

# Duplicate a quiz or test in Moodle

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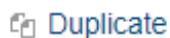
Duplicating a quiz or test is an easy way for an administrator to have control over various aspects that the students can experience. One of the main uses for duplication is to restrict the test for the class and set it aside for multiple or a single student. For administrators, proctoring online tests can now be done for each student.

## These are the following steps:

1. Login to Moodle.
2. Select the course from your dashboard.
3. From the home page of the course, scroll to the test, click the "edit" icon.

A screenshot of the Moodle interface showing a blue 'Edit' button with a small dropdown arrow and a person icon to its right. The button is located on a light gray background.

4. Then select "duplicate"

A screenshot of the Moodle interface showing a blue 'Duplicate' button with a small icon to its left. The button is located on a light gray background.

NOTE: You will need to make a name change to the duplicated copy to distinguish it from the original.

Additional information you may need:

[Copy exams, test, quizzes and other activities to another course](#)

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