# How do I moderate a student's assessment attempt in New Quizzes?

You can moderate assessment settings for individual students in New Quizzes. Moderation settings apply only to the assessment you are moderating and include reopening assessment attempts and managing timer settings.

Reopening a student's assessment will reopen a student's most recent attempt. Previously recorded responses will be retained and the assessment timer will resume from its remaining time from the previous submission.
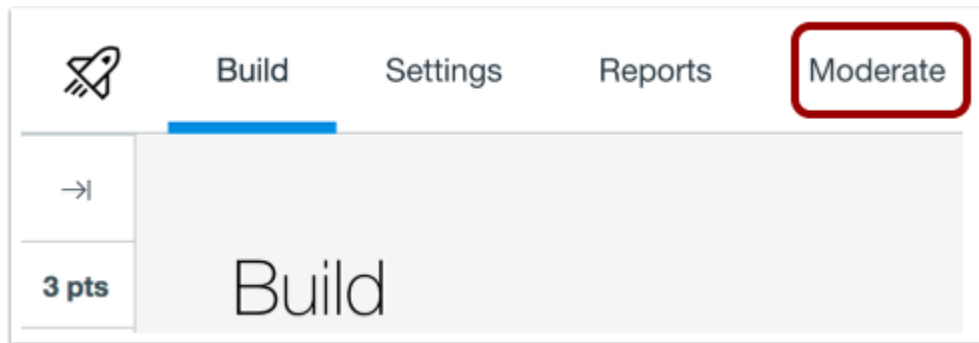
Moderation timer settings apply to all attempts for the assessment in which they were set. You can add a specific amount of minutes or hours to each attempt, or remove time limit requirements. Only one timer setting can be selected for each student. To adjust timer settings for all assessments in the course for a student, you can add accommodations. Moderation timer settings will not be applied to an assessment attempt that is currently in progress.

If timer settings are set at both the course level and the assessment level, course-level settings are applied first. Assessment-level settings cannot be reduced by course-level settings.

**Note:** Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes an extra attempt or extended-time quiz, any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.

# Moderate Assessment



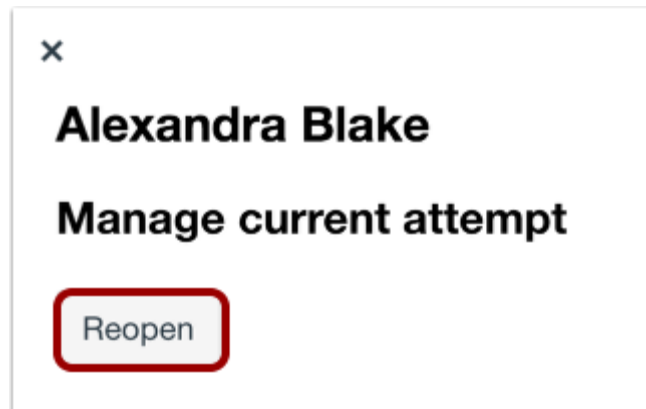In New Quizzes, click the **Moderate** tab.

