Allow Extra Time on Tests (or Extend the Due Date) for Selected Students

When giving online tests in Sakai, you may find that some students in your class need different test settings than others. Here are two common scenarios…

- **Scenario 1:** A student with an accommodations plan requires **extra time** on a timed test.
- **Scenario 2:** In some situations, you may need to allow a student to take a test **after the due date** has passed and the test has closed.

The ***Exceptions to Time Limit and Delivery Date*** feature in Sakai 19 allows instructors to create exceptions like these for specific students, without having to create separate copies of the test.

Below are instructions for the two scenarios listed above.

Scenario 1: Allow one or more students extra time on a test

1. In Tests & Quizzes, open the Settings for the test. (Beside a test, click Actions > Settings.)
   <mark>IMPORTANT:</mark>
   - If you have not yet published the test, you will open the Settings for the DRAFT copy.
   - If you have already published test, be sure to open the Settings for the pubished copy (*not* the DRAFT copy).

2. The section for Availability and Submissions opens automatically. This is where you enter the delivery dates and time limit that apply to most of the class.

3. Below the Availability and Submissions section, click ***Exceptions to Time Limit and Delivery Date*** to expand that section. Here you can set up a different time limit for selected students.

4. Under "Exception for User", click the drop-down and select the student who needs extra time.
   - Under "Exception for Group" you can set up an exception for a pre-defined group of students. In most cases, you do NOT need to do this, as it's easy to create exceptions for multiple students, one-by-one. (See step 9 below.)

5. ***Do not enter any dates!*** By leaving these blank, the dates you set up for the rest of the class will apply to this student.

6. In the time limit area, choose the time limit needed for this student.

7. Click **Add Exception**.

8. Under Existing Exceptions, the dates and time limit for the student you selected are displayed. *Review this very carefully to make sure the time limit AND the dates for this student are correct!* If needed, you can click Edit to make changes (or click Delete to remove the exception).

9. If other students need extra time, repeat steps 4 – 8 to add exceptions for additional students.

10. Scroll down to the bottom of the screen and click SAVE.
    - <mark>IMPORTANT:</mark> If you haven't already published the test, you'll need to enter all other needed settings, and then click Save Settings and Publish at the bottom of the screen before students can take the test.

11. When the students with exceptions take the test, they will take the same test as other students, but will see and be subject to a different time limit than other students.

Scenario 2: Allow a student to take a test after the due date has passed

1. In Tests & Quizzes, open the Settings for the test. (Beside a test, click Actions > Settings.)
   - **IMPORTANT:** Be sure to open the Settings for the pubished copy (*not* the DRAFT copy).

2. The section for Availability and Submissions opens automatically. The delivery dates here (and time limit, if any) apply to most of the class.

3. Below the Availability and Submissions section, click on *Exceptons to Time Limit and Delivery Date* to expand that section. Here you can set up different dates for selected students.

4. Under "Exception for User", click the drop-down and select the student who needs extra time.
   - Under "Exception for Group" you can set up an exception for a pre-defined group of students. In most cases, you do NOT need to do this, as it's easy to create exceptions for multiple students, one-by-one. (See step 9 below.)

5. Adjust dates as follows:
   - **It is available** – You can leave this blank (unless you don't want the student to be able to access the test until a later date).
   - **It is due** – Enter the date and time by which this student must submit the test. This date/time will be visible to the student in Sakai.
   - **Late submissions accepted**? Choose NO – or if you choose Yes, then enter the same date/time you entered for "It is due" above. (This date is not visible to the student.)

6. **IMPORTANT:** If the test has a time limit, you MUST enter the time limit here.
   - For this scenario, it is assumed that the selected student should receive the same time limit as other students. In any case, if this student should have a time limit, you must enter it here. If you leave the time limit blank, the student will have no time limit at all and will have unlimited time on the test!

7. Click **Add Exception**.

8. Under Existing Exceptions, the dates and time limit for the student you selected are displayed. *Review this very carefully to make sure the dates AND the time limit for this student are correct!* If needed, you can click Edit to make changes (or click Delete to remove the exception).

9. If other students need an extended deadline, you can repeat steps 4 – 8 to add exceptions for additional students.

10. Scroll down to the bottom of the screen and click SAVE.

11. Students with "extended deadline" exceptions will be able to take the test through the due date specified for them, but other students are still subject to the original deadline for the test.

To learn more about creating and publishing tests and about the test settings we recommend:
- Take the Intermediate Sakai online workshop – register at training.durhamtech.edu
- Visit Durham Tech's [Sakai: Tests & Quizzes resource page](https://go.durhamtech.edu/sakai-tests/) for instructors [https://go.durhamtech.edu/sakai-tests/]