Tests with Extended Time

Please follow the steps below to extend test time allowed.

- After creating a new Test (Test Options will appear after adding the test) OR if editing an existing Test (hover over the test, click the chevron and select Edit the Test Options).

- **Test Options** screen
  - 2. Test Availability
    - Make sure the **Make the Link Available** is **Yes**
    - Review all additional options
    - Check the **Set Timer** box for time allowed

- **Test Options** screen
  - 3. Test Availability Exceptions
    - Click Add User or Group button to add students who need additional test time.
    - Select the User or Group and click Submit
    - Click the Timer option and enter additional test time
    - Review all additional options

- Click **Submit**.