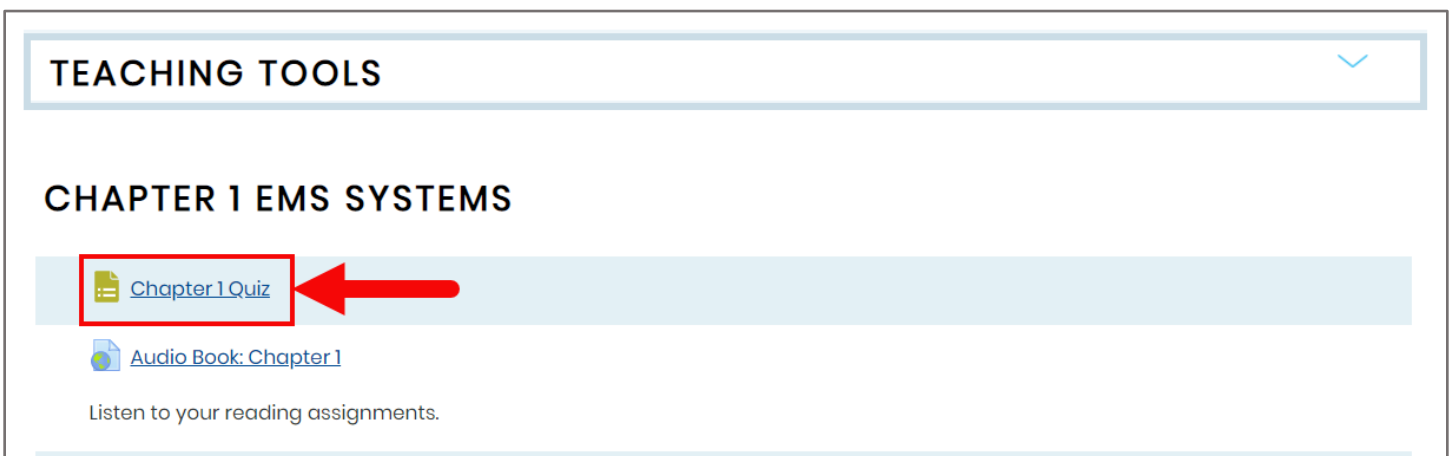# How to Apply Exceptions to Quizzes for Individual Students

This document contains instructions on how to apply exceptions to quizzes for individual students. Examples include requiring a password, setting a unique window of availability for the quiz, setting a time limit, and adjusting the number of attempts allowed for a student.

1. Begin by navigating to and opening the quiz for which you would like to apply a student exception or exemption. On the quiz page, click the **Actions menu** ⚙️▾ on the righthand side and select **User Overrides** from the resulting dropdown menu.
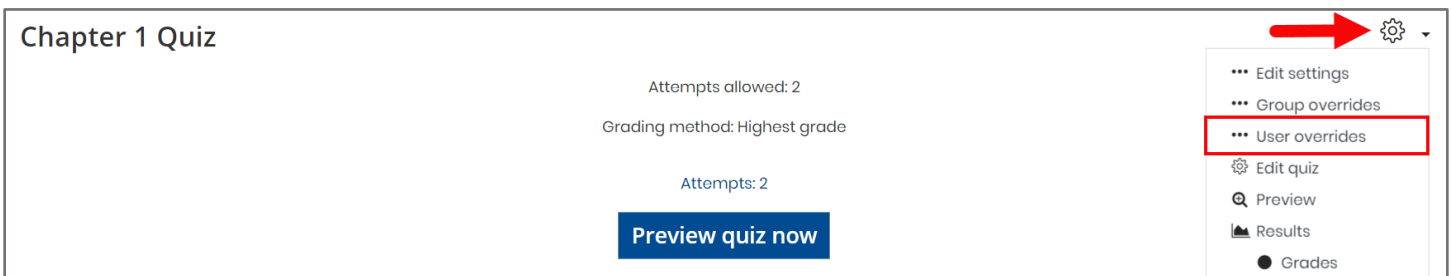
2. The following page displays any student exceptions currently applied and options for adjusting them. To create a new exception, click the **Add user override** button.

Chapter 1 Quiz

User	Overrides		Action
John Smith	Quiz opens	Thursday, 18 June 2020, 10:59 AM	⚙ ⧉ 🗑
	Attempts	1	

Add user override

3. Next, use the **Override user** dropdown selector to choose the student to whom you'd like to apply your exceptions.

Chapter 1 Quiz

▼ Override

Override user   ⊘   No selection

Search ▼

Require password   ❓   Lisa Adams, ladams@ascendlearning.com

Open the quiz   Michelle Doe, mdoe@ascendlearning.com

John Smith, jsmith@ascendlearning.com   01 ⬍ 📅 ☐ Enable

David Williams, dwilliams@ascendlearning.com

Close the quiz   18 ⬍   June ⬍   2020 ⬍   11 ⬍   01 ⬍   📅 ☐ Enable

4. Proceed by adjusting the options to apply exceptions for the selected student as needed. You may require that a unique password must be used by the student to access the quiz, set a quiz window of availability that applies to only the selected student, apply an individual time limit, and/or set an individual number of allowed attempts. If you are not sure what the original quiz settings are, click the **Revert to quiz defaults** button, and the options on the override page will reflect those currently applied to the quiz.

Chapter 1 Quiz

▼ Override

| Override user | ⚠ | Lisa Adams, ladams@ascendlearning.com |
| | | Search ▼ |

All settings chosen and saved here will apply to the specified user only

Require password	❓	Click to enter text ✏ 👁
Open the quiz		11 ⬍ May ⬍ 2020 ⬍ 09 ⬍ 01 ⬍ 📅 ☑ Enable
Close the quiz		15 ⬍ May ⬍ 2020 ⬍ 23 ⬍ 59 ⬍ 📅 ☑ Enable
Time limit	❓	30 minutes ⬍ ☐ Enable
Attempts allowed	❓	2 ⬍

← **Revert to quiz defaults**

Save **Save and enter another override** **Cancel**

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5. When satisfied with your selections, click the **Save** button or **Save and enter another override** to continue applying more exceptions to additional students.

| Time limit | ❓ | 30 | minutes ⬍ | ☐ Enable |
| Attempts allowed | ❓ | 2 ⬍ | | |

Revert to quiz defaults

→ **Save** | **Save and enter another override** | **Cancel**

There are required fields in this form marked ⚠ .

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