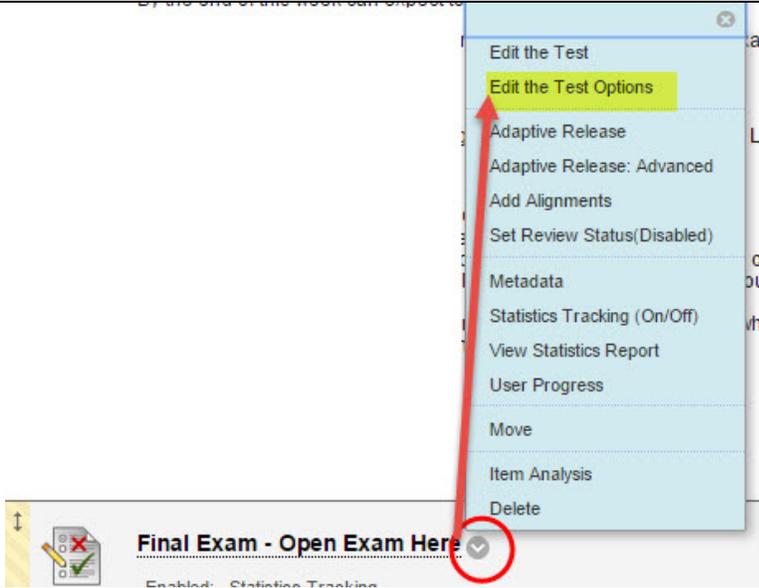
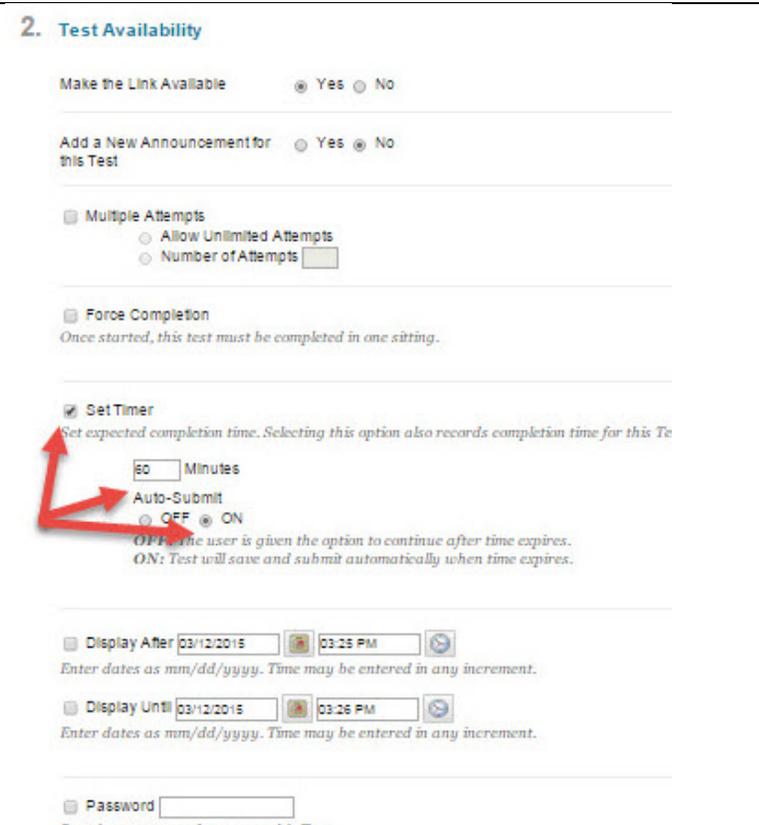


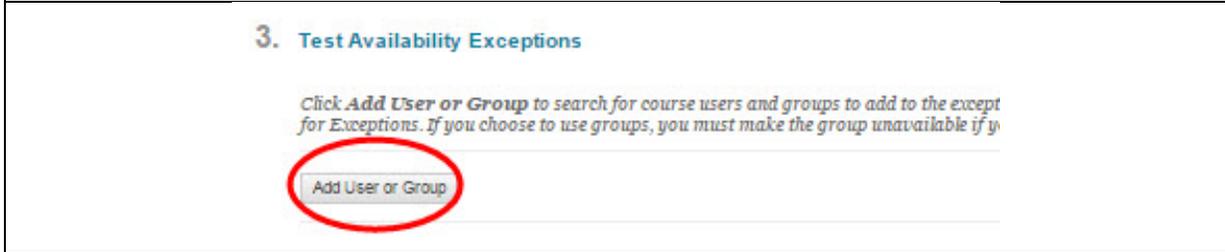
Setting Test Availability Exceptions (Accommodations)

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.

