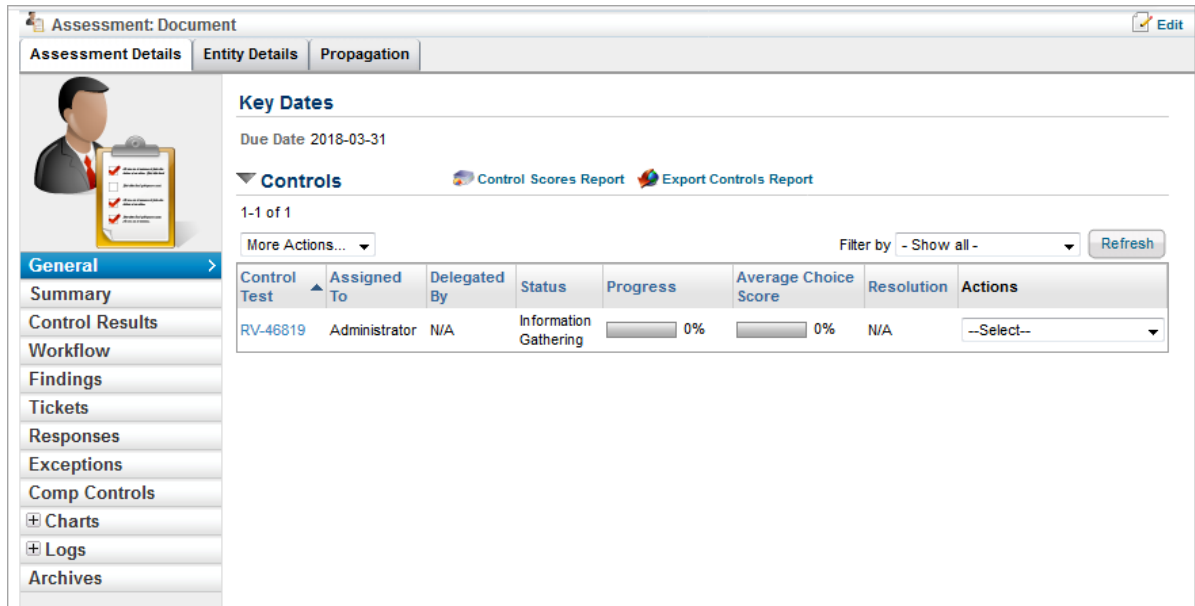


Adjusting Assessment Due Dates

For every assessment that you perform, there will be an associated deadline. If you have not closed the assessments by the due date and have received the time extension for completing the pending items, you can adjust the assessment due date so that every stakeholder knows of the current due date.


To adjust assessment due date:

1. Go to **Assessments > Assessments**.
2. Click an assessment to open the **General** tab.



The screenshot shows the 'Assessment: Document' interface. The 'Key Dates' section displays the 'Due Date' as 2018-03-31. Below this, there are links for 'Control Scores Report' and 'Export Controls Report'. A table of control tests is shown with the following data:

Control Test	Assigned To	Delegated By	Status	Progress	Average Choice Score	Resolution	Actions
RV-46819	Administrator	N/A	Information Gathering	0%	0%	N/A	--Select--

3. Click **Edit**.
4. Click the  icon associated with the **Due Date*** field and select a date of interest.
5. Click **Save**.