

# CENGAGE | MINDTAP

## Extend Test Time Limits for Individual Students

Make accommodations for students that require extra time to complete tests. Copy your original test, edit the time limit, and make the test available only to those students.

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1. Click the Assignments tab.
2. Select the test and click **Copy**.
3. Click **Paste**.
4. Be sure that your test is selected and click **Paste Selected Items**.


A copy of your test is added to your Assignments page as 'Copy of' the original test name.

5. Locate the new test.

Search `copy` in Search Assignment Names.

6. Click **Edit > Edit Assignment Information > Continue**.
7. Edit the Test Name to differentiate this test from the original test.

**Tip**Name the test `Original Test Name - Extra Time`.

8. Click **Done**.
9. Click **Edit > Edit Assignment Options > Continue**.
10. Edit the **Time allowed per take** and click **Save Changes**.
11. Click the **Gradebook** tab.
12. Click  > **Customize Assignment Options for Specific Students**.
13. Set the dropdown at the top to the original test.
14. Set the Show entries dropdown to 100.
15. Select the checkbox next to **Name** to select all students and click **Continue**.
16. For Apply to Students Listed Below, select **Assigned**.

All students are set to **Assigned**.

17. Locate the individual students that will be taking the extended time version of the test and select **Not Assigned**.
18. Click **Save**.

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19. Set the dropdown at the top to the test with the extended time limit.


20. Click **OK**.

21. For Apply to Students Listed Below, select **Not Assigned**.

All students are set to **Not Assigned**.

22. Locate the individual students that will be taking the extended time version of the test and select **Assigned**.

23. Click **Save > Done**.

Check your gradebook to be sure the tests are available to the correct students. Assignments that are not available to a student display .