

## Allow extra time on a test for selected students

This document explains how to allow additional time for certain students on a timed test in Sakai.

*Example: Professor Green is giving an online test in Sakai with a 1-hour time limit. One or more students in the class has an Accommodation Plan requesting time-and-a-half on tests. This document explains how to give selected students a time limit of 1.5 hours on the test, while using a time limit of 1 hour for the rest of the class.*

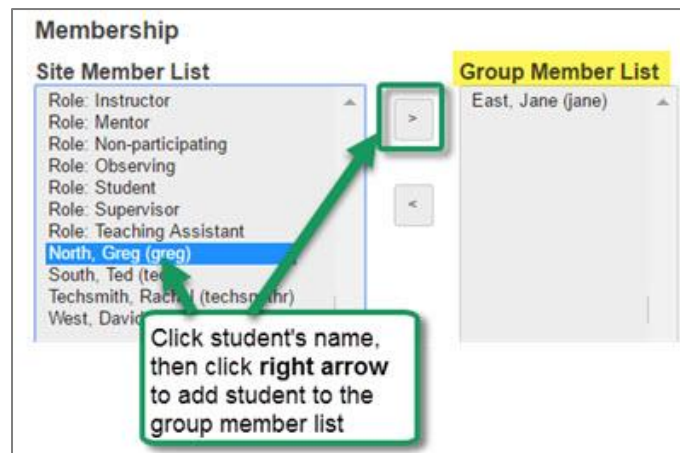
The basic steps are:

1. **Create a group** for student(s) who need extra time
2. **Duplicate the test and publish with special settings** for student(s) who need extra time
3. After students have taken the test, **transfer grades** for student(s) who received extra time to the original test

Detailed instructions are below. If you need help, please contact [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu). We know this can be somewhat confusing and are glad to assist!

### Step 1: Create a group for student(s) who need extra time

1. In your Sakai site, go to **Site Info**. Click **Manage Groups** along the top.
2. Click **Create New Group**.
3. Enter a **Group Title**.
  - **TIP:** Be thoughtful when choosing a group title; in some places in Sakai class members may be able to see the group title and who is in the group. Use something innocuous and simple like "AG" (for Accommodations Group).
4. Assign members to the group using the box at the bottom of the screen.

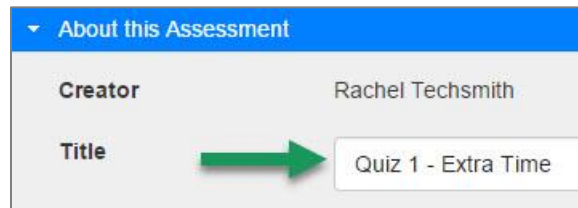


The left column lists all site members (including students who have dropped). Click the name of a student who needs extra time, then click the right arrow to move the student's name to the right column (Group Member List). Repeat if there are multiple students to add to the group.

5. When finished, click **Add** at the bottom of the screen. The Group List now shows your new group title, group size and members in that group. (If you need to make changes, click on the group title.)


## Step 2: Duplicate the test and publish with special settings

1. First, make sure you have already published the test, with the usual time limit, for students who do NOT need extra time. Do not move forward until you have done this!
2. Next, in Tests & Quizzes, go into **Working Copies** and locate the test. To the left of the test, click **Select Action**, then click the **Duplicate** button. Another copy of the test appears, marked "Copy #1".
3. To the left of the "Copy #1" test, click **Select Action** and choose **Settings**. Enter special settings in the categories listed below:
  - **About this Assessment** –Remove "Copy #1" from the title and replace it with something more descriptive, such as "Extra Time". This will make things clearer for you and your students.

