



Center for Accessibility Resources & Disability Services

BARNARD COLLEGE

Assigning Additional Time to a Canvas/Courseworks Quiz or Exam

First, make sure that your quiz is published.

If you would like to manage the quiz moderation options before allowing students to access it, set the quiz as “Available from date to a future date” and publish the quiz. Your students will not receive a notification for an unavailable quiz. Once you’ve made timing moderations, you can unpublish the quiz to save your moderations. You can then continue to edit the quiz prior to publishing it for your students to access.

Once your quiz has been published, go to “Moderate This Quiz” as seen below:

☰ CARDS-Test > Quizzes > Test Quiz 1

Test Term

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

Conferences

Collaborations

Chat

Attendance

Piazza

Research Guide

Submit Grades to SSOL

Photo Roster

Course Info

Published Preview Edit

Test Quiz 1

Here are the quiz instructions.

Quiz Type	Graded Quiz
Points	4
Assignment Group	Assignments
Shuffle Answers	No
Time Limit	60 Minutes
Multiple Attempts	No
View Responses	No
One Question at a Time	No

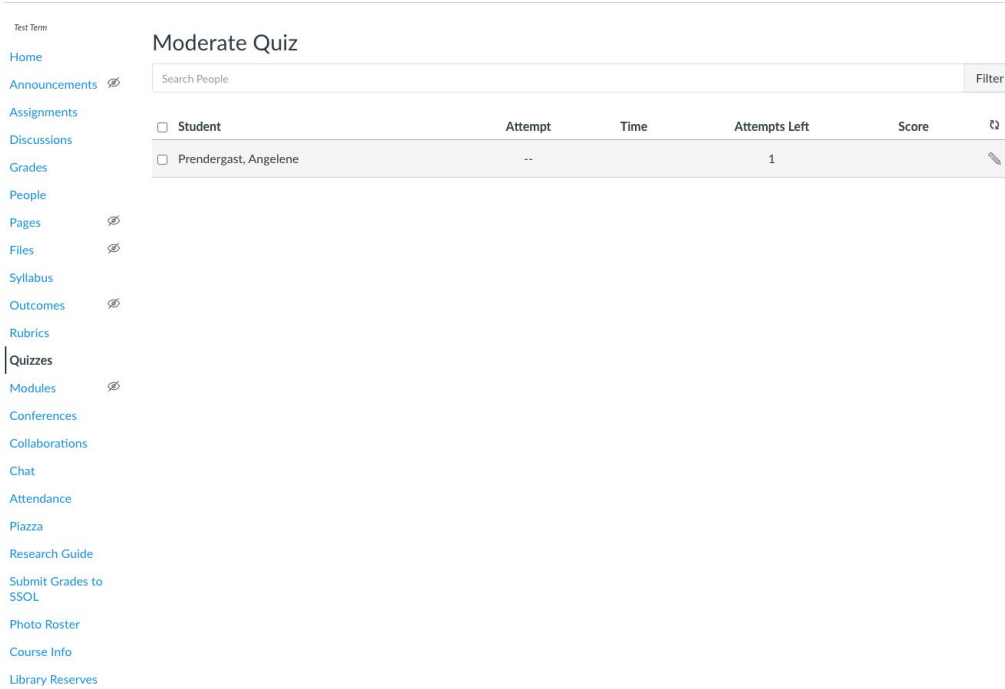
Due	For	Available from	Until
Sep 25 at 10pm	Everyone	Sep 25 at 9pm	Sep 25 at 10pm

Preview

Related Items

- Moderate This Quiz
- SpeedGrader™

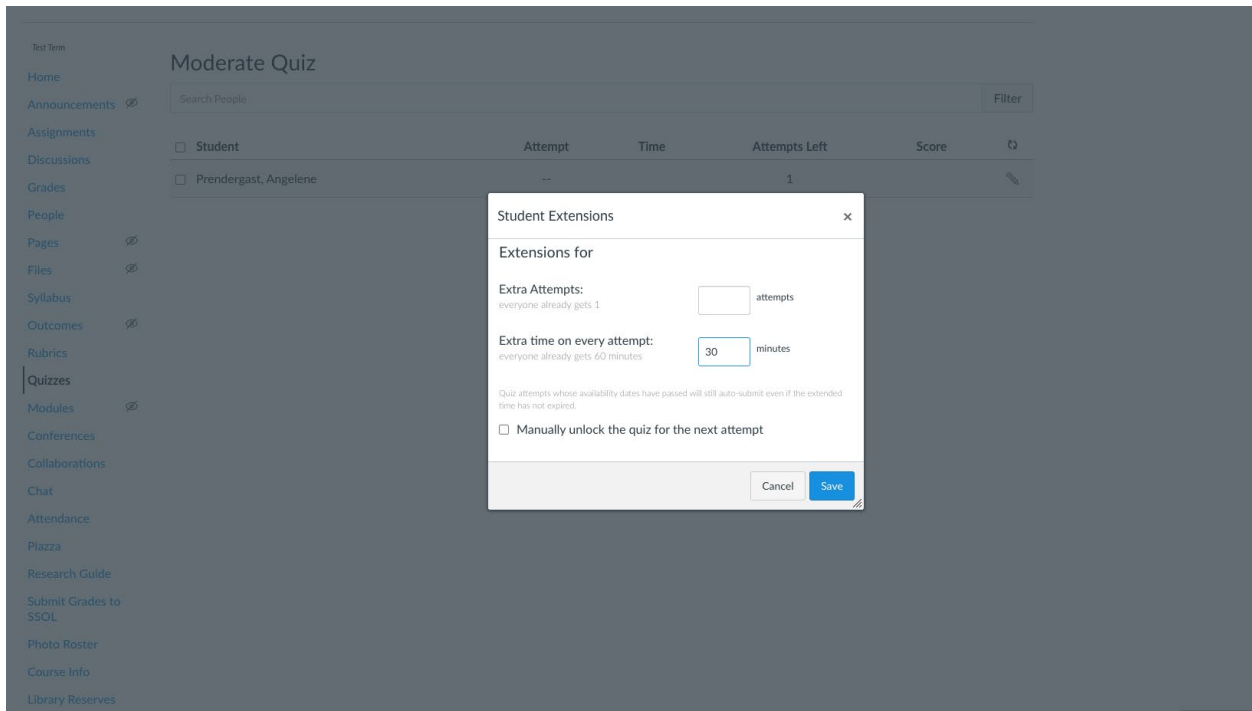
Then, click the **pencil icon** next to the name of the student or students who have extended time accommodations, as seen below.



