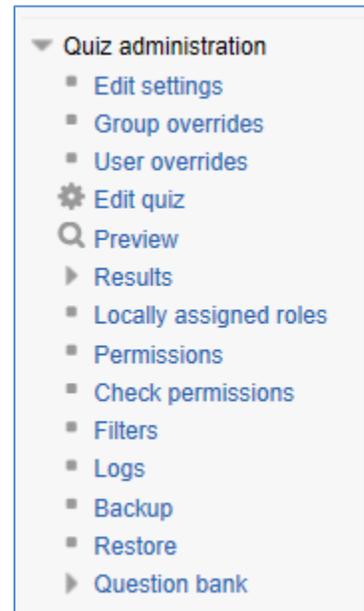


## How to give a user more time on a Quiz

1. Click on the name of the quiz you want to add a User override to
2. In the Quiz admin panel, click on **User overrides**
3. Click on the **Add user override** button
4. Select the user
5. Set the time that the student should have for quiz.  
Don't forget to change the **Close the quiz time** to account for the extra time that your student gets if you are scheduling the quiz/exam for a short time frame.
6. Set the time limit. If your student gets time and a half you want to add that to the time you have allotted for the quiz. In my example, the students are getting 30 minutes and I would make it 45 minutes for my override.
7. Save and it's all set



A screenshot of the Moodle Quiz Override form. The form is titled 'Override' and contains the following fields and options:

- Override user:** A dropdown menu with a search box and a red information icon.
- Require password:** A checkbox with a question mark icon and a link 'Click to enter text' with an eye icon.
- Open the quiz:** A date and time picker with fields for day (23), month (March), year (2020), hour (08), and minute (00), and a calendar icon. Below the picker is a checked 'Enable' checkbox.
- Close the quiz:** A date and time picker with fields for day (23), month (March), year (2020), hour (10), and minute (00), and a calendar icon. Below the picker is a checked 'Enable' checkbox.
- Time limit:** A text input field with '30', a dropdown menu with 'minutes', and a checked 'Enable' checkbox.
- Attempts allowed:** A dropdown menu with '1'.

At the bottom of the form, there is a 'Revert to quiz defaults' button and three buttons: 'Save', 'Save and enter another override', and 'Cancel'.

A Moodle quiz closes based on the time that comes first.

In the image the student is given 30 minutes to complete the exam. If they don't submit the exam before that time it will submit automatically. If they wait to begin the exam at 9:45, they will only have 15 minutes to complete the exam. In the override, you will want to take that into consideration and either change the time the quiz closes or if you are giving the students a window of time (8am - 8pm) remind them that they need to begin the quiz well before the quiz closes in order to have the full time