Center for Accessibility Resources & Disability Services

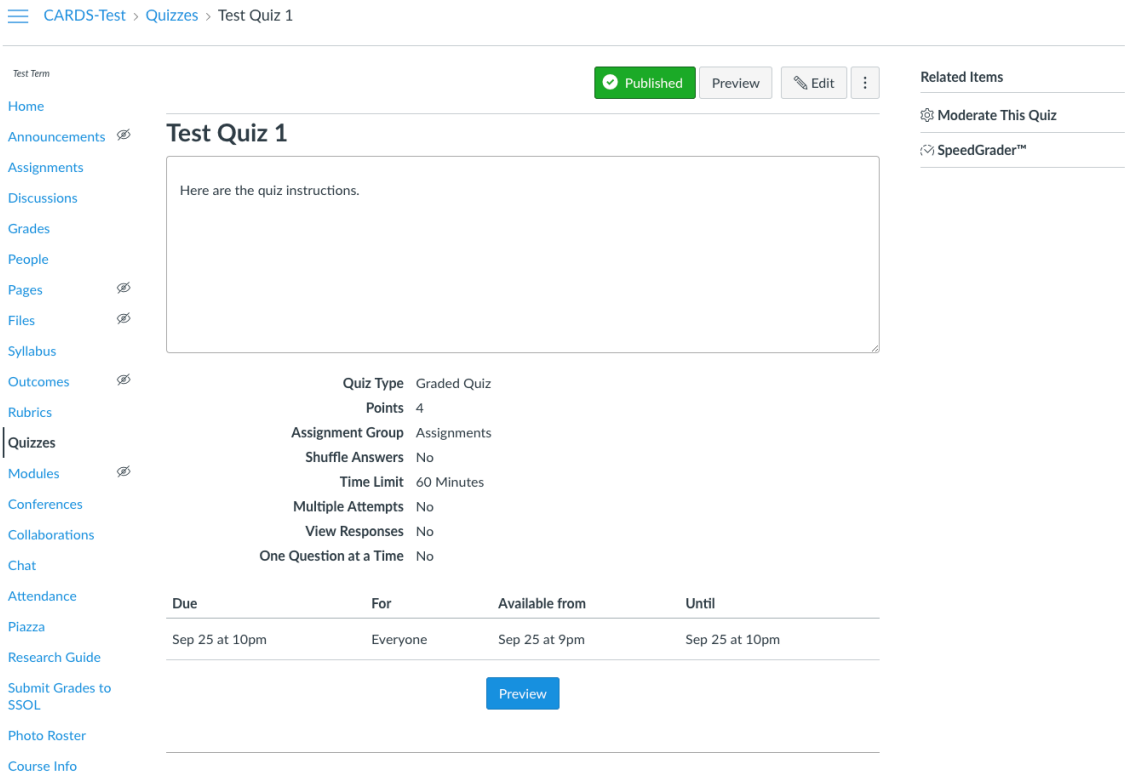
BARNARD COLLEGE

Assigning Additional Time to a Canvas/Courseworks Quiz or Exam

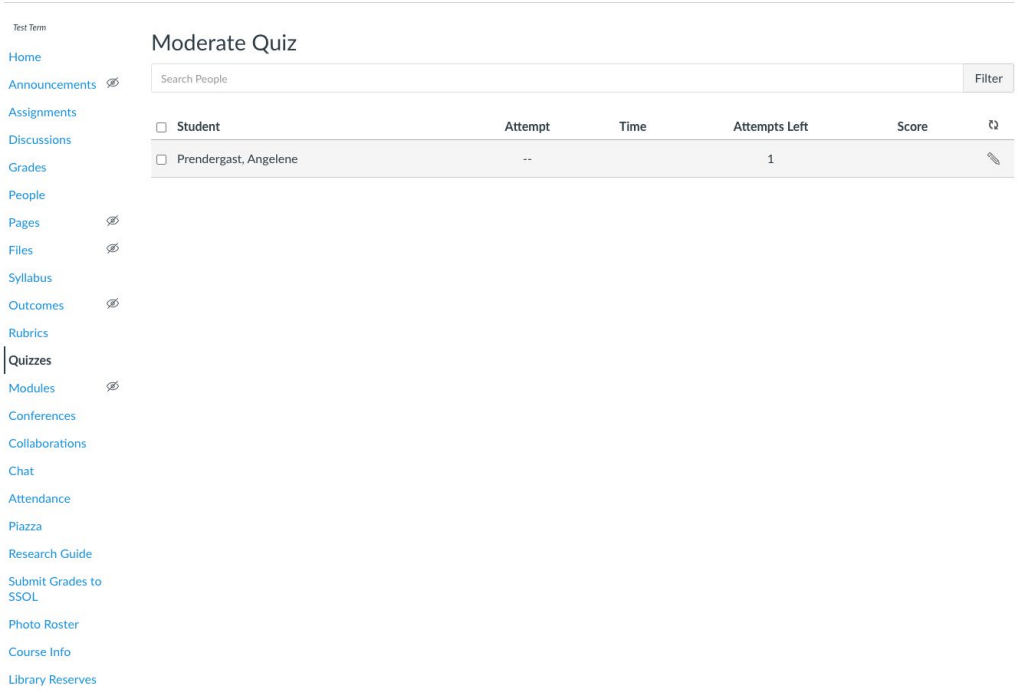
First, make sure that your quiz is published.

