# **Documentation of assessment practices, actions, and responsibilities**

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| Assessment Practice | | Process | | Action in Inspera | | Responsible to action in Inspera | | User role required | | Training or Guide |
| Granting an extension | | Student applies to [insert names].  [insert name] approves | | Apply an individual end time in Monitor | | [insert name] | | Planner | | <https://support.inspera.com/hc/en-us/articles/360026724592-Individual-start-and-end-time> |
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