



## Adding Additional Time on OwlMed Active Exams

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To add additional time to a student's exam, you can use the Reset option:

- Go to the Manage Exams screen
- Find exam - click into the **Responses** column

Course Template Campus Level Section: Leo Professional Development Event: Test

Section: Leo Professional Development COM 2022/2023

Exam Manager  
Leo Professional Development COM 2022/2023 (r1)

View Options

Viewing 1 to 2 of 2

Name	Responses	View Exam	Link	Access?	Details	PDF	Key
Leo Test OBGYN Clinical Reasoning Exam	1/4	View	Event	Yes			key
Sample Exam	0/0	View	Course	No			key

Show 10 entries

Previous 1 Next

Exams Manage Exams

- Find the student's name - click into the **Reset** column

Refreshing in: 45

Results Summary  
Exam: Leo Test OBGYN Clinical Reasoning Exam  
Linked to LEOPD - Test  
Total Points: 137

View Options Refresh PDF Response Report

Viewing 1 to 4 of 4

Student	Answered	Score	Possible	Bonus	Reporting	Reset	LinkStatus	Leader
test, student (test)	0		137	0	Remove	Open	Linked	No
Test2, Student (Test2)	0		137	0	Remove	Open	Linked	No
Test3, Student (test3)	0		137	0	Remove	Open	Linked	No
Test4, Student (test4)	0		137	0	Remove	Open	Linked	No

Show 10 entries

Previous 1 Next

- Update the fields as appropriate - click **Save**

Reset Survey/Exam status  
Exam: Leo Test OBGYN Clinical Reasoning Exam  
Attempts Allowed: 1  
Student: student test

Submitted: \* No

Reset Method: \* Extend Exam

Extend Original end time by: 8

Submit Count: 0

Save

- Submitted = No
- Reset Method = Extend Exam
- Extend Original end time by: 8 (or whatever amount of time)
- Submit Count = 0

If needed, you can also manage a student's specific access time. This can be done by going to the Manage Exams screen and clicking into the **Access** column.

Tags  
additional time  
exams  
extra time  
manage exams  
OwlMed