

## Extra Time on Tests Made Easy

### Webinar Q&A

Question: What does the exception to time limit look like to students?

Answer: A student with a “time limit exception” will see the time limit set for him/her on the test screen. The student does *not* see the original time limit that was set for other students but sees only the time limit that was specifically set for him/her. It may not be obvious to the student that the time limit he/she is seeing is more time than other students are receiving, so you may wish to communicate this to the student.

Question: Can you add time the same way after the test has started?

Answer: Yes, an instructor may add exceptions for time limit or due date to a test/quiz even if the test is “open” and some students have taken it.

Question: Should instructors make these exceptions on a DRAFT or PUBLISHED copy?

Answer: It is recommended that the instructor first publish the test/quiz with the time limit and due dates that apply to the whole class – and then open SETTINGS on the PUBLISHED copy to add exceptions.

It is technically possible to add exceptions to a draft copy BEFORE publishing (and you may be tempted to do that), but this presents a few glitches that may increase the likelihood of making a mistake – thus we recommend publishing first, and then adding exceptions to the published copy.

Question: How can I remove a test submission?

Answer: Once a student has submitted a test or quiz, the instructor cannot remove or delete that submission. However, if the test was set to allow only 1 submission (which is the default setting), and you need to enable the student to take it a second time, then you can “allow a retake” for the student by following these steps:

- In Tests & Quizzes, on the Assessment List page, beside the published test, click **Actions > Scores** (or click on the number of submissions).
- On the Scores screen, click the **Submission Status** tab near the top.
- Locate the student in the list. Beneath his/her name, click **Allow retake** and then click the **Retake** button. The student’s original submission remains in Sakai, but the student can now take the test again, and both submissions will be retained by Sakai.

Note: If for some reason it is important to delete a student’s submission, contact us at [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu). We cannot delete it, but we can work with our Sakai hosting vendor to make that happen if the situation warrants it.

Question: Can I use this if a student already took a test, but I want to allow them to take it again, LATE (after the test has closed)? Let’s say, in a situation where the student lost power in a storm and the time ran out?

Answer: Yes, this situation requires the instructor to address two things.

- First, you’ll need to “allow retake” by following the steps in #4 above so the student will be able to take the test a second time. (This assumes that the test was originally set to allow 1 submission, which is the default.)
- Second, you can then create an exception to extend the due date for this student.