

## Moodle Exams – User and Group Overrides

A student can be given extra time to submit their answer documents by applying an override, and this can also be applied to a group of students.

### A. Single student override

1. Click the exam link to access the instructions. Click the cog icon and select *User overrides*.

The screenshot shows a Moodle exam card for 'CHE08101 TR1 2020 Exam' with a 'Restricted' status and availability from '16 December 2020, 11:00 AM'. A gear icon in the top right corner has been clicked, opening a settings menu with the following options: 'Edit settings', 'Group overrides', 'User overrides' (highlighted), and 'Locally assigned roles'.

2. Click the *Add user override* button.  
Search for the student by name or ID number and then click the appropriate search result.



The screenshot shows the 'Add user override' search interface. It features a search bar with the text 'test' entered. Below the search bar, a dropdown menu is open, showing a search result: 'Test Student, testexamstudent@live.napier.ac.u'. The 'Override user' field is currently empty and has a 'No selection' status.

3. Once the student is selected then adjust the *Due* and *Cut-off* dates accordingly.

The screenshot shows the 'Override' configuration form. The 'Override user' field is populated with 'Test Student, testexamstudent@live.napier.ac.u'. Below this, there are three rows of date pickers for 'Allow submissions from', 'Due date', and 'Cut-off date'. Each row has a search dropdown and a date picker with fields for day, month, and year. The 'Allow submissions from' date is set to 16 December 2020, 11:00. The 'Due date' and 'Cut-off date' are both set to 18 December 2020, 18:30. Each date picker has an 'Enable' checkbox checked. At the bottom of the form, there is a red button labeled 'Revert to assignment defaults' and three buttons: 'Save', 'Save and enter another override', and 'Cancel'.

- Click *Save* button and the student's new dates are confirmed.  
**Note:** if the exam is still hidden from students then a warning is given.

## CHE08101 TR1 2020 Exam

User	Overrides	Action
Test Student*	Due date	Friday, 18 December 2020, 6:30 PM
	Cut-off date	Friday, 18 December 2020, 6:30 PM

\* Student does not have the correct group or role to attempt the assignment ✕

### B. Group override

Firstly create a group. Note that you can add the group override before adding any group members.

- Click *Participants* on the side panel and select *Groups* from the cog icon.

- Click the *Create group* button and enter a suitable group name. Note that the name is hidden from students. Click the *Save changes* button.

**General**

Group name !

Time allowance

Create group

Save changes

Cancel

- Select the group and click the *Add/remove users* button.

**CHE09101\_2020-1\_TR1-Diet Groups**

Groups

Time allowance (0)

Add/remove users

- Select the student and click the *Add* button so that they appear in the *Group members* column.

- Click the *Back to groups* button and the membership is confirmed.

- Return to the exam and select *Group overrides* from the cog icon, and then click *Add group override* button.

- Select the group and then adjust the *Due* and *Cut-off* dates accordingly.

8. Click *Save* button and the group's new dates are confirmed.

### CHE08101 TR1 2020 Exam

Group	Overrides	Action
<b>Time allowance</b>	Due date	Friday, 18 December 2020, 6:30 PM
	Cut-off date	Friday, 18 December 2020, 6:30 PM

