How to

Add a student to a test as a Test Exception, i.e. additional time or missed an exam.

Steps to follow:

While Setting up Test Options:

- Scroll down to **TEST AVAILABILITY EXCEPTIONS**
- Click on “Add User or Group”

Add User or Group

- Select the student(s) who need additional time or a different date for the exam
- Click Submit
- Adjust the options accordingly
  - Number of Attempts
  - Timer
  - Availability

After the test has been deployed:

- Click on the Content Area where the test is located
- Click on the Drop Down arrow
- Click on Edit the Test Options

- Follow the steps above