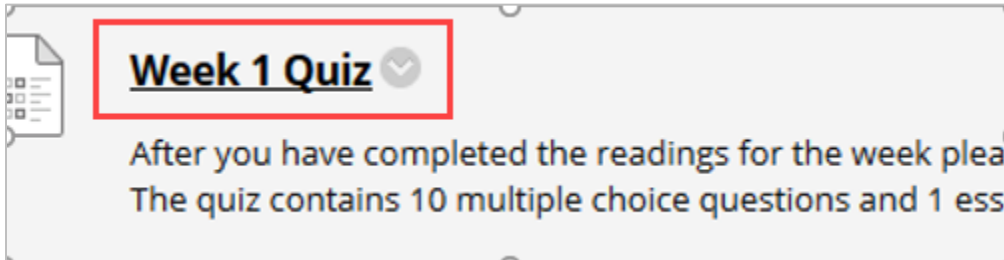# ALLOWING EXTRA TIME ON A QUIZ OR TEST

Sometimes our students require accommodations in the online classroom. A common request is for extra time on quizzes and tests. If your course includes timed tests, you have the ability to increase the time or allow unlimited time for one or more enrolled students.
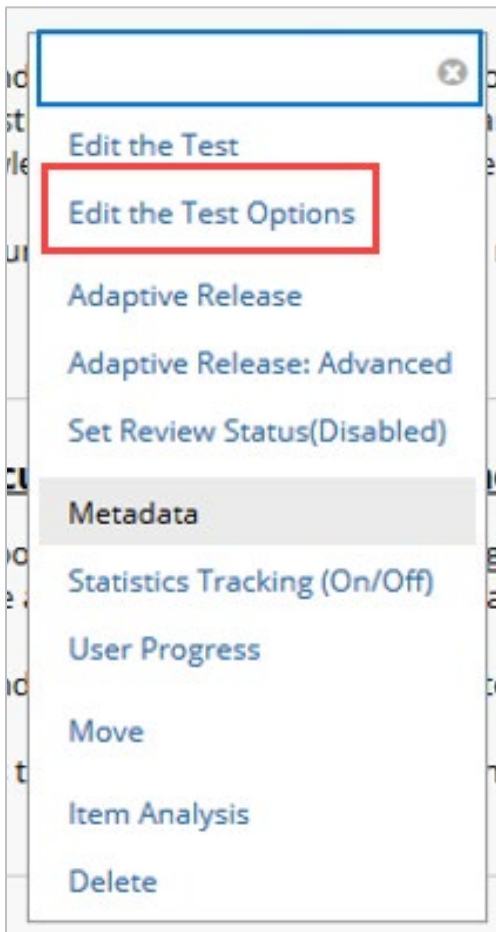
Instructions:

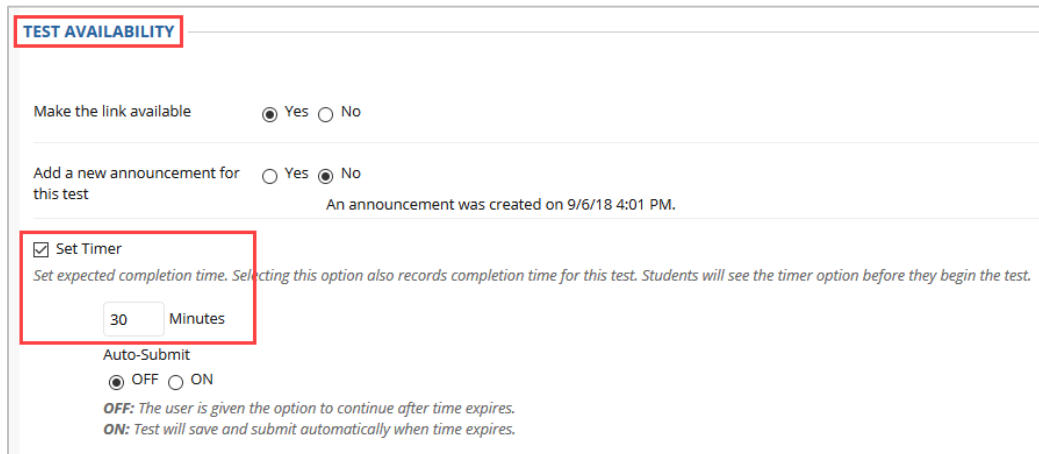1. In the weekly content area, **hover** over the quiz to display the down arrow to the right.

