

# How Do ProProfs Reminders & Compliance Features Work?

ProProfs Quiz Maker lets you send reminders and set compliance rules for a particular quiz based on its urgency and necessity.

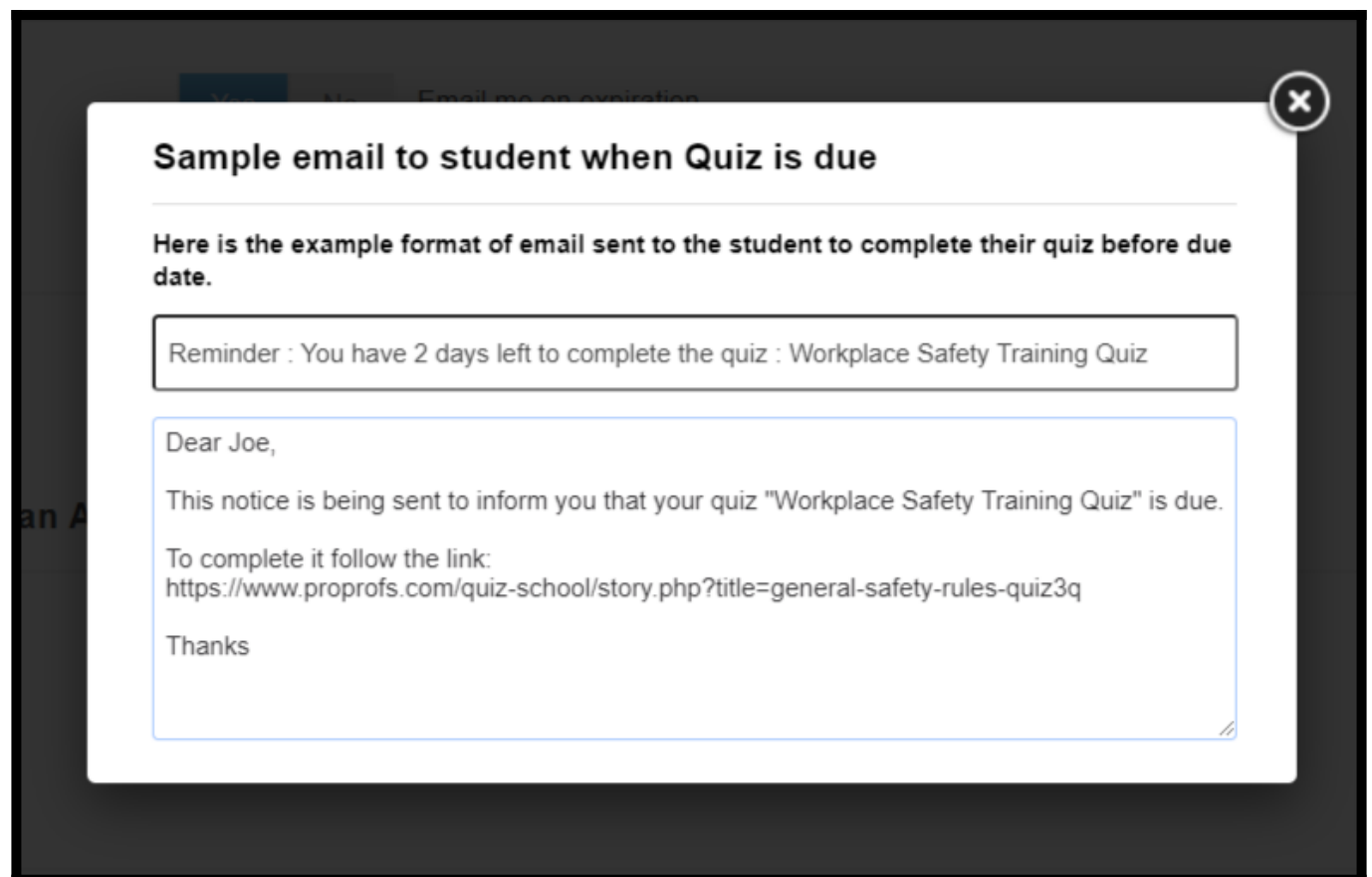
Watch this **quick video guide** to learn about setting up reminders and ensuring course compliance. Or **continue reading** to learn it step-by-step.

