




Extra time Exceptions

1. Navigate to the area where your test is displayed
2. Click on the action link (the down-pointing arrow icon) to the right of the test and when the pop-up box appears, choose "Edit Test Options."
3. On the next page, scroll down to #3, "Test Availability Exceptions." Click on "Add User or Group."
4. A window should appear. Select the student who needs extra time by clicking on the box to the left of their name. Click Submit.
5. Note that you will now see that you can set up the exceptions. Under "Attempts" choose "Single Attempt." Then, set the timer so it allots this particular additional time. Do NOT check the "Force Completion" box (it usually only causes problems).

3. Test Availability Exceptions

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and Force Completion must be enabled in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

Add User or GroupRemove All Exceptions

User or Group	Name	Attempts	Timer	Availability	Force Completion	
	Aaron Scher	<div>Unlimited Attempts Single Attempt Multiple Attempts Unlimited Attempts</div>	<input type="checkbox"/> <input type="text"/>		<input type="checkbox"/>	

4. Due Date

This table shows a list of students and groups with availability exceptions.

6. Scroll to the bottom of the page and click "Submit."