

SacCT

Creating Extended-Time Tests

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT IS AN EXTENDED-TIME TEST?

An extended-time test is an exception to an existing test, with a different duration (e.g. “time-and-a-half” or “double-time”). This type of test may be administered to students requiring extended time due to special needs (a learning or physical limitation).

You have two options for creating extended-time tests in SacCT. If you are using Respondus LockDown Browser with your original test you should only use option II below to create a new test without the restriction for Respondus LockDown Browser because this software may interfere with the assistive technology used by the student.

- I. Create the Extended-Time Test with Existing Test
→ Use this option when you already have an existing test and the student that needs extended-time can use the same test options, such as one question at-a-time, but with an increase in time available (time-and-a-half or double-time).

- II. Create the Extended-Time Test as a New Test
→ Use this option when you already have an existing test and the student that needs extended-time CANNOT use the same test options. For example, the student needs to take the test with all questions at once instead of one question at-a-time, or the original test uses Respondus LockDown Browser. This option may be necessary due to the use of assistive technology by the student.

I. CREATE THE EXTENDED-TIME TEST WITH EXISTING TEST

- step 1.* Go to the *Content Area* or *Learning Module* page where you already have a link to your test and select **Edit the Test Options** from the drop-down arrow next to the title of the test.
- step 2.* On the *Test Options* page, scroll down to section 3, **Test Availability Exceptions**.

3. Test Availability Exceptions

Click **Add User or Group** to search for course users and groups to add to the exception list. *Timer and Force Completion must be enabled in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

- step 3.* Click **Add User or Group**.
- step 4.* In the *Add User or Group* window, select the boxes to the left of the name(s) of the student(s) or group(s) you want to enable exceptions.

Add User or Group

Search: Any Not Blank

<input type="checkbox"/>	User or Group	User ID or Group Name	First Name	Last Name
<input checked="" type="checkbox"/>		Test Student	Test	Student
<input type="checkbox"/>		presentation group 1		
<input type="checkbox"/>		presentation group 2		
<input type="checkbox"/>		test group 1		
<input type="checkbox"/>		test group 2		
<input type="checkbox"/>		test group 3		

Displaying 1 to 6 of 6 items

- step 5.* Click **Submit**.
- step 6.* Select your options for each column, such as Attempts, Timer and Availability.
NOTE: The availability dates and times for each student or group are independent of the original 'Display After' and 'Display Until' fields.

User or Group	Name	Attempts	Timer	Availability	Force Completion
	Test Student	Multiple Attempts ▾ 2	<input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> Auto Submit	<input type="checkbox"/>	<input type="checkbox"/>

After: |

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until:

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

step 7. Click **Submit**.

II. CREATE THE EXTENDED-TIME TEST AS A NEW TEST

To create an extended-time test as a separate test, you need to complete up to five steps:

- 1) Copy the existing test.
- 2) Edit the name of the new test.
- 3) Create the extended-time test delivery options using the new test.
- 4) Create the adaptive release criteria for the original test and the new extended-time test.
- 5) Optionally, in the Grade Center combine your regular and extended-time columns.

1. COPY THE EXISTING TEST

step 1. In the Control Panel, click the **Course Tools** section header.

step 2. Click **Tests, Surveys and Pools**.

step 3. Click **Tests**.

step 4. Click the down-arrow next to the title of your existing test and select **Copy**. A new test is created with the same name plus a numeric value at the end of the name.

2. EDIT THE NAME OF THE NEW TEST

step 1. In the **Tests** tool, click **Edit** from the down-arrow next to the title of your new test.

step 2. On the *Test Canvas* page, click the down-arrow next to the title of your new test and select **Edit**.

step 3. Type a new name for your test. You may add the phrase “- ext time” or “- ET” at the end of the name. For confidentiality, **DO NOT** include the name(s) of the student(s) who will receive the extended-time test.

step 4. Click **Submit**.

