Quick Reference – Moderate Quiz

Overview:
Use the “Moderate Quiz” feature to allow for student exceptions. The types of extensions that may be given to an individual student include:

- Giving a student an additional attempt
- Allowing a student to take a Quiz before the Available From date
- Allowing a student to take a Quiz after the Available Until date
- Allowing a student to have Extra Time on a Quiz

Select Student(s) and Add Exceptions(s):

Access Moderate Quiz
Click on the Title of a Quiz to see the option to “Moderate This Quiz”.

Select one or more students:
From within the Moderate Quiz option, edit and create an extension for a single student or multiple students.

- Click on the Edit pencil to add an Extension for one student.
- Checkmark to the left of multiple students and select “Change Extensions” to add an Extension for multiple students.

Add one or more exceptions

- **Extra Attempts** – if the student has already taken the Quiz, allow for an extra attempt by entering 1 or more.
- **Extra Time** - If the student needs extra time on a Quiz (ex. the Time Limit is 45 and they need 90 minutes), then enter the “extra time” needed for the student.
- **Unlock:**
  - If the Available From date has not yet been reached and the student is taking the Quiz early, checkmark the box to “Manually unlock the quiz for the next attempt”.
  - If the Available Until date has passed and the student is taking the Quiz late, checkmark the box to “Manually unlock the quiz for the next attempt”.
  - **Note:** Manually unlocking the quiz from this screen means that there is no end date for the Quiz for the selected student. If you’d like to date restrict student access, please see the guide here.
Add an Extension while a Quiz is in progress
Within Moderate Quiz you may also notice that a quiz is in progress when you see a running clock under the Time column for a student. If there is a need to adjust a Quiz while it is in progress:

- Click on the Clock icon

  ![Clock Icon](image)

- Add a specific time for the Quiz to end for the student

  ![Extend Quiz Time](image)

Resources
- Watch the Ecampus video that walks through the steps and options for moderation.
- Refer to the Canvas Help Guides or Video Guides for detailed information about the Moderate Quiz option.