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

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”
5. You will see the student/s name/s listed. From here, you can alter the number of minutes for this student/s (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!