



Patrick Henry Community College
645 Patriot Avenue
Martinsville, VA 24112

disAbility Resources
Learning Resource Center #109D
276-656-0257 / 276-632-1034 (fax)
disabilityresources@patrickhenry.edu

Extending Exam/Quiz Time Limits in CANVAS

Follow these instructions when allowing additional test time for exam in CANVAS for students with a current Faculty Accommodations Form (FAF) from disAbility Resources.

1. Go to the course and locate the exam.
2. Click on the Exam link.

Home

Search for Quiz

Announcements

Syllabus

Modules

Discussions

Quizzes

Grades

▼ Assignment Quizzes

Exam 1 Form 1-17-A
125 pts | 55 Questions

Exam 2 Form 1-17-A
125 pts | 55 Questions

3. Click on **Moderate This Quiz**.

Home

Announcements

Syllabus

Modules

Discussions

Quizzes

Grades

People

Studio

Pages

Files

Outcomes

Collaborations

Published Preview Edit

Exam 1 Form 1-17-A

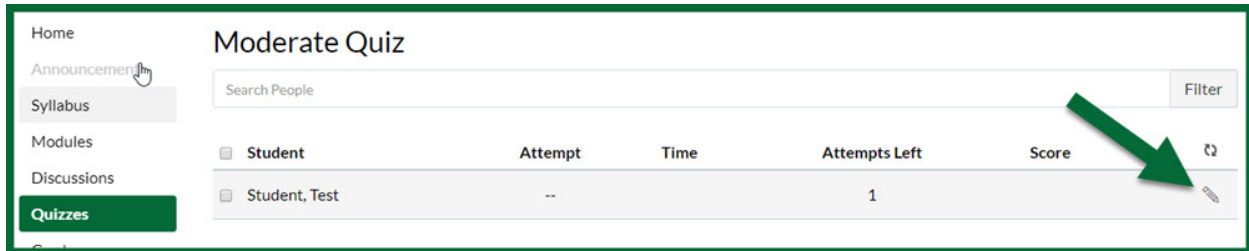
Quiz Type	Graded Quiz
Points	125
Assignment Group	Proctored Exams
Shuffle Answers	No
Time Limit	120 Minutes
Multiple Attempts	No
View Responses	No
Access Code	
One Question at a Time	No
Require Respondus LockDown Browser	No
Required to View Quiz Results	No
Webcam Required	No

