TIPS FOR SETTING UP ACCOMMODATED ONLINE EXAMS

Although these tips focus on accommodated exams, many of these practices will help all students. While these steps may take more time initially, they will reduce the number of problems and last-minute student requests.

Sharing Test Details
Provide students with information regarding upcoming tests as many days before the test as possible. To reduce any possible misunderstanding, share these test details in writing.

Placing Information
If using D2L, consider posting the details in the news feed as well as within the description of the quiz. Placing the information in both locations helps to remind students of the test setup before they begin writing.

Information to Share
Providing students with the following information will help them prepare for the test. In particular, this information will help students to strategize their approach for the tests and will help reduce anxiety.

- **Scope of test** - The course content addressed in the test.
  - *Is the test cumulative or does it cover a set of weeks or textbook chapters?*

- **Format of test** - The number and types of questions in the test.
  - *Is the test multiple choice? How many questions will be asked?*

- **Online platform settings** - The number of questions available to view at one time and whether students can go back and forth.

- **Length of test** - The amount of time that the test should take (base-time) and, if applicable, the amount of time provided to write the test (allowed time).

- **Resources allowed** - the internet sources, textbooks, or people that students are allowed to refer to during the test.
  - *Even if the test is closed book, it is important to highlight what students are not allowed to do to prevent any possible confusion.*
Setting up the test
It is good practice to ask students with accommodations to double-check that the test settings are accurate before they start any exam or by a specific date before the exam.

Check if Students have Accommodations
You can find all the students with accommodations, and what those accommodations are, through our Clockwork system: https://clockwork.ucalgary.ca/ClockWork/user/instructor/default.aspx

Once you have logged in, select the courses tab and then the accommodation letters option for the course (on the right-hand side).

For most students with accommodations, time adjustments are the main exam-based accommodation adjustments. Please treat time-adjusted break accommodations as additional time and let the students self-manage.

Any room or furniture-based accommodations are to be implemented by the student, as you are allowing them to write anywhere.

Students who use text-to-speech software can contact SAS – we can recommend a screen-reader that will work with D2L. Students who use speech-to-text software should already have this on their home computers.

**TIP** - Multiple students, who require the same amount of time, can be tied to one special access setting. Contact access.exams@ucalgary or submit a request at https://ucalgary.ca/student-services/access/instructors/online-exam-info-request. Please note that students can request accommodations at any point in the semester, so additional students may require accommodations as the semester progresses.
**Determine Time Required for Students**

In Fall 2020, the university mandated 50% additional time to address technical issues. As such, SAS students should receive both their accommodated time extension and technical support time. We recommend calculating the students accommodated extra time based on the original length of the exam (base time) and then adding technical time (base time x 0.5). As a formula, the calculation would be as follows: (base time) + (additional time) + (base time x 0.5).

*Example: A student writing a 1 hour test (base time) with 50 per additional time*

<table>
<thead>
<tr>
<th>Base time (1 hour)</th>
<th>Accommodated time (30 mins)</th>
<th>Technical time (30 mins)</th>
</tr>
</thead>
</table>

**Total Test Time:** 2 hours

**Making D2L Time-Adjustments**

**Releasing the Test Details**

First, set up the test with a release date and time. This step will ensure that the test does not accidentally become active earlier. You can create these settings under the restrictions tab.

**Creating Special Access**

For tests on D2L, you’ll need to set up special access for students with accommodations. Special access can be set up through the restrictions tab, by selecting the button on the bottom.

Here is the link on how to do this within D2L: [https://www.ucalgary.ca/contedinstructors/d2l-adobe-connect/set-new-course-d2l-and-adobe-connect/configure-quiz](https://www.ucalgary.ca/contedinstructors/d2l-adobe-connect/set-new-course-d2l-and-adobe-connect/configure-quiz) Scroll down till you see “Grant Special Access to Users”

This special access can be set up based on the amount of time for the test, and then associate with a list of students who require that time.

**Make Test Details Visible**

After you have set up the test and made any necessary adjustments for extra time, make the test details visible to students. If you have set the release date, students should only be able to see their time allowed and instructions. This step will help the students confirm that the arrangements are correct.

- If you see the eye with the line symbol, it is not available for students to view.

To ensure that students can see the document, right-click drop-down menus beside the test name. Select make visible to users.