



## Configuring Blackboard Test Options for Extended Time Accommodation

One of the most common accommodations provided to students with disabilities is extra time to complete exams. There are two approaches that can be used to provide this accommodation for students taking exams in Blackboard:

### **OPTION 1 - USE A SINGLE EXAM FOR ALL STUDENTS**

The exam will be timed, but it will not be automatically submitted when time runs out. Students will be prompted to Submit when time runs out, but can opt to continue the test beyond the time limit. Students exceeding the specified time limit will be “flagged” in the Grade Center. Students with an extended time accommodation should be told they can continue beyond the regular time limit.

#### **Steps**

Set the test’s options as you deploy the test into a content area within your course, or edit the test options by going to the content area containing the deployed test, clicking the action menu next to the test’s name and selecting the “Edit the Test Options” item. On the Test Options page:

1. Leave the “Force Completion” check box unchecked.
2. Check the “Set Timer” check box.
3. Specify the length of the test using the Hours and Minutes drop-down fields.
4. Leave the “Auto-Submit” radio button set to OFF.
5. Set the remaining test options, such as visibility dates for the test, as normal.

#### **Grading in the Grade Center**

After the test due date, you will need to go into the Grade Center to look for students with a “Needs Grading” icon shown where their test grade would normally appear. Looking at the Grade Center column for the test, you will see:

- Grade – No further action is needed. This indicates the student completed the exam within the allotted time limit and all questions were automatically graded.
- “Needs Grading” icon – This icon indicates one of the following:
  - The test contains essay, short answer or other questions that require the instructor to review them and assign points. If the test contains these types of questions, review each question and assign the appropriate number of points to each.

- That the student exceeded the specified time limit. Check the “Test Information” section at the top of the student’s test. If it is not currently expanded, click the “Test Information” heading and it will expand to show you the details on the student’s test attempt, including time allowed and time taken. Determine if the student exceeded the amount of time they were allowed (i.e. do they have an accommodation or not and, if so, did they finish within the extended time).
  - Exceeded Allowed Time – Follow the grading policy stated with your syllabus. You may deduct points by overriding the automatically tallied grade. Click Submit then override the grade.
  - Completed Within Allowed Time – Click the Submit. The test results should be automatically tallied.

**OPTION 2 - CREATE A SECOND EXAM FOR THE STUDENTS WITH AN EXTENDED TEST TIME LIMIT ACCOMMODATION.**

Each student will either see the exam with the regular time limit or the exam with the extended time limit, but not both.

**Deploying the Regular Time Limit Exam**

After building the exam in Control Panel > Course Tools > Tests, Surveys and Pools > Tests, deploy it to a content area within your course as normal:

1. Go to the content area where the test will be deployed.
2. Select “Test” from the “Create Assessment” menu at the top of the content area.
3. Select the test from the “Add Test” list and click the “Submit” button.
4. When the Test Options page appears:
  - a. Leave the “Force Completion” check box unchecked.
  - b. Check the “Set Timer” check box.
  - c. Specify the length of the test using the Hours and Minutes drop-down fields. Specify the total regular time allowed for students without an accommodation.
  - d. Set the “Auto-Submit” radio button to ON.
  - e. Set the remaining test options, such as visibility dates for the test, as normal.
5. Click “Submit”.
6. From the action menu beside the name of the test, select “Adaptive Release”.
7. In the Membership section on the Adaptive Release page, click the “Browse” button.
8. In the Course Membership page, click the “Go” button to display all students.
9. If you have more than 25 total users (students + instructors + teaching assistants + other users) in the course, scroll to the bottom of the page and click the “Show All” button to see everyone on one page.
10. Check the check box to the left of every student that should see the regular time limit exam.

11. Click the "Submit" button on the Course Membership page.
12. Click the "Submit" button on the Adaptive Release page.
13. The words "Enabled: Adaptive Release" should now appear below the test's name when viewing the content area.

### **Creating the Extended Time Limit Test**

A copy of the regular time limit test can easily be made by:

1. Go to Control Panel > Course Tools > Tests, Surveys and Pools > Tests.
2. From the action menu beside the regular time limit test, select "Copy".
3. From the action menu beside the name of the copy of the test, select "Edit".
4. At the very top of the test, select "Edit" from the action menu beside the test's name.
5. Enter a slightly different name for the test so that you can tell the two tests apart. NOTE: Do not use special characters (e.g. # or &) in the test name. For example, you could name it "Test 2 Extended Time".
6. Edit the test's description and instructions if needed. For example, if you mention how long students will have to complete the test.
7. Click the "Submit" button.
8. Scroll to the bottom of the test and click the "OK" button.

### **Deploying the Extended Time Limit Test**

1. Go to the content area where the test will be deployed.
2. Select "Test" from the "Create Assessment" menu at the top of the content area.
3. Select the test from the "Add Test" list and click the "Submit" button.
4. When the Test Options page appears:
  - i. Leave the "Force Completion" check box unchecked.
  - ii. Check the "Set Timer" check box.
  - iii. Specify the length of the test using the Hours and Minutes drop-down fields. Remember to specify the total time allowed (normal time limit + accommodation).
  - iv. Set the "Auto-Submit" radio button to ON.
  - v. Uncheck the "Include this Test in Grade Center Score Calculations" check box.
  - vi. Set the remaining test options, such as visibility dates for the test, as normal.
5. Click "Submit".
6. From the action menu beside the name of the test, select "Adaptive Release".

7. In the Membership section on the Adaptive Release page, click the “Browse” button.
8. In the Course Membership page, click the “Go” button to display all students.
9. If you have more than 25 total users (students + instructors + teaching assistants + other users) in the course, scroll to the bottom of the page and click the “Show All” button to see everyone on one page.
10. Check the check box to the left of every student that should see the extended time limit exam.
11. Click the “Submit” button on the Course Membership page.
12. Click the “Submit” button on the Adaptive Release page.
13. The words “Enabled: Adaptive Release” should now appear below the test’s name when viewing the content area.

### **Grading in the Grade Center**

After the test due date, you will need to go into the Grade Center to retrieve the grades made by the students completing the Extended Time Limit Test and manually enter those grades into the Regular Time Limit Test column. This is necessary because the Regular Time Limit Test column is included in students’ grade calculations, but the Extended Time Limit Test column is not.

1. Go to Control Panel > Grade Center > Full Grade Center.
2. Locate the column for the Extended Time Limit Test and note the grades for each student completing that test.
3. Locate the column for the Regular Time Limit Test.
4. Locate the cell within that column for an Extended Time Limit Test taker, click on the cell, enter the number grade from the student’s Extended Time Limit Test, and press the Enter key.
5. Repeat step D for all of the Extended Time Limit Test takers.

Note: Any “Needs Grading” icons that you see for tests that have the Auto-Submit option set to ON should indicate that the test contains essay, short answer, or other question types that require the instructor to review and grade those questions.