

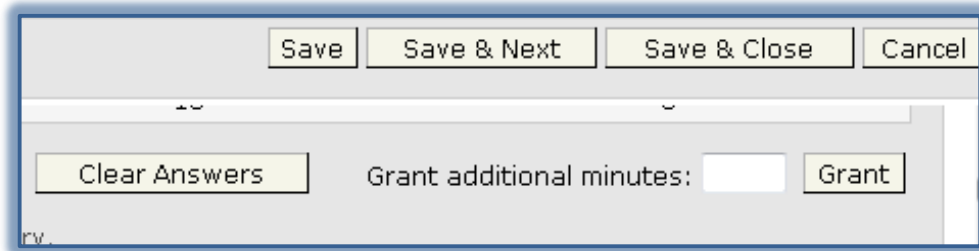
## Exam Reminder-Time Limit

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If a student needs more time than allotted for an exam, there are three options available for allowing the additional time.

### Allow More Time

- Go into the **Gradebook**.
- Open the student's exam.
- Input additional time for the student to finish the exam by entering the number of additional minutes in the box **Grant additional minutes** box (see illustration below).
- Click the **Grant** button.
- For this option, make sure the **Scheduler** has the exam open for the dates the student is to re-take the exam.



### Clear Answers

- Go into the **Gradebook**.
- Open the student's exam.
- Click the **Clear Answers** button (see illustration above).
  - This will erase all of the answers in the exam.
  - The student will be able to start over completely with the original amount of time.
  - The exam will have a new set of questions if there are **Question Pools** in the exam.
- For this option, make sure the **Scheduler** has the exam open for the dates the student is to re-take the exam.

### Tell Student No

- Tell the student **No** if you feel the student has taken advantage of your patience one too many times.
- Enter a **zero** in the **Gradebook** for the student so that the **Grade to Date** calculates correctly for that student.