

Extend Assessment Timer

Grant qualifying candidates additional time to complete an assessment

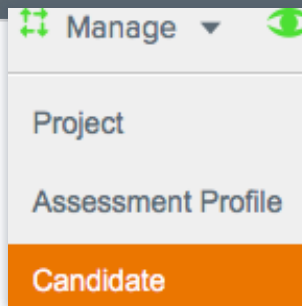


View the full video on our Talent Central Learning Portal.
<https://talentcentral.learning.shl.com/course/view.php?id=34>

Description

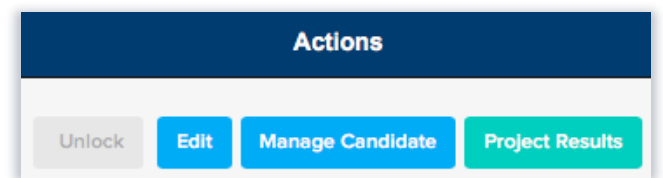
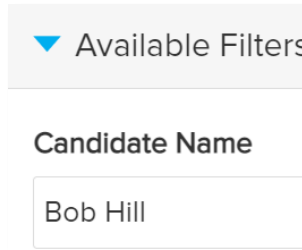
Navigation

Select **Manage** and choose **Candidate** from the dropdown.

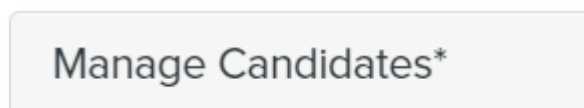


Use available filters to locate the candidate.

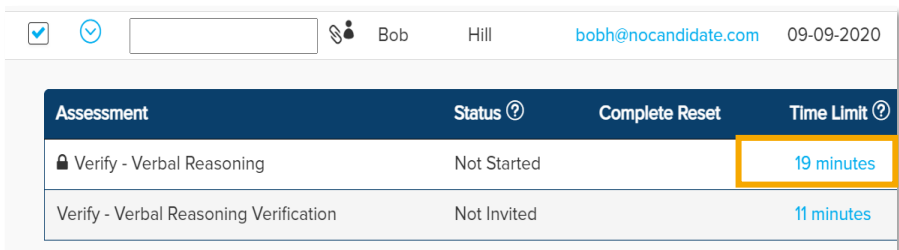
NOTE: Candidates could have the same name and could be associated to more than one project. Ensure you find the correct candidate on the correct project.



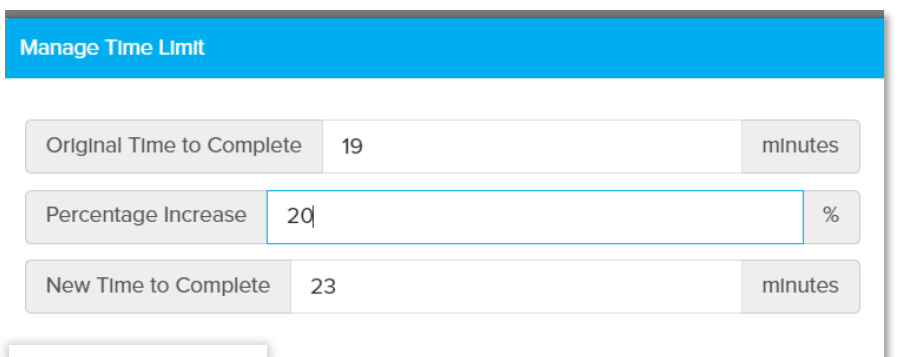
Expand the **Manage Candidate section** of the project and find the candidate's profile.



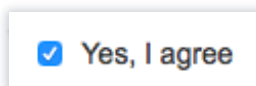
Click on the arrow and locate the assessment for which the additional time is required **TIP:** ensure the assessment hasn't started. If it has been started, click on the **Reset** option).



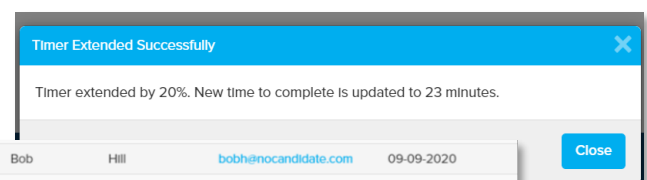
Click on the minutes and complete the fields in the pop-up.



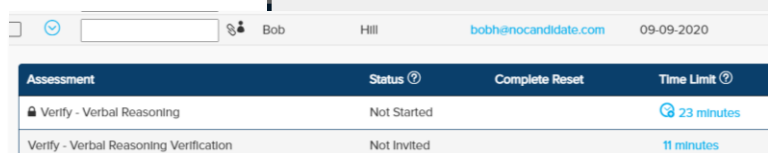
Assign a percentage-based increase in line with your organization's accommodation policy.



Accept the outline and save the changes.



View the new time allocated to the candidate.



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