Creating Extra Time Tests

In some instances you may be required to allow extra time during examination for additional needs students. By following the instructions below, Perception will allow you to create extra time assessments quickly and easily.

Method A

When **Scheduling** an assessment, in the Schedule tab, there is an option to override the time limit for a test.

- Create a schedule for a single participant and select the assessment you have published to the **Shared** repository (the same assessment used by the module/group of students.)
- Give the schedule the same name as for the module/group schedule, plus the following text: 'Extra Time'.
- Set the common schedule parameters.
- Tick the 'Override Time Limit' box and set the appropriate test time.

Method B

In **Authoring Manager**

- Copy and Paste the assessment you have created into your assessment folder.
- Rename the copy to the assessment name plus the following text: 'Extra Time'.
- In the Extra Time assessment set the new time limit in the Control Block.
- In Enterprise Manager, create a schedule for the module/group and then additional schedules for participants who require the Extra Time tests.