

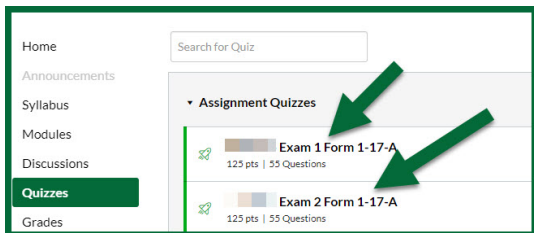
Extending Exam/Quiz Time Limits in CANVAS

Follow these instructions when allowing additional test time for students with a current Memorandum of Accommodation (MOA) from a NOVA Disability Support Services (DSS) Counselor in proctored exams in CANVAS.

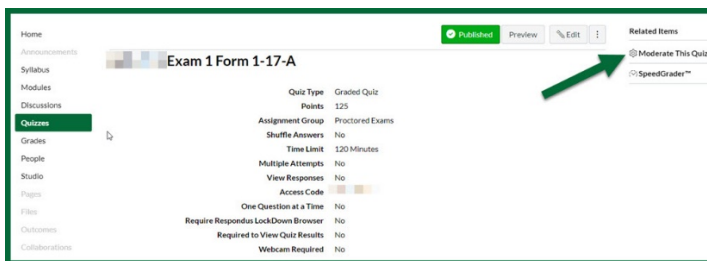
Go to the course and locate the exam.

NOTE: For NOVA Online (NOL) courses, proctored exams should appear at the top or bottom of **Modules** in a module labeled “**Proctored Exams**” to enable testing center proctors to more easily locate the exam links.

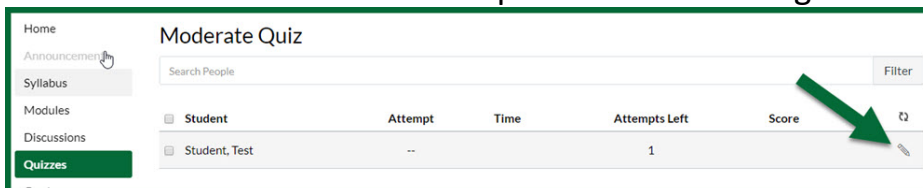
1. Click on the Exam link.



2. Click on **Moderate This Quiz**.

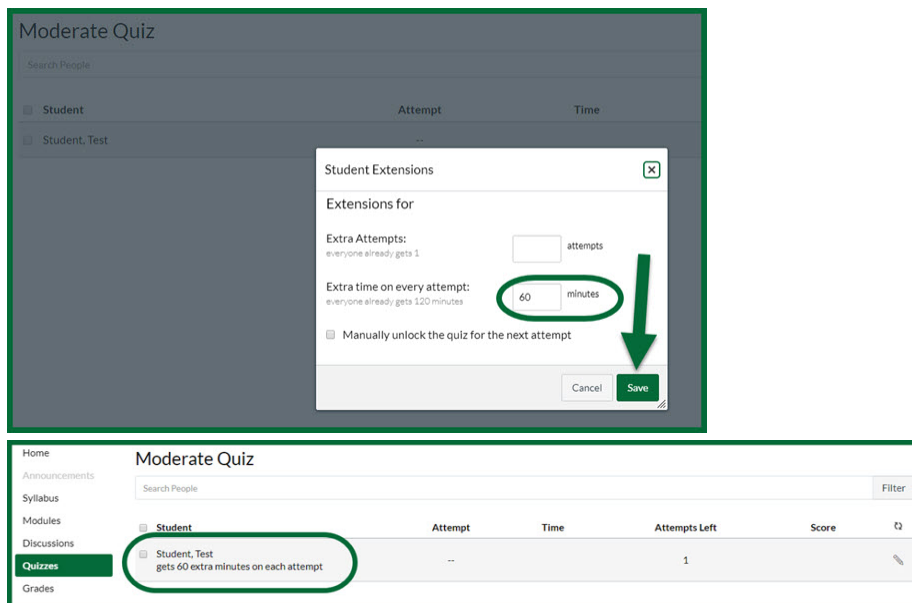


3. Locate the student and click the pencil icon on the right.



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

For example: If the MOA states that the student receives 1.5 X (time and a half) for tests and the exam is normally timed for 120 minutes, *60 minutes is entered* to give the student a total of 180 minutes for the exam (1.5x). If the student receives 2X (double time) for tests and the exam is normally timed for 120 minutes, *120 minutes is entered* to give the student a total of 240 minutes for the exam.



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