**With ProProfs reminders & compliance feature, you can:**

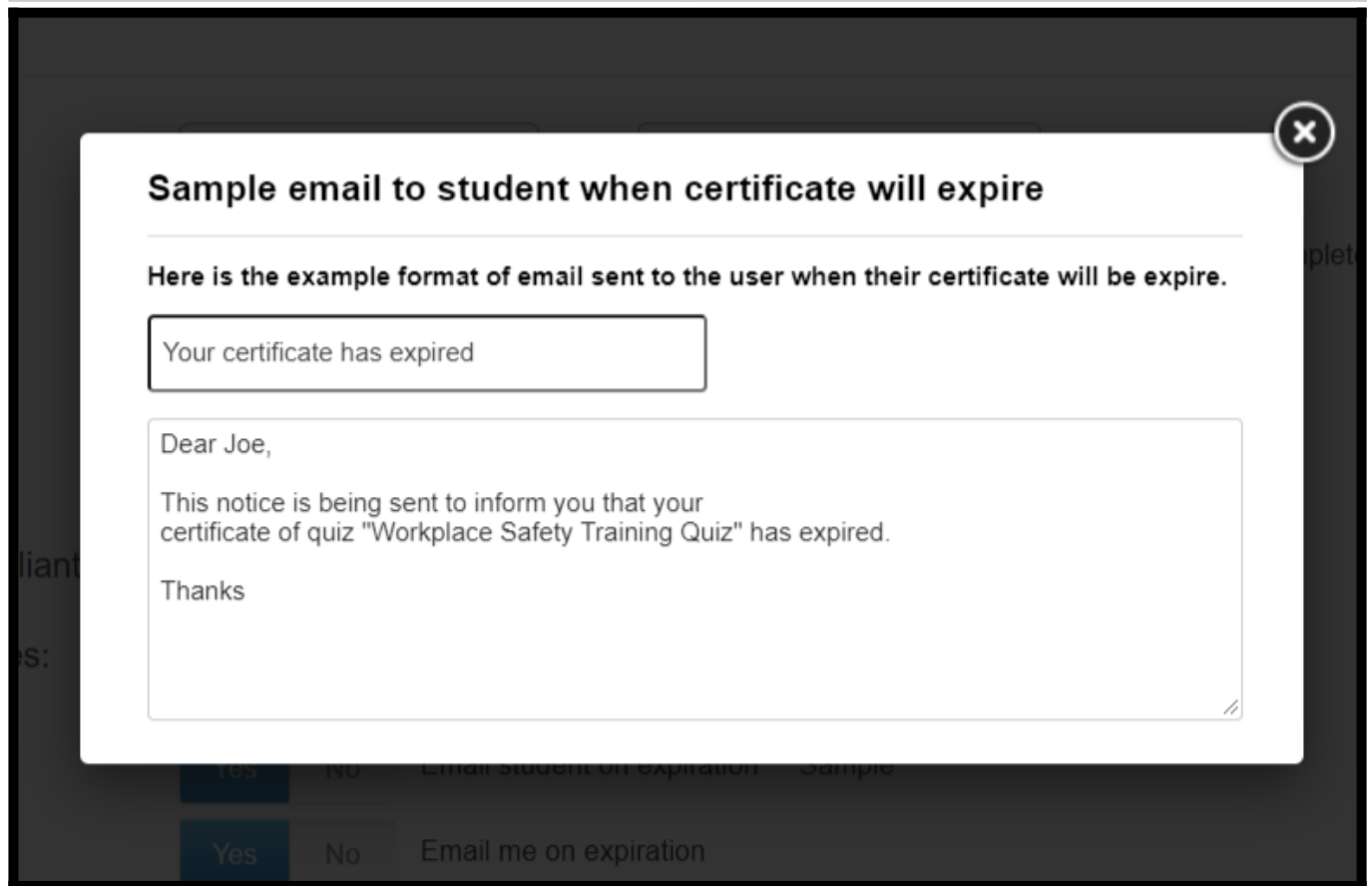
- Set a date for the quiz to be completed
- Ensure high quiz completion rates by automating reminders
- Set a date for the quiz certificate to expire
- Ensure ongoing compliance by defining what happens when quiz certification expires

**Below is a preview of**

## 1. Reminder Email



## 2. Quiz Certification Expiry



**In this article, you'll learn:**

1. [How to Set Quiz Completion Due Dates and Automate Reminders](#)
2. [How to Set Quiz Certification Expiry Dates and Automate Reminders](#)

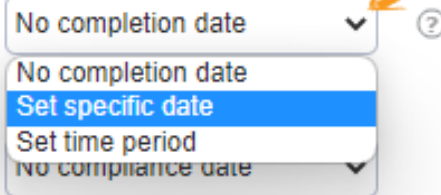
## How to Set Quiz Completion Due Dates and Automate Reminders

**Step 1:** In your ProProfs Quiz Maker account,

- Navigate to "**Settings**" >> "**Advanced**" of your quiz.
- Scroll down to "**Compliance.**"
- Select "**Set specific date**" for '**Must Complete By**' and set a **due date** for the quiz.

## Compliance

Must Complete By:



Quiz Completion Compliant Till:

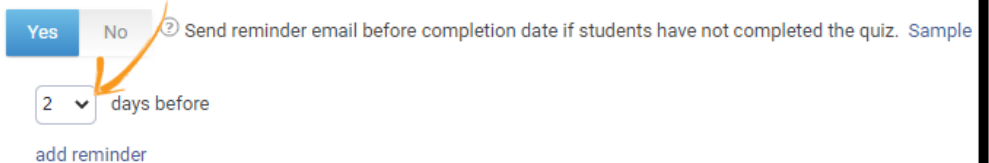
**Step 2:** Set the **days before you** will **send** learners **automatic reminders** of the quiz **completion** due date. You can **add multiple reminders** through the "**add reminder**" button.

## Compliance

Must Complete By:



Email Reminder:



## How to Set Quiz Certification Expiry Dates and Automate Reminders

Follow the screenshot instructions below,

- Set a **specific date** or **period** when the quiz certificate expires
- Select **what to do with the quiz** when the certificate expires.
- You can also **opt for email notifications** when the quiz expires.

### Compliance

Must Complete By: Set specific date ? Dec 31, 2022

Email Reminder: Yes No ? Send reminder email before completion date if students have not completed the quiz. [Sample](#)

2 ▼ days before

[add reminder](#)

Quiz Completion Compliant Till: Set specific date Dec 31, 2023 1

When Certificate Expires:  
Allow action after certificate expires

Move quiz to pending 2

Yes No Email student on expiration [Sample](#)

Yes No Email me on expiration 3

*That is all about ProProfs reminders & compliance features for a quiz.*

### Related Articles:

- [Introduction To Quiz Editor](#)
- [How to Set Password and Accessibility to a Quiz](#)
- [How to Customize and Brand a Quiz Certificate](#)