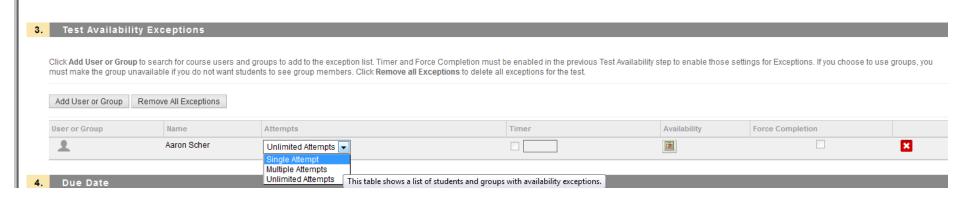
Extra time Exceptions

- 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).



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