



## TIPS FOR SETTING UP ACCOMMODATED ONLINE EXAMS

While these tips focus on accommodated exams, many of these practices help all students. While these steps may take more time initially, they 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. Share these test details in writing, to reduce any possible misunderstanding.

### 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.

The screenshot shows two parts of the D2L interface. On the left, a 'News' dropdown menu is open, with 'New News Item' circled in red. A red arrow points from this menu to the right. On the right, the 'Introduction' section of a quiz is visible. A red arrow points to the 'on' radio button, which is selected. Below the radio buttons, there is a text area containing the text: 'Include details regarding test here for students to see. Students will be able to review this details prior to starting the test.'

### Information to Share

Providing students with the following information will help them prepare for the test. In particular, this information will help students' strategies for their approach for the tests and 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, any additional contingency time (contingency time).
- **Question Contact** – The person who is responding to questions about the test and when they are available (e.g. actively checking emails)
- **Contingency plan** - The steps and processes if a student has technical difficulties during the test.
- **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).

The screenshot shows the Clockwork system interface. At the top, there are three tabs: 'Courses', 'Accommodation letters', and 'Help'. The 'Courses' tab is selected. Below the tabs, there is a 'Show term:' dropdown menu set to 'Spring Session 2020' and a 'Refresh' button. A message states: 'Your courses are listed below. Click on Tests and Exams to confirm details on upcoming exams/tests/quizzes. If a course is missing from the list below, please contact [access.exams@ucalgary.ca](mailto:access.exams@ucalgary.ca)'. Below this is a table with two columns: 'Course' and 'Options'. The table lists two courses: 'COMS 999 SECTION: 01 (TERM: P20)' and 'COMS 363 SECTION: 03 Lecture (TERM: P20)'. For each course, the 'Options' column contains 'Accommodation Letters' and 'Tests and Exams'. A red arrow points to the 'Accommodation Letters' link for the first course. Below the table, a note says: '★ indicates that there is at least one future test/exam in the system for the course'. At the bottom, the footer reads: 'Student Accessibility Services, University of Calgary MacEwan Student Center 452'. Two callout boxes are present: one on the left pointing to the 'Courses' tab with the text 'Courses Tab Allows you to view letters by course, sections, tutorial, or lab', and one on the right pointing to the 'Accommodation letters' tab with the text 'Accommodation Tab Allows you to view all accommodation letters (all courses elements), by date of issue (newest to oldest)'.

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 us – 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** - If you create a spreadsheet of students, you can streamline time adjustments in D2L. Multiple students, who require the same amount of time, can be tied to one special access setting. Contact [access.exams@ucalgary](mailto:access.exams@ucalgary) for an Excel template that you can enter students' accommodation into and use throughout the semester. 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

If your contingency plan includes providing extra test writing time, SAS students should receive both their accommodated time extension and the contingency time. We recommend calculating both the students accommodated extra time based on the original length of the exam (base time) and then adding contingency time. As a formula, the calculation would be as follows: (base time x additional time) + (contingency).

*Example: A student writing a 1 hour test (base time) (with 25% additional time and 30 minute of time adjusted breaks*

$$\begin{array}{rclclcl} \text{Accommodated time} & + & \text{Breaks} & + & \text{Contingency time} \\ (1 \text{ hours} \times 1.25) & + & (30 \text{ mins}) & + & (30 \text{ mins}) \\ \hline \text{Total Test Time:} & & & & 2 \text{ hours and 15 mins} \end{array}$$

## 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://elearn.ucalgary.ca/special-access-for-students/>

The screenshot shows the 'Availability' section with 'Has Start Date' checked. The start date is 6/25/2020 and the start time is 10:28 AM, both underlined in red. The location is 'Canada - Calgary'. Below this is the 'Special Access' section with 'Type of Access' options: 'Allow selected users special access to this quiz' (selected) and 'Allow only users with special access to see this quiz'. A red arrow points to the 'Add Users to Special Access' button.

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.

The screenshot shows the 'Users' section with a search bar and a red circle around it. Below the search bar is a table with columns for 'First Name', 'Last Name', and 'Org Defined ID'. There is also a 'Show Search Options' link.

The screenshot shows the 'Timing' section with 'Enforced time limit' selected. The 'Time Limit' is set to 180 minute(s), which is circled in red. There is also an option to 'Assign an alternative grace period'.

## 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.

The screenshot shows a dropdown menu for a test named 'Algebra 10'. The 'Make Visible to Users' option is circled in red.