

Moodle Exams – Submitting on behalf of students

There are three submission statuses for an exam and this guide refers to #1 and #2. To submit on behalf of a student after the exam has closed requires the exam to be temporarily reinstated.

1. *Submitted for grading* – answer document was uploaded and submitted successfully.
2. *Draft not submitted* – answer document was uploaded but not submitted.
3. *No submission* – answer document has not been uploaded or submitted.

Draft not submitted

Here the student has uploaded the answer document but has not submitted it for marking, and so there is no Turnitin report for this status. The Exams Team can submit the document and a Turnitin report will be produced because the student has uploaded the document and Turnitin will recognise their account as being the author.

1. Firstly locate the exam, edit the Assignment settings from the cog icon, and disable the cut-off date. Click *Save and display* to return to the assignment.

The screenshot shows the Moodle assignment settings interface. A gear icon (cog) is clicked, opening a dropdown menu with 'Edit settings' highlighted. Below the menu, the 'Due date' and 'Cut-off date' are visible. The 'Cut-off date' is set to 9 December 2020, 15:02, and is currently disabled. At the bottom, the 'Save and display' button is highlighted with a red box.

2. Click the *View all submissions* button and then click the *Edit* drop menu.

The screenshot shows the Moodle submission list. The 'View all submissions' button is highlighted. Below it, a submission is shown with the status 'Draft (not submitted)'. The 'Edit' dropdown menu is open, showing options like 'Update grade', 'Prevent submission changes', 'Edit submission', 'Grant extension', and 'Submit for grading'.

3. Select the *Submit for grading* option and the status changes accordingly. A copy of the answer document is sent to Turnitin and is initially 'Queued' but will shortly show a report.

The screenshot shows the Moodle submission list after the 'Submit for grading' option has been selected. The submission status has changed from 'Draft (not submitted)' to 'Submitted for grading'. The submission date is now 'Wednesday, 9 December 2020, 2:49 PM'. The 'Turnitin status' is 'Queued'. The 'Submit for grading' option in the dropdown menu is highlighted.

4. Note that the submission date has changed and the submission will be marked as late if due date has passed. The original submission time can be found in the exam log data.

No submission

Here the student has not uploaded their answer document and so the Exams Team can use their 'Login as' permissions to upload and submit the document on behalf of the student. This will also generate a Turnitin report that is associated with the student's account. Since this usually occurs after the exam is over then two dates must be removed temporarily to reinstate the exam.

1. Locate the exam and from the home page turn editing on and then click *Edit - Edit topic*.

The screenshot shows the 'Exam' interface. At the top, it says 'Exam' with a pencil icon. Below that, a blue box labeled 'Restricted' indicates 'Not available unless:'. Two bullet points specify the availability window: 'It is after 28 June 2021, 11:00 AM' and 'It is before 28 June 2021, 6:00 PM'. Below the restrictions, there are two exam items: 'CHE08101 TR1 2020 Exam' and 'Questions for the examiner', each with a plus icon and a pencil icon. On the right side, there is a yellow 'Edit' button with a dropdown arrow. A menu is open, showing options: 'Edit topic' (highlighted with a yellow box), 'Highlight', 'Hide topic', and 'Delete topic'. At the bottom right of the menu, there is another 'Edit' button with a dropdown arrow and a user icon.

2. Scroll to the *Restrict Access* section and delete the 'until' date by clicking the x adjacent to the second set of restrictions. Click *Save changes* and you are returned to the exam home page.

The screenshot shows the 'Restrict access' section. It has a dropdown arrow and the text 'Restrict access'. Below that, it says 'Access restrictions'. The main area contains a form for setting restrictions. It starts with 'Student' followed by a dropdown menu set to 'must', then 'match' followed by a dropdown menu set to 'all', and 'of the following'. There are two date restriction boxes. The first box is for 'Date from' and is set to '28 June 2021 11:00'. The second box is for 'Date until' and is set to '28 June 2021 18:00'. A yellow box highlights the 'x' icon to the right of the second date restriction box. Below the date boxes is an 'Add restriction...' button. At the bottom, there are two buttons: 'Save changes' (highlighted in red) and 'Cancel'.

3. With the exam link now available, click *Edit – Edit Settings*.

The screenshot shows the 'Exam' interface. At the top, it says 'Exam' with a pencil icon. Below that, a blue box labeled 'Restricted' indicates 'Available from 28 June 2021, 11:00 AM'. Below the restriction, there are two exam items: 'CHE08101 TR1 2020 Exam' and 'Questions for the examiner', each with a plus icon and a pencil icon. On the right side, there is a yellow 'Edit' button with a dropdown arrow. A menu is open, showing options: 'Edit settings' (highlighted with a yellow box) and 'Move right'. At the bottom right of the menu, there is another 'Edit' button with a dropdown arrow and a user icon.

4. Scroll down to the Availability section, uncheck the *Cut-Off date*, and then click *Save and Display*.

Availability

Allow submissions from ? 21 June 2021 11:00 Enable

Due date ? 28 June 2021 18:00 Enable

Cut-off date ? 28 June 2021 18:15 Enable

Remind me to grade by ? 28 June 2021 15:15 Enable

5. The exam can now accept submissions, so locate the student by clicking *View all submissions*.

Due date Monday, 28 June 2021, 6:00 PM

Time remaining 2 hours 24 mins

If the student is not listed then ensure that either *No filter* or *Not submitted* is selected as the filter option.

If the student is still not listed then click the *Reset table preferences* link.

Options

Assignments per page 100

Filter No filter

- No filter
- Not submitted
- Submitted
- Requires grading

6. Click the student name and from their profile page click *Log in as*. Click *continue* at the warning message and your profile icon indicates you are now logged in as the student.

Select	User picture	First name / Surname	Email address	Status
<input type="checkbox"/>		Test1 Student	campusm1@live.napier.ac.uk	No submission

Administration

Preferences

Log in as

Stephen Bruce

You are logged in as Test1 Student

- You will be back at the exam home page where you click the exam link and submit the paper. Once complete click *Logout* and then log back in with your usual ID and password.
- Now locate the exam to disable student access. Turn editing on and click *Edit - Edit topic* as shown in step 1. Click *Add restriction* and select *Date* from the pop-up window.

- Complete correct details, making sure to select 'until'. Click *Save changes* and the new restrictions will be shown on the exam home page.

Exam

Restricted Not available unless:

- It is after **28 June 2021, 11:00 AM**
- It is before **28 June 2021, 6:00 PM**

- To check the exam is restricted then switch your role to student by clicking your profile at the top right of the screen. Once checked then return to your normal role.
Note: There is no need to re-enable the exam *Cut-off date* as the exam is hidden from students.

Students allowed extra time

If a user/group override has been applied to a student then they will have an individual *Cut-off date* in addition to the overall Exam date. This must also be removed to allow you to submit on their behalf.

- From the exam click the cog icon and select either *User or Group override*.
- Use the cog icon to disable the cut-off date as shown in step 4.

0 Exam

by **clicking this link** which o
your own using Microsoft Wc
module code-student number

- Edit settings
- Group overrides
- User overrides

User	Overrides	Action
Test1 Student	Cut-off date Monday, 28 June 2021, 8:15 PM	