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.

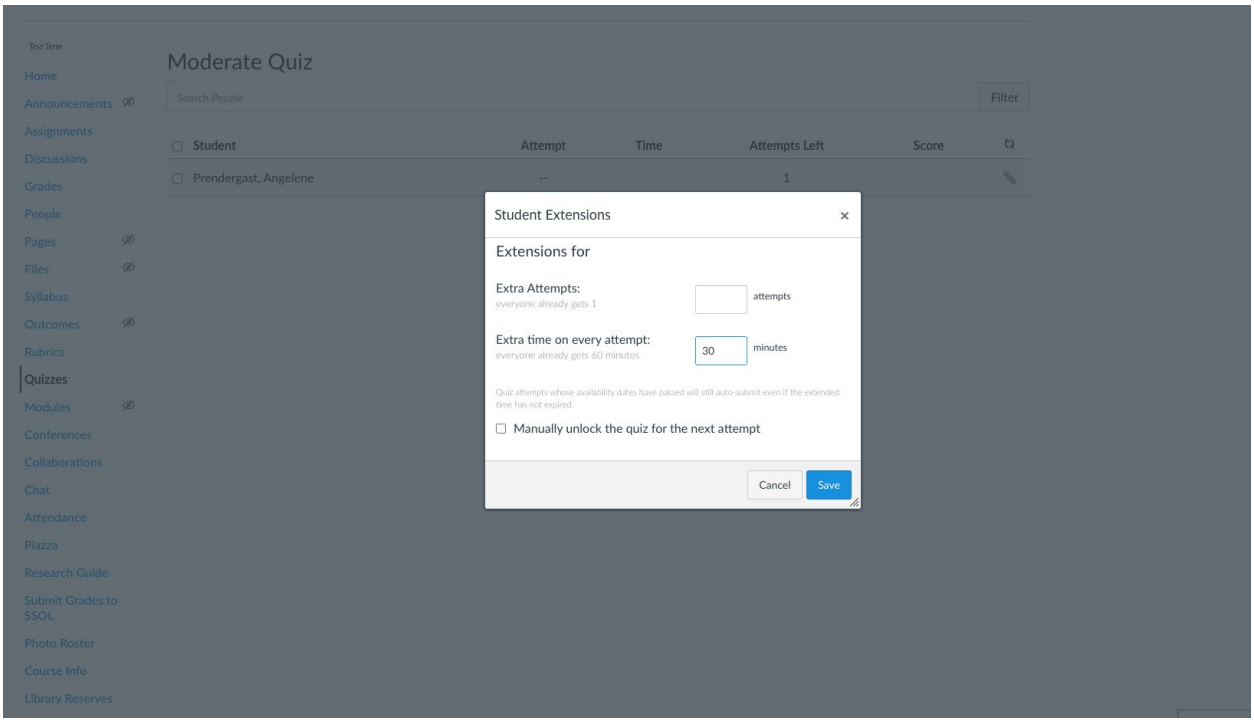
Once your quiz has been published, go to "Moderate This Quiz" as seen below:



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



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.



