

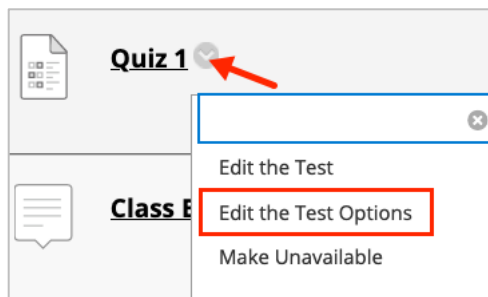
# TEST AVAILABILITY EXCEPTIONS/ TEST ACCOMODATIONS

Test Availability Exceptions allows you to change the amount of time or availability for a portion of your class. This feature can be used to accommodate students who need extra time to take a test. Settings changed here override those set in the Test Options area for the selected student.

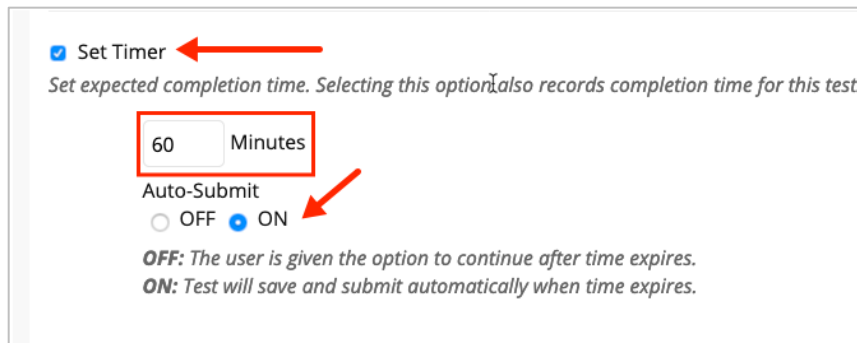
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## Instructions

1. Go to the content area where your quiz or test is located. Click the **down arrow** next to the test and select **Edit the Test Options**.



2. Ensure that there is a timer set for the test or quiz. This is the general timer for everyone except those who will get extra time. Click the box for **Set Timer**, add the number of **minutes**, and then determine if you want **Auto-Submit on or off**.



3. Scroll down to the **Test Availability Exceptions** and click **Add User or Group**.

# TEST AVAILABILITY EXCEPTIONS/ TEST ACCOMODATIONS

**TEST AVAILABILITY EXCEPTIONS**

*Click **Add User or Group** to search for course users and groups to add to the exception availability step to enable those settings for exceptions. If you choose to use groups, group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

4. **Check** the box next to the student or students who require exceptions and select **Submit**.

<input type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>		j0 [blurred]	[blurred]
<input checked="" type="checkbox"/>		j0 [blurred]	Kayla [blurred]
<input type="checkbox"/>		j0 [blurred]	[blurred]
<input checked="" type="checkbox"/>		j0 [blurred]	Christian [blurred]

5. The students' name displays under Test Availability Exceptions. Set the **Attempts**, **Timer** (if extending time for a student with accommodations) and **Availability** (if applicable) and then click **Submit**.

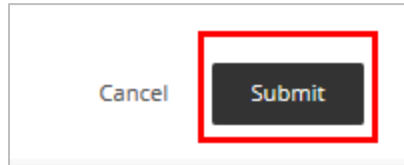
**TEST AVAILABILITY EXCEPTIONS**

*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.*

NAME	ATTEMPTS	TIMER	AVAILABILITY
	Single Attempt	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto Submit	<input checked="" type="checkbox"/>

6. Scroll down to the end of the page and click **Submit**.

## TEST AVAILABILITY EXCEPTIONS/ TEST ACCOMODATIONS



7. A success message displays at the top of the page indicating the test options were edited.

**Success: Quiz 1 Options Edited.**