# 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.

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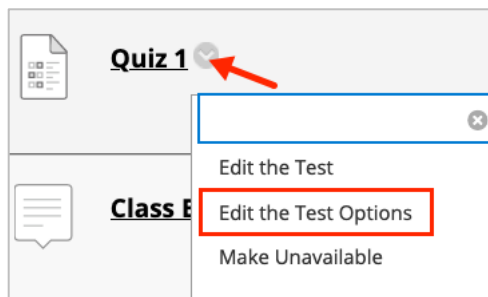
2. Ensure that there is a timer set for the test or quiz. This is the general timer for everyone except those who will get extra time. Click the box for **Set Timer**, add the number of **minutes**, and then determine if you want **Auto-Submit on or off**.
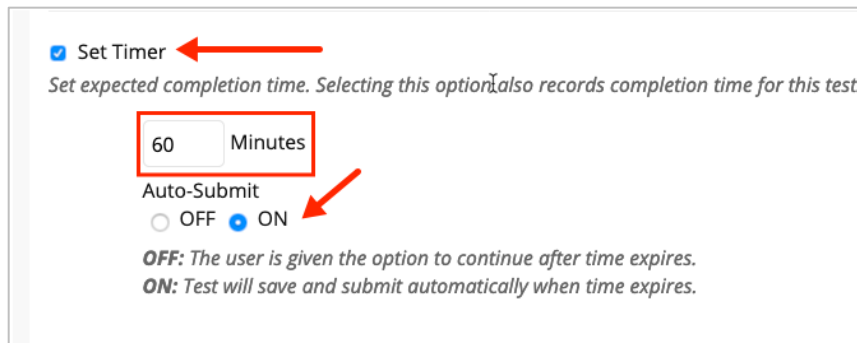
3. Scroll down to the **Test Availability Exceptions** and click **Add User or Group.**

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

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.**
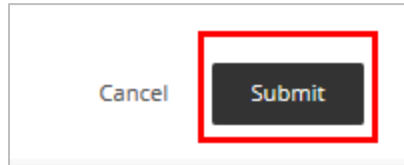

6. Scroll down to the end of the page and click **Submit**.

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