Interpreting Timing for Testing Accommodations:

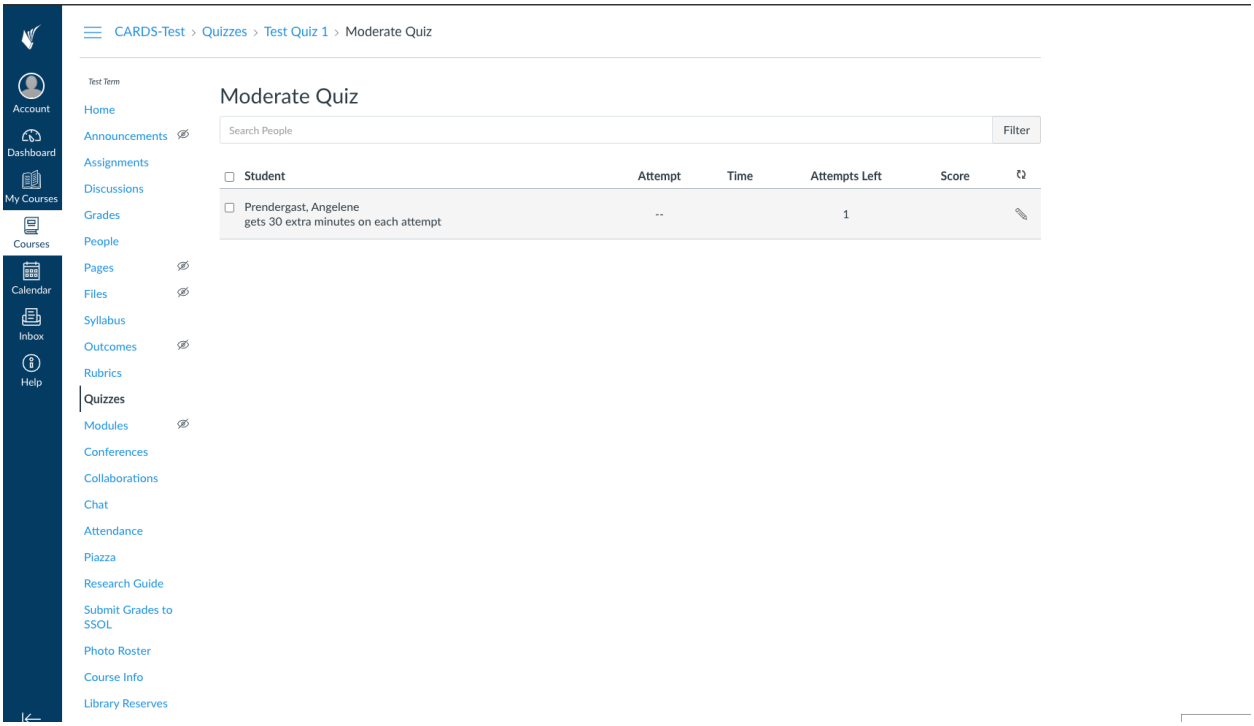
1.5x extended time: time and a half (e.g. a 3 hour exam would be 4.5 hours long)

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.