<p>1. Open the Test Settings menu.</p> <ul style="list-style-type: none">• Choose "Edit the Test Options."	
<p>2. In section "2. Test Availability":</p> <ul style="list-style-type: none">• Check the "Set Timer" box and enter the duration of the test for the class.• Also select the "Auto Submit" option for "on."	

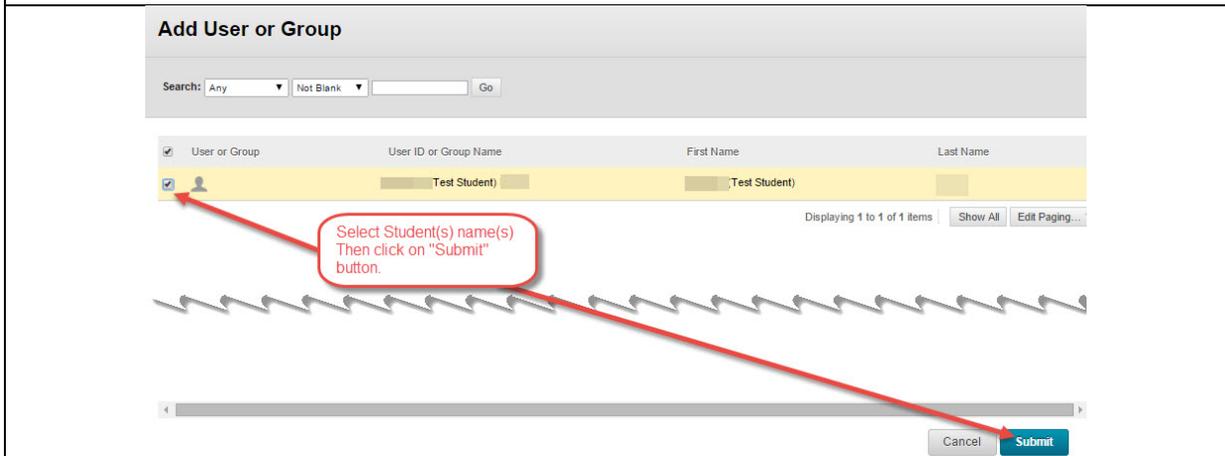
3. In section 3. "Test Availability Exceptions:"

- Click on the button "Add User or Group"

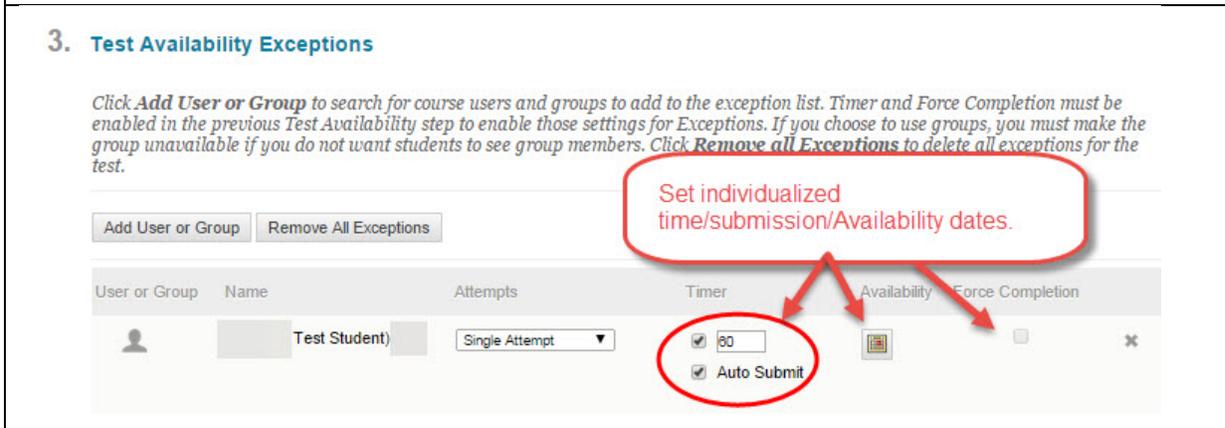


4. From the student list that appears:

- Check the box to the left of the name(s) of student(s) or group(s) that should have different settings than the class.
- Then click on the "Submit" button.



5. Then set individualized time, Auto-Submit, Availability, and Force Completion options for each student or group that you selected.



6. Click on the **Submit button (bottom of the page) to save the settings.**