

Test Exceptions

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| **Make sure edit mode is on****(Top right of screen)** |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

You can set exceptions on a test that allow you to provide a single student with different parameters for the test such as availability, timer and/or number of attempts.

1. Go to the test you want to add the exception to and choose Edit the Test Options.
2. Click Add User or Group.
3. Choose the student you wish to set the exception for.
4. Set the exceptions for that student
	1. Choose the number of attempts the student has.
	2. Set the timer for this student.
	3. Choose if auto-submit is activated or not.
	4. Click the calendar to edit the availability dates of the test.

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