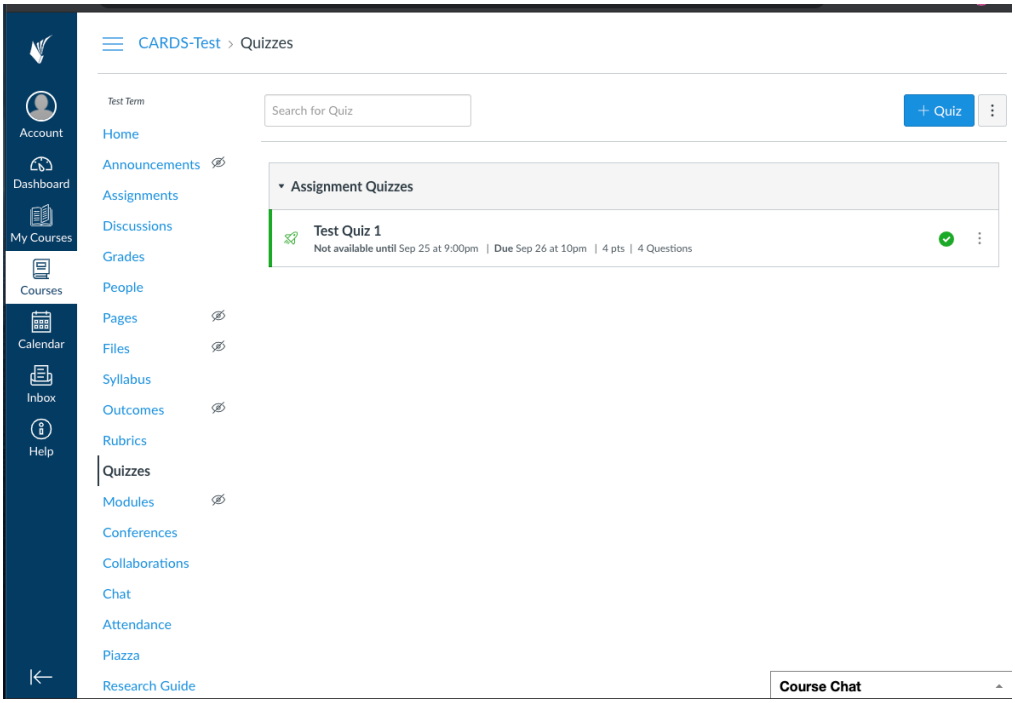
In the above example, the student has 1.5 x testing accommodations and the quiz is 60 minutes for the rest of the class. **Therefore, this student should receive an additional 30 minutes of testing time in order to be accommodated correctly.**

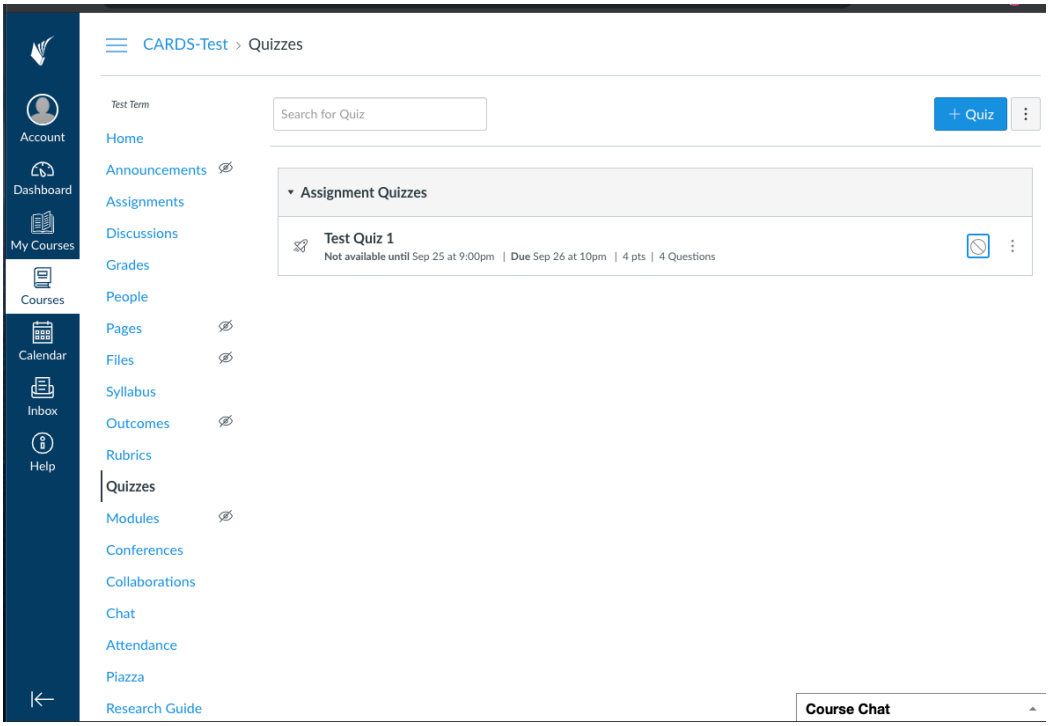
Once you have completed adding the additional time, this will be indicated as below.



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.





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).