The screenshot shows a sidebar on the left with navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, Piazza, Research Guide, Submit Grades to SSOL, Photo Roster, Course Info, and Library Reserves. The main content area is titled 'Moderate Quiz' and contains a search bar and a table. The table has columns for Student, Attempt, Time, Attempts Left, and Score. A single row is visible for 'Prendergast, Angelene' with 1 attempt left. A pencil icon is located to the right of the row.

Student	Attempt	Time	Attempts Left	Score
Prendergast, Angelene	--		1	

Once you've clicked on the pencil icon, a box will appear for that particular student. **You'll need to calculate the amount of additional time that the student should receive when they attempt to take the quiz.** More information about timing is below.



The screenshot shows the 'Student Extensions' dialog box overlaid on the 'Moderate Quiz' interface. The dialog box has a title bar 'Student Extensions' and a close button. It contains the following fields and options:

- Extensions for**
- Extra Attempts:** everyone already gets 1. Input field: [] attempts
- Extra time on every attempt:** everyone already gets 60 minutes. Input field: [30] minutes
- Quiz attempts whose availability dates have passed will still auto-submit even if the extended time has not expired.
- Manually unlock the quiz for the next attempt
- Buttons: Cancel, Save

Interpreting Timing for Testing Accommodations:

1.5x extended time: time and a half (e.g. a 3 hour exam would be 4.5 hours long)

2.0x extended time: double time (e.g. a 3 hour exam would be 6 hours long)

Untimed breaks: stop the clock rest breaks; for remote exams, 1/3 of the total exam time is added (e.g. a 3 hour exam would be 4 hours long). Break time should be added in addition to any additional extended time the student may also have, so a student with 1.5x plus untimed break accommodations who is taking a 3 hour exam would have 5.5 hours to complete it.

In the above example, the student has 1.5 x testing accommodations and the quiz is 60 minutes for the rest of the class. **Therefore, this student should receive an additional 30 minutes of testing time in order to be accommodated correctly.**

Once you have completed adding the additional time, this will be indicated as below.

Account
Dashboard
My Courses
Courses
Calendar
Inbox
Help

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Rubrics
Quizzes
Modules
Conferences
Collaborations
Chat
Attendance
Piazza
Research Guide
Submit Grades to SSOL
Photo Roster
Course Info
Library Reserves

CARDS-Test > Quizzes > Test Quiz 1 > Moderate Quiz

Moderate Quiz

Search People Filter

<input type="checkbox"/> Student	Attempt	Time	Attempts Left	Score	
<input type="checkbox"/> Prendergast, Angelene gets 30 extra minutes on each attempt	--		1		

Lastly, you'll need to unpublish the quiz and re-publish it to save your changes.

Click the green check box below to unpublish your quiz. Then click the gray icon that has replaced it to republish, as seen in the second screenshot below.

This screenshot shows the 'Quizzes' page for a course named 'CARDS-Test'. The left sidebar contains navigation options: Account, Dashboard, My Courses, Courses, Calendar, Inbox, Help, and a back arrow. The main content area has a search bar for quizzes and a '+ Quiz' button. Under the 'Assignment Quizzes' section, 'Test Quiz 1' is listed with details: 'Not available until Sep 25 at 9:00pm | Due Sep 26 at 10pm | 4 pts | 4 Questions'. A green checkmark icon is visible to the right of the quiz title, indicating it is published. A 'Course Chat' window is open at the bottom right.

This screenshot shows the same 'Quizzes' page as above, but the 'Test Quiz 1' entry now has a gray icon with a diagonal line through it, indicating it has been unpublished. The rest of the page layout, including the sidebar and search bar, remains identical. The 'Course Chat' window is still open at the bottom right.

Important notes:

- Quiz availability dates still apply when moderating a quiz. If the “Until date” passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired. **Therefore, we recommend extending the “until date” until everyone’s extended time accommodations would be completed.**
- The maximum time you can extend a current attempt is 1440 minutes (24 hours).