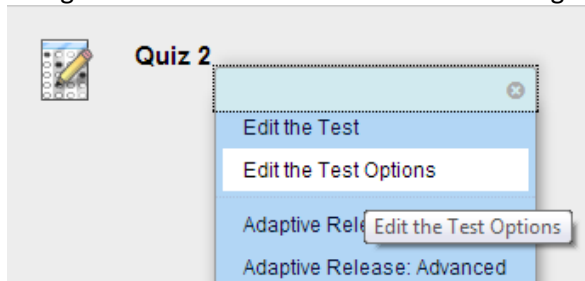


# How to Allow More Time on a Quiz or Test for Selected Students

Sometime an instructor needs to provide additional time to take a test for students who require that accommodation (as directed by the WVU Office of Accessibility Services). Instructors will need to modify the test options for each deployed test and select those students for Test Availability Exceptions. If there is more than one student who requires the same amount of time, an instructor might choose to create a group that the students cannot see.

## Modify Test Options

1. Navigate to the content area folder or learning module where quiz or test is deployed.



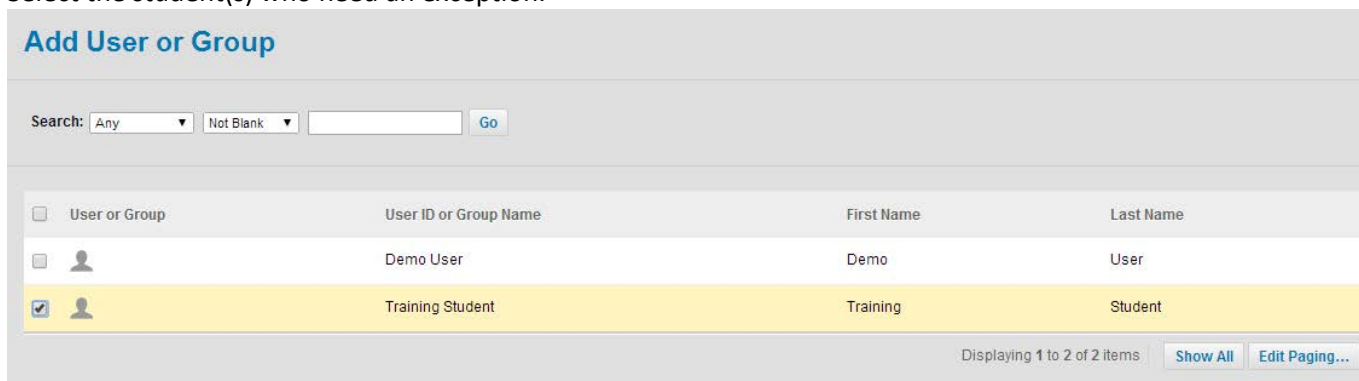
2. Click on the gray option button to the right of the test's name.
3. Choose **Edit the Test Options** from the drop down list.
4. Scroll down to option 3, "Test Availability Exceptions":

### 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 Group](#)

5. Click on the **Add User or Group** button.
6. Select the student(s) who need an exception.



7. Click on the blue **Submit** button.

8. You will now see something like:

**3. Test Availability Exceptions**

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[Add User or Group](#) [Remove All Exceptions](#)

Name	Attempts	Timer	Availability	Options
Training Student	Single Attempt	<input checked="" type="checkbox"/> 45 <input checked="" type="checkbox"/> Auto Submit		<input type="checkbox"/> Force Completion <input type="checkbox"/> Restrict Location

9. Increase the maximum amount of time this student needs in the Timer column.

10. Click on the blue **Submit** button at the bottom or top of the Test Options screen.

## Create a Group

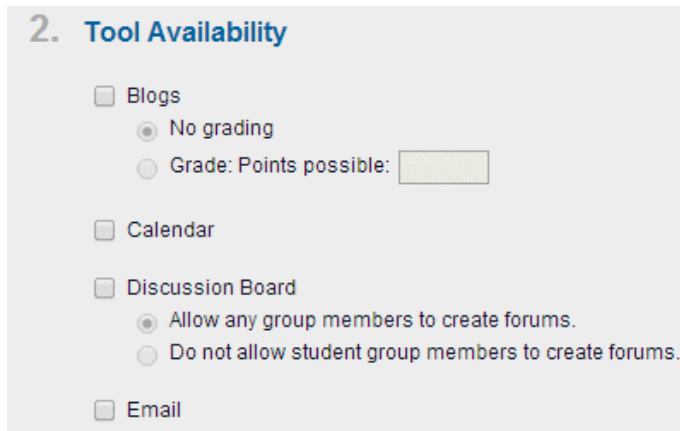
The easiest way to selectively reveal a test or content to more than 1 student who need the same accommodation is to create a group. In this example, we will create a group of the students who get the same amount of extra time (e.g., 50% more time means they will get 45minutes for a 30 minute test).

