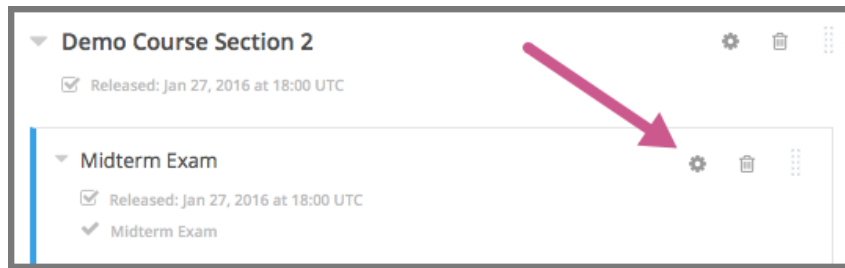


Enable Timed Exams

To create a timed exam, follow these steps.

1. Add and develop a subsection as you would any other subsection.
2. Select the **Configure** icon for the subsection.



The **Settings** dialog box opens to the **Basic** tab.

3. In the **Grading** section, set the assignment type and due date for the subsection.
4. Select the **Advanced** tab, and then locate the **Set as a Special Exam** section.
5. In the **Set as a Special Exam** section, select **Timed**.
6. In the **Time Allotted** field, enter the length of time that you want to allow for the exam as HH:MM, where HH is hours and MM is minutes.
7. Select **Save**.

Allow Learners to Retake a Timed or Proctored Exam

If a learner needs to retake a timed exam, you can clear their exam attempt and allow them to retake the exam.

Warning: Clearing an exam attempt removes all learner answers in an exam. This action cannot be undone.

To clear a timed or proctored exam attempt, follow these steps.

1. View the live version of your course.
2. Select **Instructor**, and then select **Special Exam**.
3. Expand **Student Special Exam Attempts**. A list of timed and proctored exam attempts appears.
4. Search for the learner's username to locate their exam attempts.
5. In the **Exam Name** column, locate the name of the specific exam for which you are cleaning the learner's exam attempt.
6. In the **Actions** column, select **X**. A message displays asking you to confirm that you want to remove the learner's exam attempt.
7. Select **OK**. The learner's exam attempt is removed from the list.

Hide a Timed Exam After Its Due Date

Timed exams are hidden from learners after they complete and submit their exams, but are available again for viewing after the exam due date has passed. You can configure a timed exam to remain hidden even after the exam due date has passed.

When you keep a timed exam hidden after its due date, learners cannot see the content of the exam, but the grades that they received on the exam are not affected, and their scores for the exam remain visible on the **Progress** page.

Note: This setting applies only to timed exams. It has no effect on other types of special exams, including proctored or practice exams.

1. In Studio, select the **Configure** icon for the timed exam (subsection) that you want to configure.

The **Settings** dialog box opens to the **Basic** tab.

2. Select the **Visibility** tab.
3. In the **Subsection Visibility** section, select **Hide content after due date**.
4. Select **Save**.