## Open Moderation Settings



Find the student you want to moderate [1]. Then click the **Moderate** button [2]
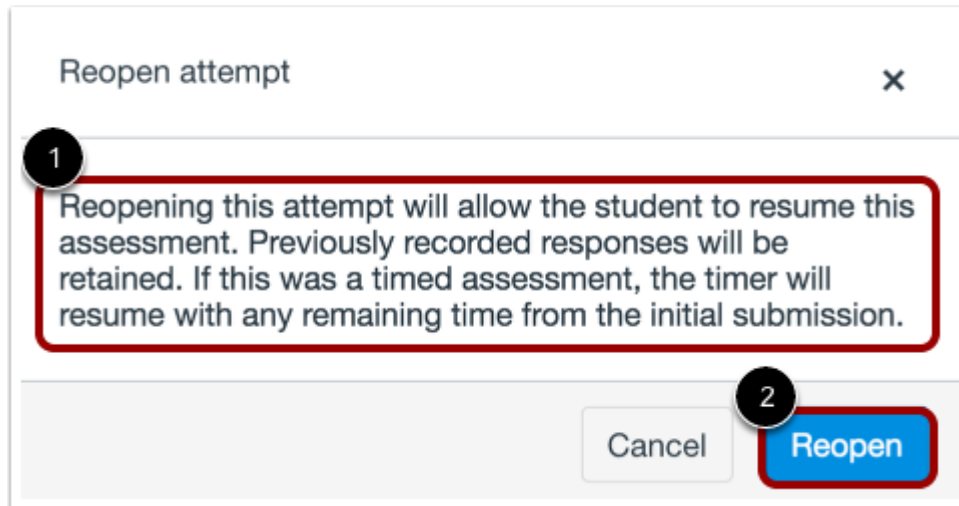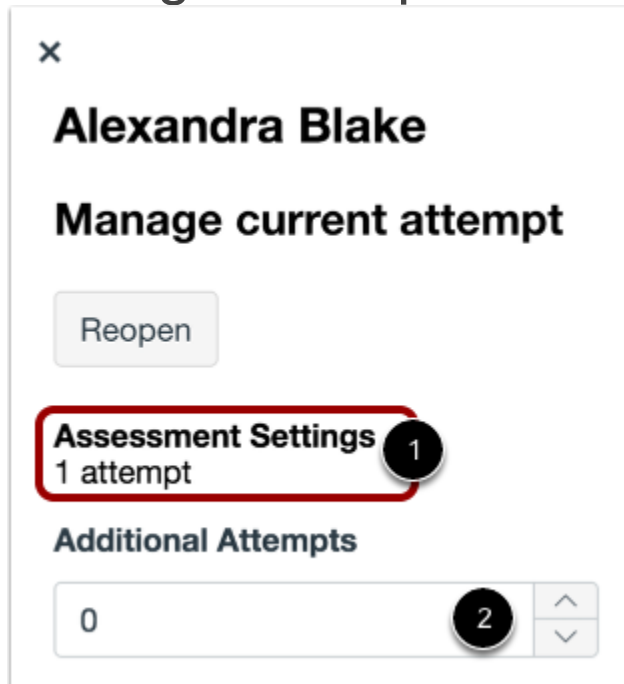
# Reopen Assessment



To reopen the student's most recent assessment attempt, click the **Reopen** button

## Accept Message



A warning message will display to inform you that the student can resume their assessment attempt from its previous position [1]. To accept and reopen the assessment, click the **Reopen** button [2]

## Manage Attempts



The Moderate panel displays the number of allowed attempts per the assessment settings [1].

To give the student additional attempts for the assessment, type a number or use the arrow buttons in the **Additional Attempts** field [2].

# Adjust Timer Settings



The student receives 15 additional minutes per course level settings.

**Assessment Settings**
Time limit - 1 hr 0 min

**Time adjustments**

None ⌄

To adjust the timer settings for the student, select an option in the **Time adjustments** menu.

## Add Additional Time



The student receives 15 additional minutes per course level settings.

**Assessment Settings**
Time limit - 1 hr 0 min

**Time adjustments**

Give additional time [1]

Hours [2]    Minutes
0            15

To add additional time to the assessment attempt, select the **Give additional time** option [1]. Then select the amount of time [2]. Time units can be set to minutes or hours.

## Remove Time Limit

The student receives 15 additional minutes per course level settings.

**Assessment Settings**
Time limit - 1 hr 0 min

**Time adjustments**

Remove time limit (unlimited) ⌄

To remove the time limit from the attempt, select the **Remove time limit (unlimited)** option.

## View Timer Adjustments



View the moderation timer settings in the **Accommodations** column. This column displays the cumulative effect of course-level accommodations and moderation timer settings.

# Manually Submit In-Progress Attempts



If students are currently taking an assessment, the Moderate page displays the number of in-progress attempts [1]. To manually submit in-progress attempts, click the **attempts** link [2].

## Submit Attempts



Students with in-progress quiz attempts display in the Students list [1]. By default, you can manually submit quizzes for all students in the list. If you do not want to manually submit a student's assessment, deselect the checkbox for the student [2].

To manually submit the assessment for the selected students, click the **Submit Manually** button [3].