzes e.g (Reasonable Adjustment Plans)

Please note: You can only apply time adjustments in new quizzes to students before they have commenced the exam. No time adjustments can be applied whilst the student(s) are undertaking the exam.

To assign students additional time, you will need to click on quizzes and click onto the three dots at the end (1).

Then click on Edit (2).

1. Click on the 'Add' button below the 'assign to everyone' group to add a new grouping (1).

2. Assign the students who need additional time (2). **Please note:** You can only group students together if they have the same time adjustment. Students with separate time requirements will need to be added to a separate grouping, by repeating step 1
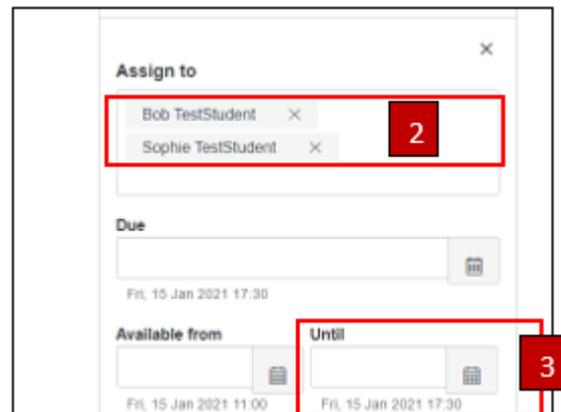
3. Assign the 'available from' date and time and then add the additional time to the 'available until' time and click Save (3).

4. After assigning additional time you will then need to go into the Quiz and click on 'Moderate' from the top menu (1). Find the student(s) who need time adjustments, click on either the pencil icon under Accommodations or the additional time (2) or the 'moderate' button on the far right (3). Either of these options will apply the time adjustment.