## 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**.

| Set exr | Timer  |
|---------|--|
| Jecenp  | celed completion time, selecting this option cuise records completion time for this test |
|         | 60 Minutes   |
|         | Auto-Submit<br>OFF ON  |
|         | <b>OFF:</b> The user is given the option to continue after time expires.                 |

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

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| TEST AVAILABILITY EX  | CEPTIONS  |
|---|---|
| Click <b>Add User or Grou</b><br>availability step to enab<br>group members. Click <b>R</b> | <b>p</b> to search for course users and groups to add to the except<br>le those settings for exceptions. If you choose to use groups,<br><b>emove all Exceptions</b> to delete all exceptions for the test. |
| Add User or Group   |   |

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

| USER OR GROUP USERNAME NAME   j0 j0 Kayla   j0 Kayla | USERNAME NAME<br>j0<br>j0 Kayla<br>j0<br>j0 Christian |               |          |           |  |
|--|---|---------------|----------|-----------|--|
| j0<br>Kayla<br>j0<br>kayla                           | j0<br>j0 Kayla<br>j0<br>j0 Christian                  | USER OR GROUP | USERNAME | NAME      |  |
| j0 Kayla<br>j0 j0                                    | j0 Kayla<br>j0 J0 Christian                           | - <b>1</b>    | jO       |           |  |
| j0 (bristian   | j0<br>j0 Christian                                    | <b>2</b>      | j0       | Kayla     |  |
| i0 Christian   | j0 Christian  | - 2           | јО       |           |  |
|  |   | ē 1           | jO       | Christian |  |

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 <b>Add User or Group</b> to search for c<br>exceptions. If you choose to use groups, | ourse users and groups to add to the exception list. Tim<br>you must make the group unavailable if you do not war | eer and force completion must be enabled in the previou<br>nt students to see group members. Click <b>Remove all Exc</b> | s test availability step to enable<br><b>:eptions</b> to delete all exceptions | those settings for<br>for the test. |
| Add User or Group Remove All Excep   | tions   |  |  |                                     |
| NAME   | ATTEMPTS  | TIMER  | AVAILABILITY   |                                     |
| ٠.   | Single Attempt 🗸  | <ul><li>✓ 90</li><li>✓ Auto Submit</li></ul>   |  | ×                                   |

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

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

Success: Quiz 1 Options Edited.