Quick Guide – Give a student an extra quiz attempt.

Step 1: For this process you will need to go to the Quiz Settings. You do this by going to the Quizzes tool and then click on the quiz you wish to edit. I’ve circled an example below.

Step 2: Click on the Restrictions Tab as circled below.

Step 3: Click on the ‘Add Users to Special Access’ button at the lower part of the Restrictions tab – it’s circled below.
Step 4: Use the search function at the lower part of the screen (or choose from the list if the class-list isn’t long) to find the student(s) you wish to allocate extra attempt for. When you have searched for the student (shown circled in an example below) – ensure you have selected them by clicking the checkbox to the left of their name in the list.

Step 5: Change the setting for ‘override attempts allowed’ and enter a new number (ie, one more than the original quiz) then click ‘Apply’. You don’t need to worry about the ‘advanced attempt’ component.

Also remember to check the dates on this page, if the quiz end date has passed you will also need to set a new end date or your student won’t be able to access the quiz.
Step 6: Click the ‘Add Special Access’ button at the bottom of this screen. You will see a list of the students you’ve given ‘Special Access’ to with a pencil icon – you can click the pencil icon to edit the settings for that student, or the X icon to delete the special access.

Step 7: Optional but Recommended – Check the ‘Assessment’ tab of the quiz to check how the score is passed to the gradebook. If you have multiple attempts set for a student(s) and the score is set to ‘first attempt’ then the subsequent attempt will not be kept, so ensure the scoring is set appropriately (ie, highest or last attempt will work here even if the bulk of students only get 1).

Once you’re done setting up the Special Access and other settings you can ‘Save and Close’ out of the quiz.