> **Week 1 Quiz**
>
> After you have completed the readings for the week plea
> The quiz contains 10 multiple choice questions and 1 ess

2. Click **Edit the Test Options**.

> Edit the Test
>
> Edit the Test Options
>
> Adaptive Release
>
> Adaptive Release: Advanced
>
> Set Review Status(Disabled)
>
> Metadata
>
> Statistics Tracking (On/Off)
>
> User Progress
>
> Move
>
> Item Analysis
>
> Delete

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3. Scroll to **TEST AVAILABILITY** and note whether **Set Timer** is checked.
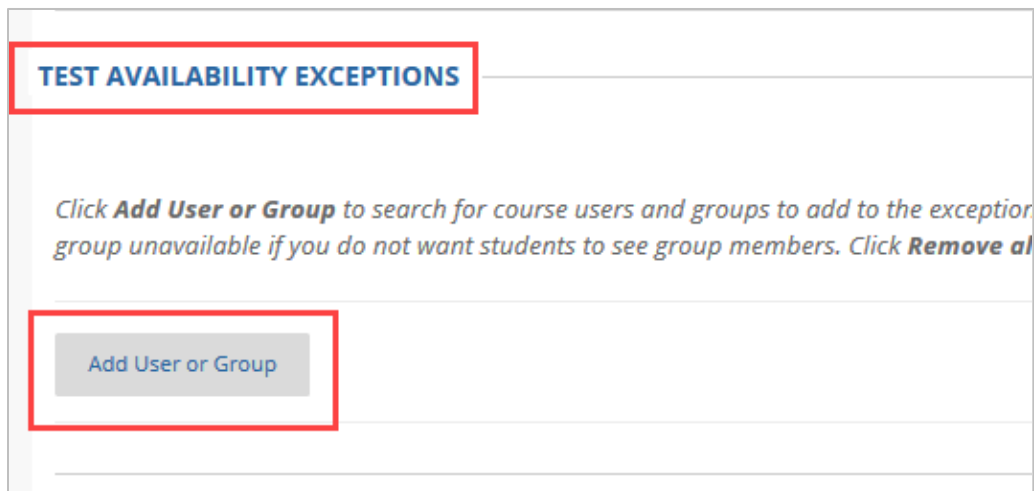
> **Note:**
>
> If **Set Timer** is unchecked, the test is untimed.