- Under Course Management, click on **Users and Groups**.
- Click on **Groups**.
- Click on **Create**

- Choose **Manual Enroll** under *Single Group*.
- Give the group a name and choose “No” for Group Available. You do not want the students to know who is in their group.

Group is visible to students  No  Yes

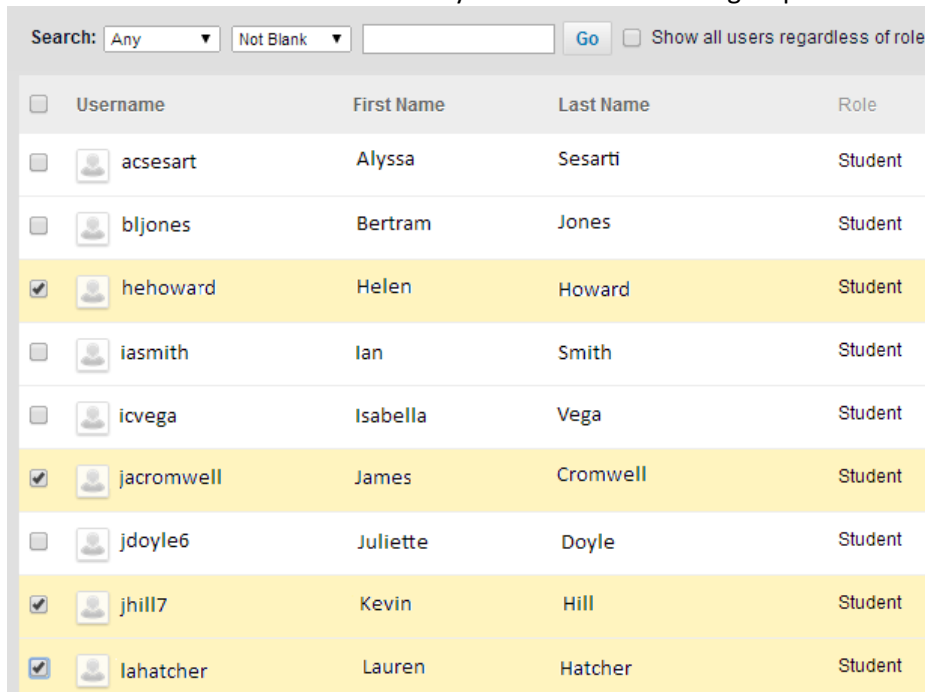
6. Uncheck all of the tools.



7. Uncheck “Allow Personalization”.

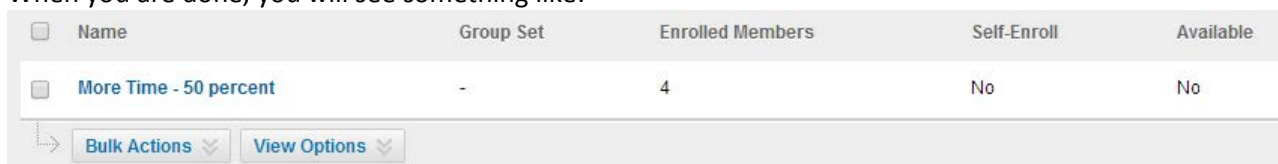
8. Under Membership, click on the **Add Users** button.

9. Check the box in front of the student you wish to add to the group. You can search for names.



10. Click on **Submit**.

11. When you are done, you will see something like:



Make sure you see “No” in both the Self-Enroll and Available columns – if not, click on the option button next to a group name and choose Edit.

12. Now when you set the test availability exceptions for tests and quizzes, you can select the group instead of searching for multiple individual students.