Related Items

Moderate This Quiz

SpeedGrader™

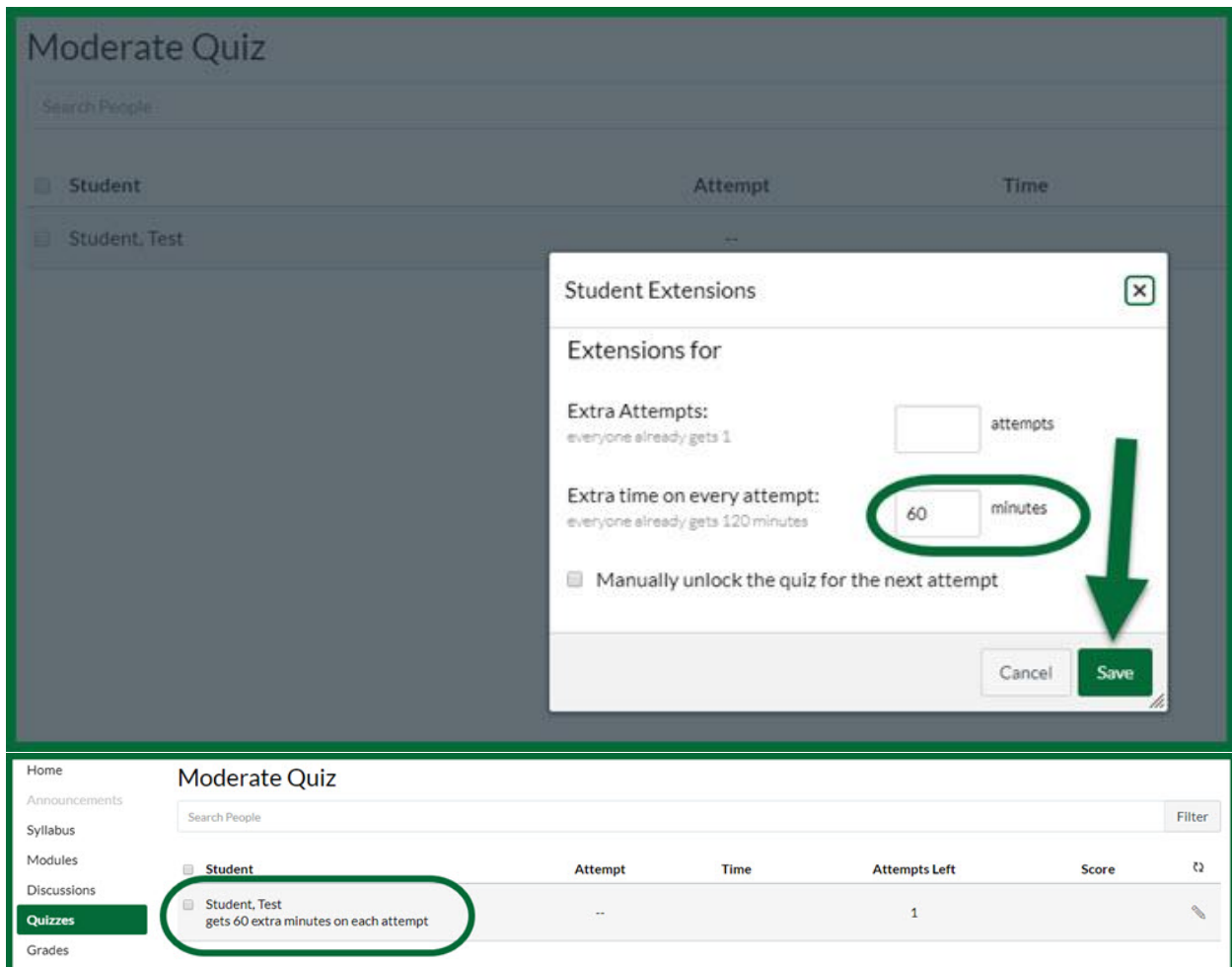
4. Locate the student and click the pencil icon on the right.



The screenshot shows the 'Moderate Quiz' interface. On the left is a navigation menu with 'Quizzes' selected. The main area has a 'Search People' field and a 'Filter' button. Below is a table with columns: Student, Attempt, Time, Attempts Left, and Score. A row shows 'Student, Test' with '1' in the 'Attempts Left' column. A pencil icon is visible at the end of this row, with a green arrow pointing to it.

5. Enter the additional time the student receives and click Save.

For example: If the FAF states that the student receives 50% additional time (1.5x / time and a half) for tests and the exam is normally timed for 60 minutes, *30 minutes is entered* to give the student a total of 90 minutes for the exam (1.5x). If the student receives double time (2x) for tests and the exam is normally timed for 60 minutes, *60 minutes is entered* to give the student a total of 120 minutes for the exam.



The top screenshot shows the 'Student Extensions' dialog box. It has a title bar with a close button. The content includes: 'Extensions for', 'Extra Attempts: everyone already gets 1' with an input field, 'Extra time on every attempt: everyone already gets 120 minutes' with an input field containing '60' and the unit 'minutes' circled in green, and a checkbox for 'Manually unlock the quiz for the next attempt'. At the bottom are 'Cancel' and 'Save' buttons, with a green arrow pointing to 'Save'.

The bottom screenshot shows the 'Moderate Quiz' interface after the update. The table now shows 'Student, Test gets 60 extra minutes on each attempt' in the 'Student' column, which is circled in green. The 'Attempts Left' column still shows '1'.

6. Repeat this process for each exam in the course.