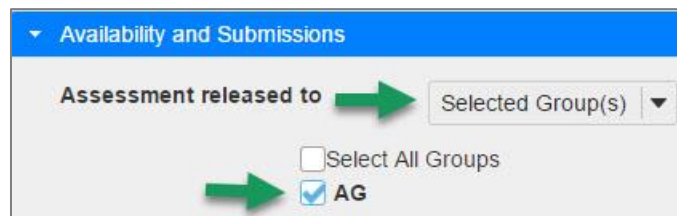


▼ About this Assessment


Creator Rachel Techsmith

Title  Quiz 1 - Extra Time


- **Availability and Submissions**–*Assessment released to* is usually "Entire Site". Click on the drop down arrow; choose **Selected Groups**, then be sure to **put a check** beside the group that includes student(s) receiving extra time.



▼ Availability and Submissions

Assessment released to  Selected Group(s) ▼

Select All Groups

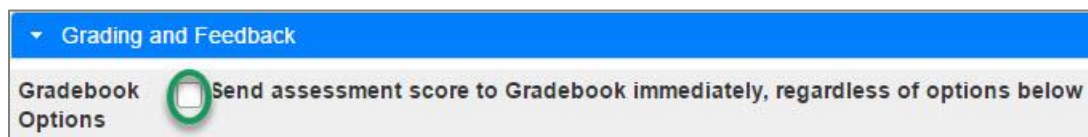
  AG

- **Availability and Submissions**– To the right of the due date, enter the expanded time limit for student(s) receiving accommodations. (Example: If this is usually a 1-hour test, enter 1 hour 30 minutes if student(s) requested time-and-a-half.)



It is due 06/15/2017 07:00 am and has a time limit of  01 hrs. 30 min.

- **Grading and Feedback** – For Gradebook options, UNcheck the box beside *Send assessment score to Gradebook immediately, regardless of options below*. You do NOT want this "special" copy of the test to appear in the Gradebook.



▼ Grading and Feedback

Gradebook Options  Send assessment score to Gradebook immediately, regardless of options below

4. Settings in the remaining categories should be the same as on the originally-published test. Review other settings to make sure they are correct and consistent with the "original" test.

- At the bottom of the screen, click **Save Settings and Publish**. On the next screen, click **Publish**.
- In **Published Copies**, you will now see 2 copies of the test – one released to "Entire Site" (all students) and another marked "Extra Time" released to "Selected Group(s)" only.

Working Copies: not released to students		Published Copies: released to students				
View: <b>All</b>   Active: open to students to take   Inactive: not open to students to take						
Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Quiz 1	Active	0	0	Entire Site	2017-06-13
-- Select Action --	Quiz 1 - Extra Time	Active	0	0	1 Selected Group	2017-06-13

### What will students see?

Students with no accommodations will see one link to the "original" test in Tests & Quizzes.

Students who are part of the "accommodations" group will see TWO test links as shown below.

**IMPORTANT:** Be sure to remind these students to take the test marked "Extra Time".

Assessments	
Take an Assessment	
The assessments listed below are currently available for you to take.	
Title	Time Limit
<a href="#">Quiz 1</a>	1 hr
<a href="#">Quiz 1 - Extra Time</a>	1 hr 30 min

### Step 3: Transfer grades to the original test

After students have taken the test, the "Extra Time" copy in Published Copies will contain the score(s) of the student(s) who took that test. It's important to transfer the score(s) to the "original" test, so they will be included in the Gradebook. Follow these steps to do that:

- In **Published Copies**, to the left of the "Extra Time" test, click **Select Action** and choose **Scores**. The scores for student(s) who took the test with extra time are displayed.
- Make adjustments if needed. (Ex: You may need to assign points for subjective test questions.) Then make note of the student's overall test score.
- Go to **Published Copies**, and to the left of the "original" test, click **Select Action** and choose **Scores**. The scores for all class members who did NOT get extra time are displayed.
- Locate a student who took the other (extra time) test. The student should have no score here. In the **Adjustment** box, enter the student's overall test score. Click **Update**. This score will now be displayed in the Gradebook and included in course grade calculations (if using that feature).