To provide students with alternative test settings (dates, time, or submission options) on timed tests, such as when accommodations are needed, follow the steps below.

1. Open the Test Settings menu		Edit the Test
Choose "Edit the		Edit the Test Options
Test Options."		Adaptive Release
		Adaptive Release: Advanced
		Add Alignments
		Set Review Status(Disabled)
		Metadata pi
		Statistics Tracking (On/Off)
		View Statistics Report
		User Progress
		Move
		Item Analysis
	1 second	Delete
	Final Exam - Open Exam Here	0
	Enabled: Statistics Tracking	
2 In castion #2		
Z. IN Section 2.	2. Test Availability	
Availability":	Make the Link Available 🛞 Yes 🕥 No	
Check the "Set		
• Check the Set	Add a New Announcement for O Yes O No this Test	
enter the		
duration of the	Multiple Attempts Allow Unilmited Attempts	
test for the class	Number of Attempts	
Also select the	Force Completion	
"Auto Submit"	Once started, this test must be completed in one sitting.	
option for "on."		
	🗑 Set Timer	2007-00-00-00-00-00-00-00-00-00-00-00-00-
	Fet expected completion time. Selecting this option also reco	ords completion time for this Te
	eo Minutes	
	O OFF @ ON	
	OFF The user is given the option to continue af ON: Test will save and submit automatically wh	ter time expires. hen time expires.
	Display After barranne Display at a	
	Enter dates as mm/dd/yyyy. Time may be entered in any	increment.
	💿 Display Until 03/12/2015 🛛 🛤 03:26 PM	
	Enter dates as mm/dd/yyyy. Time may be entered in any	increment.
	Password	

3. In section 3. "Test Availability Exceptions:"
Click on the button "Add User or Group"
3. Test Availability Exceptions
Click <b>Add User or Group</b> to search for course users and groups to add to the except for Exceptions. If you choose to use groups, you must make the group unavailable if you Add User or Group
4. From the student list that appears:
<ul> <li>Check the box to the left of the name(s) of student(s) or group(s) that should have different settings than the class.</li> <li>Then click on the "Submit" button.</li> </ul>
Add User or Group
Search: Any V Not Blank V Go
User or Group     User ID or Group Name     First Name     Last Name
Test Student) Test Student)
Select Student(s) name(s) Then click on "Submit" button.
< Cancel Submit
5. Then set individualized time, Auto-Submit, Availability, and Force Completion options for each student or group that you selected.
3. Test Availability Exceptions
Click <b>Add User or Group</b> 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 <b>Remove all Exceptions</b> to delete all exceptions for the test.
Add User or Group Remove All Exceptions Set individualized time/submission/Availability dates.
User or Group Name Attempts Timer Availability Force Completion
▲ Test Student) Single Attempt ▼ 🖉 80 📓 🔺 🗶
6. Click on the Submit button (bottom of the page) to save the settings.