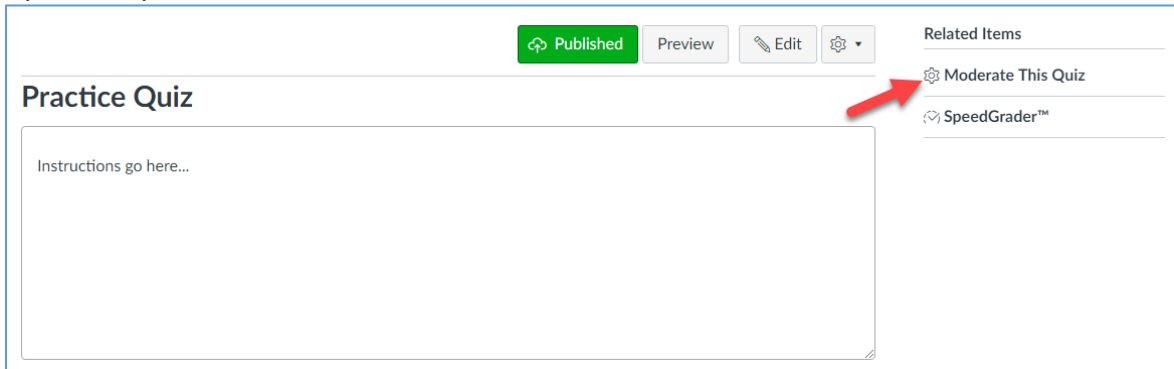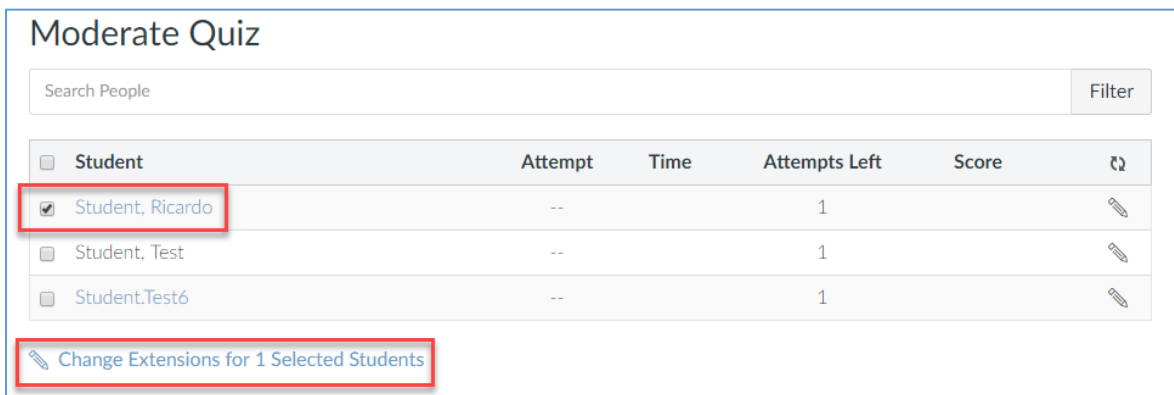**Quiz Moderation**

To add additional testing attempts to a specific student, follow these steps:

1. Open the quiz and click on **Moderate This Quiz**

2. Select the student or students that need a time extension. Then, click on "**Change Extensions for Selected Students**" from the bottom of the list.

3. Enter the additional time in the box next to "**Extra attempts**" and hit "**Save**."

4. The additional attempt will be displayed under the "**Attempts Left**" column.

Note: If you are allowing a retake to a quiz that has already been locked to all students, check the box next to "**Manually unlock the quiz for the next attempt**." And hit "**Save**." That will bypass the closing date set up originally, only for the student with the extension. Keep in mind that if the student never took the quiz or test during the original testing period, then extra attempts do not need to be added.