Fall 2020 Additional Time Accommodations – Online Exams

If you have an accommodation for additional time, your accommodations will be calculated on the base time of the exam. This typically does not include any additional time provided for technical issues, such as the 50% additional tech time recommend by the University.

<table>
<thead>
<tr>
<th>Base Time</th>
<th>Tech Time</th>
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<tbody>
<tr>
<td>The length of time the exam is designed to take to complete.</td>
<td>Provided to students writing online exams to help with technical issues. 50% of the base time</td>
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**100% additional time**

If the base time is 1 hour, you get 30 minutes for tech time and 1 hour additional time. Total time is 2 hours, 30 minutes.

**75% additional time**

If the base time is 1 hour, you get 30 minutes for tech time and 45 minutes additional time. Total time is 2 hours, 15 minutes.

**50% additional time**

If the base time is 1 hour, you get 30 minutes for tech time and 30 minutes additional time. Total time is 2 hours.

**25% additional time**

If the base time is 1 hour, you get 30 minutes for tech time and 15 minutes additional time. Total time is 1 hour, 45 minutes.
Fall 2020 Break Time Accommodations – Online Exams

We have advised instructors to add accommodated break time as a lump sum and to have students with this accommodation self manage breaks as needed. Instructors may choose to make other arrangements to monitor breaks, rather than directly adding time.

Here is a visual example of a typical student writing a test with a base time of 1 hour and an accommodation for 25% additional time, 15 minute breaks. This person will have the base time (1 hour), technical time (30 minutes), additional time (15 minutes), and breaks (15 minutes) for a total scheduled writing time of 2 hours.

*Note that the breaks can be taken at any time during the exam – they are only shown at the end for visual clarity.

<table>
<thead>
<tr>
<th>Base Time (1 hour)</th>
<th>Technical Time (30 minutes)</th>
<th>Additional Time (15 minutes)</th>
<th>Breaks* (15 minutes)</th>
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Total Scheduled Writing Time of 2 Hours

“Take Home Exams” and Universal Design

If the professor chooses to provide more than the base and technical time, this is a form of universal designed. A student with additional time accommodations will receive either their accommodated time or time provided to the class, whichever is longer. Your additional time is calculated from the base time, so it is possible to have an exam scheduled where you will have as much time to write as the rest of the class when universal design is being used.

For example, if your teacher gives you 24 hours to complete an exam designed to take 1 hour to complete, this provides you more time than what you would get with your accommodations. Therefore, your accommodations would not be applied to the 24 hours. If you are unsure if your exam falls in this category please reach out to us at access.exams@ucalgary.ca.

A 24 Hour “Take Home Exam” compared to the total writing time with accommodations for a 1 hour exam