Giving A Student Extended Time on a Quiz or Test in Blackboard

After a test or quiz has been created and deployed in a content area, take the following steps to add extra time for a student or group of students.

**Step 1:**
With *Edit Mode on*, mouse over the test/quiz in the content area where it is deployed.

**Step 2:**
To the right of the quiz name, click the drop down-arrow and choose *Edit the Test Options* from the list.

**Step 3:**
On the *Test Options* Page, make sure you set the normal time allowed for the quiz.

**Step 4:**
Further down, find the *Test Availability Exceptions* area and click *Add User or Group*. 
**Step 5:**
A list of Students (or groups, if set) will appear. Click the checkboxes of students who need the exception added. Click **Submit**.

**Step 6:**
Next, you’ll see the student names you selected with options for adding test exceptions.

**Step 7:**
To give this student more time, make sure the box under ‘timer’ is checked and add the number of minutes in the box over the existing number.

- You can also set options for Number of Attempts, Auto Submit On/Off, Availability of Tests using Start/End Dates, and Force Completion On/Off.

**Step 8:**
Clicking the ‘X’ at the end of this row will delete all test exceptions that have been set for this student. Click **Submit**.