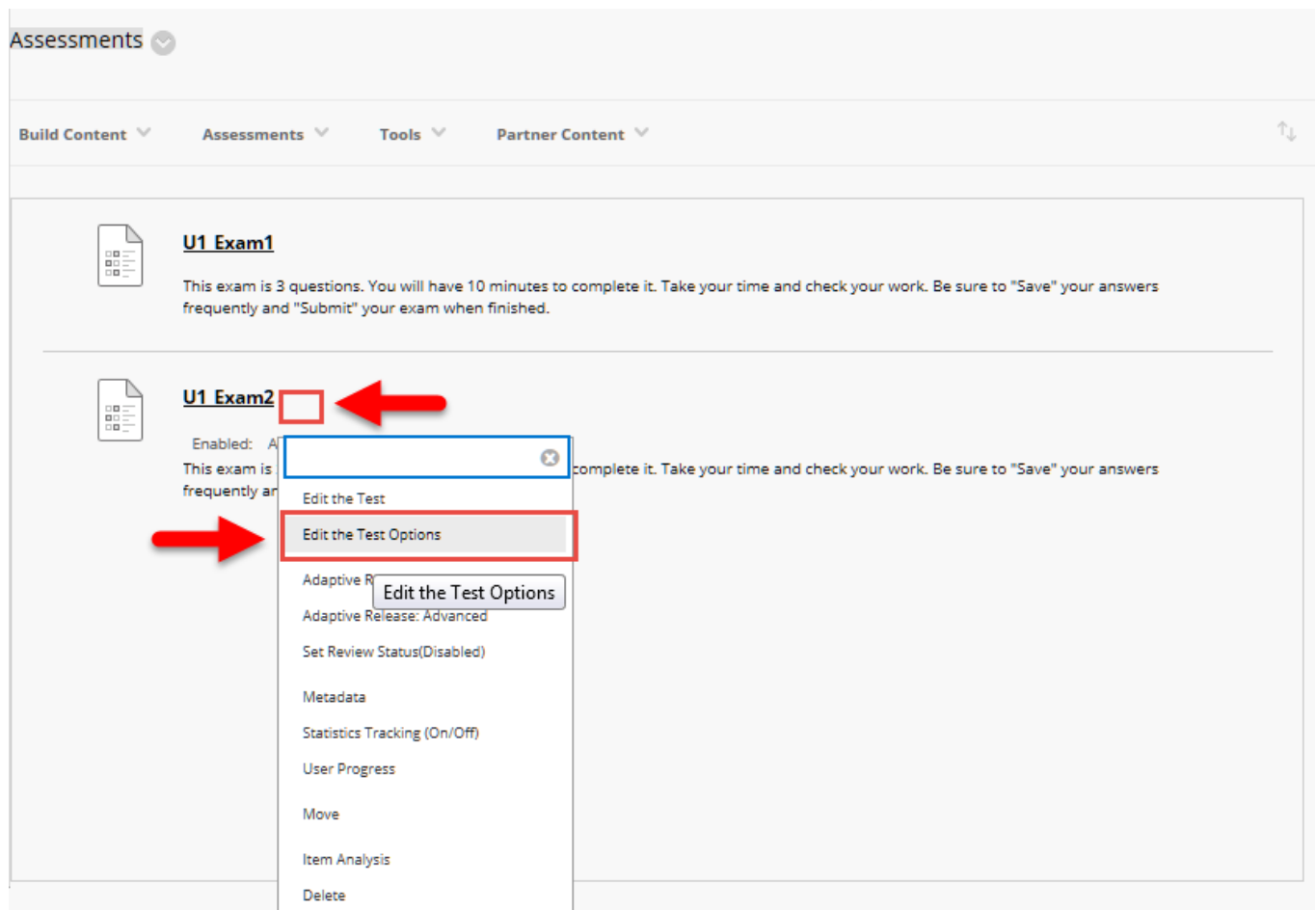


Tunxis Distance Learning Documentation

How to Allow for an Accommodation – Test Availability Exceptions

Adding or allowing a “Test Availability Exception” can be done at the discretion of the instructor and must be done when official paperwork from our Academic Success Center instructs you to do so. These types of accommodations typically allow for time and a half or double time on any “timed” assessment.

1. To add extended time, you will begin by navigating to the location where the test is deployed.
2. Click on the action link for the test and choose “Edit Test Options”



Tunxis Distance Learning Documentation

3. Scroll down until you see the “Test Availability Exceptions” area and click on the “Add User or Group” button.

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

4. Put a check mark next to the name/s of the student/s that you want to add an exception for and click “Submit”

Add User or Group

Search: Any Not Blank

<input type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>			Adrienne Dunham
<input checked="" type="checkbox"/>		ia_txcc_adunham_previewuser	Adrienne Dunham_PreviewUser
<input type="checkbox"/>			Group 01
<input type="checkbox"/>			Group Set 1
<input type="checkbox"/>			Group Set 2
<input type="checkbox"/>			Group Set 3
<input type="checkbox"/>			Group Set 4
<input type="checkbox"/>			Group Set 5

Displaying 1 to 8 of 8 items

Tunxis Distance Learning Documentation

5. You will see the student/s name/s listed. From here, you can alter the number of minutes for this students (time and a half or double time).
 - a. You may also, if necessary (but not typical) click on the “Calendar” icon to specify new dates (only if applicable – extended time usually does not require new or extended dates – typically accommodations are specific to extended time only)
 - b. Optionally, you may want or need to adjust the amount of attempts for a particular student. (This might be done if a student needs an extra attempt but you want to retain the original attempt).
6. Once you’ve done this for the student/s with the accommodation, you can click “Submit” at the bottom right of your screen and all should be well!

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](#) [Remove All Exceptions](#)

NAME	ATTEMPTS	TIMER	AVAILABILITY
 Adrienne Dunham_PreviewUser	Single Attempt	<input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> Auto Submit	 