



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Tests & Quizzes Exceptions

Video - [Creating an exception in Tests & Quizzes](#)

The ReggieNet **Test & Quizzes** tool allows instructors to easily give extended time on assessments to individual students or groups of students. By adjusting the Settings on a published copy of a test or quiz, instructors can grant extended time without having to create a duplicate assessment. Two methods can be used to give extended assessment times depending on whether you want to extend the time individually or by group.

Method 1: Extended time assessments for individual students

1. In the appropriate ReggieNet course, click on the **Test & Quizzes** tool in the left-hand tool column.
2. Find the assessment for allowing extended time. Click on the **Select Action** drop-down menu for that assessment and Select **Settings**.
3. Click on **Exceptions to Time Limit and Delivery Date** to expand that section

4. Click on the **Select User** drop-down menu associated with Exception for User and choose the student from the list that will be given extended time.
5. Click the calendar icons for **It is available** and **It is due** to select the date(s). Then select the total time for the assessment using the hour/minute drop-down menu. Then select the total time for the assessment using the hour/minute drop-down menu.
Note: You must enter both dates and time allowed; the exception will not inherit the overall settings for the assessment.
6. Click the calendar associated with **Late submissions accepted until?** and select a date if you wish to allow for late submissions.

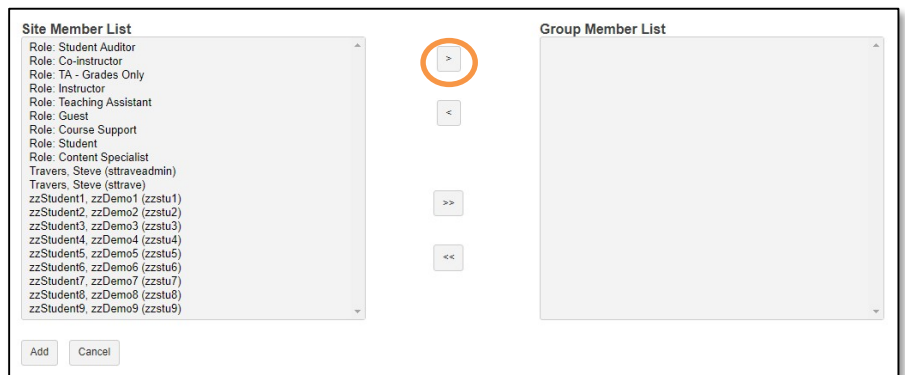
7. Finish by clicking on the **Add an Exception** button.
8. Make any other necessary changes to settings and click **Save** at the bottom.

Method 2: Extended time assessments for groups

1. In the appropriate ReggieNet course, click on the **Site Info** tool in the left-hand tool column.
2. Select the **Manage Groups** tab at the top of the page.
3. Select the **Create New Group** tab at the top of the new page that opens.
4. Enter a **Title** for the new group. Students can see this group name so make sure to name appropriately.
5. If desired, enter a **Description** of the group.

6. Click on the student(s) from the **Site Member List** who will be given extended time.
7. Click on the right arrow ">" button to add them to the **Group Member List**.

8. Click the **Add** button to create the group.



9. Next click on the **Test & Quizzes** tool in the left-hand tool column.
10. Find the assessment for allowing extended time. Click on the **Select Action** drop-down menu for that assessment and select **Settings**.
11. Click on **Exceptions to Time Limit and Delivery Date** to expand that section.
12. Click on the **Select Group** drop-down menu associated with Exception for Group and choose the student from the list that will be given extended time. Click the calendar icons for **It is available** and **It is due** to select the date(s). Then select the total time for the assessment using the hour/minute drop-down menu. Then select the total time for the assessment using the hour/minute drop-down menu.
Note: You must enter both dates and time allowed; the exception will not inherit the overall settings for the assessment.
13. Click the calendar associated with **Late submissions accepted until?** and select a date if you wish to allow for late submissions.
14. Finish by clicking on the **Add an Exception** button.
15. Make any other necessary changes to settings and click **Save** at the bottom.