# **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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