

## Accommodations – Extend Timer for selected student(s)

There are two ways to provide extra time on the test timer for students who need accommodations.

### 1. USE A SINGLE EXAM FOR ALL STUDENTS

Set the timer but do not select **Auto Submit**. Students see the timer, but those who need accommodations can continue without the test ending.

Any student who exceeds the set time will be flagged in the Grade Center with an exclamation point icon. The instructor determines who is allowed the extra time when viewing the attempts.

Students who need the accommodation are informed prior to the test that they are permitted to go beyond the timer limit. Other students are told they must submit the test by the end time or will be penalized.

**IMPORTANT:** To comply with FERPA and other confidentiality requirements, avoid publically identifying students who need extra time for an assessment. Work with them privately.

### Settings

1. Leave the *Force Completion* check box unchecked.
2. Check the *Set Timer* check box.
3. Specify the length of the test using the *Hours* and *Minutes* drop-down fields.
4. Leave the *Auto-Submit* radio button set to **OFF**.
5. Set the remaining test options, such as visibility dates for the test, as normal.

### Grading in the Grade Center

After the test is completed, go to the Grade Center to look for students with a *Needs Grading* icon in the grade field. In the Grade Center column for the test, you will see

- A Grade Recorded – No further action is needed. The student completed the exam within the allotted time limit and all questions were automatically graded.
- *Needs Grading* icon – This icon indicates one of the following:
  - o The test contains essay, short answer or other questions that require the instructor to review them and assign points. If the test contains these types of questions, review each question and assign the appropriate number of points to each.
  - o The student exceeded the specified time limit. Check the *Test Information* section at the top of the student's test. If it is not currently expanded, click the *Test Information* heading and it will expand to display the details on the student's test attempt, including time allowed and time taken. Determine if the student exceeded the amount of time allowed (i.e., if the student is allowed an accommodation or not and, if so, did the student finish within the extended time).
    - § *Exceeded Allowed Time* – Follow the grading policy stated in your syllabus. You may deduct points by overriding the automatically tallied grade. Click **Submit** then override the grade.
    - § *Completed Within Allowed Time* – Click **Submit**. The test results should be automatically tallied.

## Accommodations – Extend Timer for selected student(s)

### 2. COPY THE EXAM FOR STUDENTS WHO NEED EXTENDED TEST TIME-LIMIT ACCOMMODATION.

Each student will see either the exam with the regular time limit **or** the exam with the extended time limit, but not both.

#### Deploying the Regular Time Limit Exam

After building the exam in *Control Panel > Course Tools > Tests, Surveys and Pools > Tests*, deploy it to a content area within your course as normal.

1. Go to the content area where the test will be deployed.
2. Select *Test* from the *Create Assessment* menu.
3. Select the test from the *Add Test* list and click *Submit*.
4. On the Test Options page:
  - a. Leave the *Force Completion* check box unchecked.
  - b. Check the *Set Timer* check box.
  - c. Specify the length of the test using the *Hours* and *Minutes* drop-down fields for students without an accommodation.
  - d. Set the *Auto-Submit* radio button to ON.
  - e. Set the remaining test options, such as visibility dates for the test, as normal.
5. Click **Submit**.
6. On the action menu beside the name of the test, select *Adaptive Release*.
7. In the *Membership* section on the Adaptive Release page, click the *Browse* button.
8. On the *Course Membership* page, click the *Go* button to display all students, or search for individual students by Username, First Name, or Last Name.
9. If there are more than 25 total users (students + instructors + teaching assistants + other users) in the course, scroll to the bottom of the page and click the *Show All* button to see everyone on one page.
10. Check the check box to the left of each student who should see the regular time limit exam.
11. Click the **Submit** button on the Course Membership page.
12. Click the **Submit** button on the Adaptive Release page.
13. The words *Enabled: Adaptive Release* should now appear below the test's name when viewing the content area.

#### Creating the Accessible Test

Copy the *Regular Time Limit* test:

1. Go to *Control Panel > Course Tools > Tests, Surveys and Pools > Tests*.
2. Click the chevron on the regular time-limit test, select *Copy*.
3. Click the chevron on the name of the copy of the test, select *Edit*.
4. At the top of the *Test Canvas* page, select *Edit* from the chevron by the test's name.
5. Enter a different name for the test so that you can identify the two tests.

To comply with FERPA requirements, do not include the student's name or anything that might communicate an extra time allowance. You could name it *Test2A*.

NOTE: Use only letters, numerals, and underscores in names. Do not use special characters (e.g., @, #, %, &, \*,) or spaces.

6. Edit the test's description and instructions if needed, i.e., if you mention how long students have to complete the test.
7. Click **Submit** button.
8. Scroll to the bottom of the test and click **OK**.

## Accommodations – Extend Timer for selected student(s)

### Deploying the Extended Time Limit Test

1. Go to the content area where the test will be deployed.
2. Select Test from the *Create Assessment* menu at the top of the content area.
3. Select the test from the *Add Test* list and click **Submit**.
4. On the *Test Options* page:
  - i. Leave the *Force Completion* check box unchecked.
  - ii. Check the *Set Timer* check box.
  - iii. Specify the length of the test using the *Hours* and *Minutes* drop-down fields for the new total time allowed (normal time limit + accommodation).
  - iv. Set the *Auto-Submit* button to ON.
  - v. Uncheck the *Include this Test in Grade Center Score Calculations* check box.
  - vi. Set the remaining test options, such as visibility dates for the test, as normal.
5. Click **Submit**.
6. Click the chevron by name of the test, select *Adaptive Release*.
7. In the *Membership* section on the *Adaptive Release* page, click the **Browse** button.
8. In the *Course Membership* page, click the **Go** button to display all students or search for the individual student by Username, First Name, or Last Name.
9. If you have more than 25 total users (students + instructors + teaching assistants + other users) in the course, scroll to the bottom of the page and click the *Show All* button to see everyone on one page.
10. Place a check in the box next to each student who needs to see the extended time limit exam.
11. Click the **Submit** button on the *Course Membership* page.
12. Click the **Submit** button on the *Adaptive Release* page.
13. The words *Enabled: Adaptive Release* should now appear below the test's name when viewing the content area.

### Grading in the Grade Center

After the test due date, go to the Grade Center to see the grades of the students completing the *Extended Time Limit Test* and manually enter those grades into the *Regular Time Limit Test* column. The *Regular Time Limit Test* column is included in students' grade calculations, but the *Extended Time Limit Test* column is not.

1. Go to *Control Panel > Grade Center > Full Grade Center*.
2. Locate the column for the *Extended Time Limit Test* and note the grades for each student completing that test.
3. Locate the column for the *Regular Time Limit Test*.
4. Locate the cell within that column for an *Extended Time Limit Test* taker, click the cell, enter the grade from the student's *Extended Time Limit Test*, and press the **Enter** key.
5. Repeat step D for all of the *Extended Time Limit Test* takers.

Note: Any *Needs Grading* icons on the tests that have the Auto-Submit option set to ON should indicate that the test contains essay, short answer, or other question types that require the instructor to review and grade.