Exam Reminder-Time Limit

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.

![Image of Gradebook interface for allowing more time]

**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.