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.

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

For additional help please contact the Online Education team at onlinehelp@jwu.edu or 401-598-4429
3. Scroll to TEST AVAILABILITY and note whether Set Timer is checked.

![TEST AVAILABILITY](image)

**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.

![TEST AVAILABILITY EXCEPTIONS](image)
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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](image)

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](image)

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