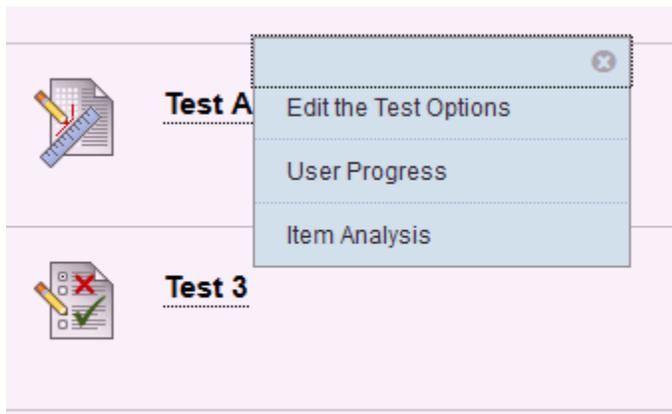


This tutorial will show you how to create an assessment for students who need a different time allowance for a test than the rest of the class. The most common scenario is for a student or students who have registered with the [Accessibility Resource Center](#) and have requested that they be given extra time to take a test.

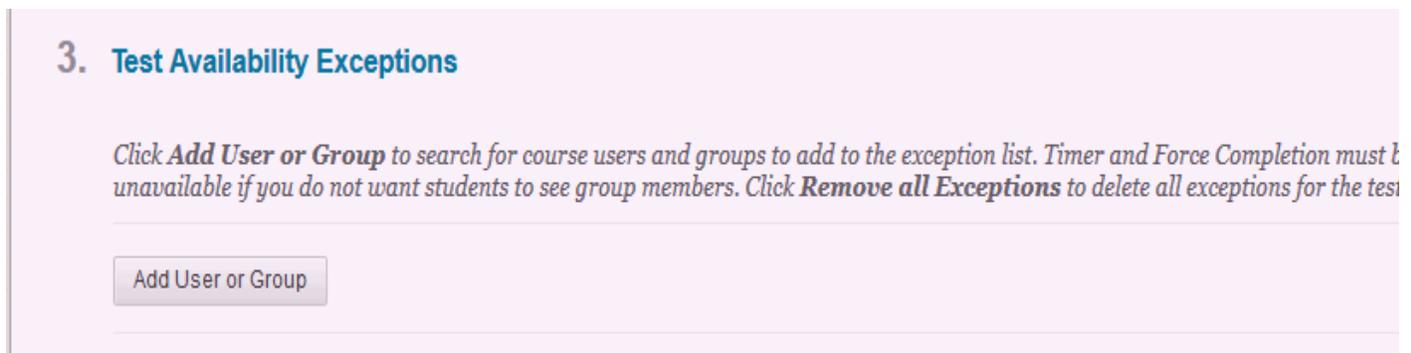
1. Edit the Test Options

In order to use the Test Availability Exceptions tool, your test must be **deployed** in a content area first so you can view and edit the test options. Once this is done, locate the test inside the course and **edit the test options** using the dropdown menu.



2. Add a user or group exception

Scroll down to the 3rd step when viewing the test options, titled "**Test Availability Exceptions**". Click on the option "**Add User or Group**".



3. Select the specific student(s) or groups

Here you will see the names of your students in a list – click the **checkbox** next to the name of the student(s) or group in question. You can also use the **search field** towards the top to look for a specific name. Click "submit" at the bottom of the page once you are done.

<input type="checkbox"/>	User or Group	User ID or Group Name	First Name
<input type="checkbox"/>		Group 1- Baroque Era 1	
<input type="checkbox"/>		Group 2- Baroque Era 2	

4. Describe the exception

At this point you are able to edit options such as number of attempts, date availability, timer, auto submit, and force completion. In order to allow the student in question extra time for the test, edit the **date availability** and/or the **timer**. Again, these options count as **exceptions** to the test options set for the rest of the students in the course.

Add User or Group		Remove All Exceptions			
User or Group	Name	Attempts	Timer	Availability	Force Completion
	Group 1- Baroque Era 1	Single Attempt	<input checked="" type="checkbox"/> 40 <input type="checkbox"/> Auto Submit		<input type="checkbox"/>