4. To increase the time for a specific student, scroll to **TEST AVAILABILITY EXCEPTIONS** and click **Add User or Group**.
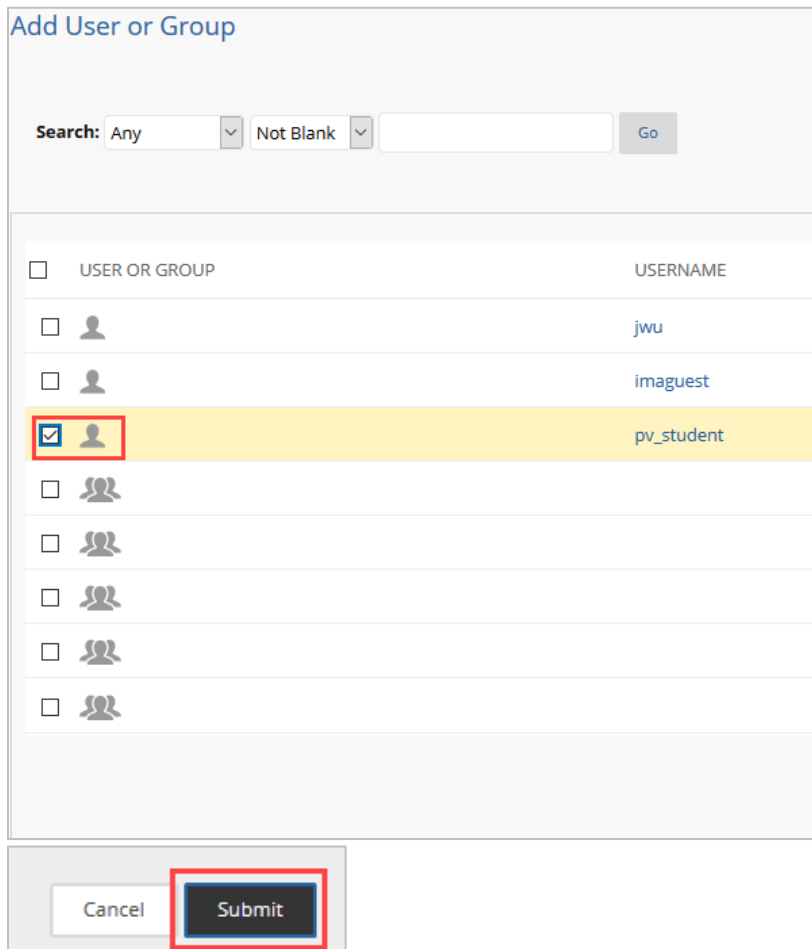

For additional help please contact the Online Education team at onlinehelp@jwu.edu or 401-598-4429

5. Find the student who requires the accommodation and check the box to the left of the student's username. Click **Submit**.

Add User or Group
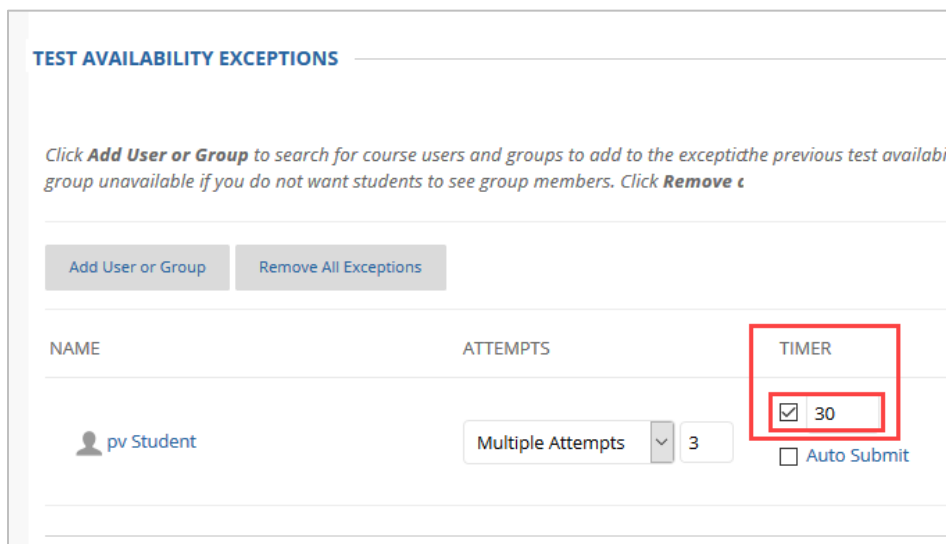
Search: Any ⌄ Not Blank ⌄ [   ] Go

	USER OR GROUP	USERNAME
☐	👤	jwu
☐	👤	imaguest
☑	👤	pv_student
☐	👥	
☐	👥	
☐	👥	
☐	👥	
☐	👥	

Cancel   Submit

6. Edit the number of minutes in the text box under **TIMER**. If the student requires unlimited time, uncheck the box to the left of the time.

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception the previous test availabi group unavailable if you do not want students to see group members. Click **Remove a**

Add User or Group   Remove All Exceptions

NAME	ATTEMPTS	TIMER
👤 pv Student	Multiple Attempts ⌄ 3	☑ 30
		☐ Auto Submit

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7. When complete, click **Submit**.