3. CREATE THE EXTENDED-TIME TEST DELIVERY OPTIONS

Since you cannot copy the delivery options from one test to another, it is best to print the delivery options of your original test and then use that printout to enter the same options for the new extended-time test.

- step 8.* Go to the *Content Area* page where you want to add a link to your new test, and select **Test** from the **Assessment** menu.
- step 9.* On the *Create Test* page select the name of your new test from the **Add Test** list.
- step 10.* Click **Submit**.
- step 11.* On the *Test Options* page, select the options you want to deliver the test, including the new test duration in the Set Timer area.
- step 12.* Click **Submit**.

4. CREATE THE ADAPTIVE RELEASE CRITERIA

- step 1.* On the *Content Area* page, click the down-arrow next to the title of your new test and select **Adaptive Release**.
- step 2.* In the *Membership* area, click the **Browse** button next to *Username* to select individual students. Alternatively, you can select a group from the *Course Groups* list.
- step 3.* In the *Course Membership* window click the **Go** button to view your list of students.
- step 4.* Check the box next to the names of the students who need access to the extended-time test.
- step 5.* Click **Submit**.
- step 6.* Click **Submit** at the top or bottom of the *Adaptive Release* page.
- step 7.* Click the down-arrow next to the title of your original test and select **Adaptive Release**.
- step 8.* In the *Membership* area, click the **Browse** button next to *Username* to select individual students who will take the original test. Alternatively, you can select a group from the *Course Groups* list.
- step 9.* In the *Course Membership* window click the **Go** button to view your list of students.
- step 10.* Check the box next to the name(s) of the student(s) who need access to the original test.
- step 11.* Click **Submit**.
- step 12.* Click **Submit** at the bottom of the *Adaptive Release* page.

5. COMBINE YOUR GRADE CENTER COLUMNS (OPTIONAL)

- step 1.* In the Control Panel, click the **Grade Center** section header.
- step 2.* Click **Full Grade Center**.
- step 3.* From the **Create Calculated Column** menu, click **Minimum/Maximum Column**.
- step 4.* Type in a column label – something like “Exam 1 Score”. The column name cannot be the same as your existing and extended-time test column names.
- step 5.* In section 3, *Select Columns*, click **Maximum**.
- step 6.* Click **Selected Columns and Categories** to include in the min/max calculation.
- step 7.* Click the title of the column for your original test from the *Columns to Select* box.
- step 8.* Press the CTRL key on your keyboard and then click the title of your extended-time test. Your two tests columns should now be highlighted.
- step 9.* Click the right arrow between the two boxes to copy the names of the columns you selected to the *Selected Columns* box on the right.

3. Select Columns

To find the maximum or minimum value within the defined set of columns, choose the appropriate calculation option. Choose **All Grade Columns** to include all grade columns in the defined set. If Grading Periods exist, limit the columns included in the defined set by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the defined set, choose **Selected Columns and Categories**.

Calculation Type Minimum Maximum

Include in Minimum/Maximum All Grade Columns All Grade Columns in Grading Period Selected Columns and Categories

All Grade Columns in Grading Period

Columns to Select:

- Quiz 3
- sample 2
- Bb 9 food test
- Sample Quiz score
- Mobile Test
- Mobile Test 3 -question set
- Mobile Test 2
- Extra Credit
- Column Information

Categories to Select:

- Quizzes
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:

- Column: Sample Quiz
- Column: Sample Quiz - ext time

- step 10.* Select **Yes** for the *Calculate as Running Total* option.
- step 11.* In section 4, *Options*, be sure to select **Yes** for ‘Include this Column in Grade Center Calculations’ and ‘Show this column to Students.’
- step 12.* Click **Submit** at the bottom of the screen to save your new combined score column. You can now use this new min/max calculated column in additional calculated columns if you wish.
- step 13.* Click the **Full Grade Center** link in the left navigation.

- step 14.* If you want to hide the individual columns from the students (and hide the detail answers and results from students), click the down-arrow next to your original test column and select **Show/Hide to Users** to hide this column.
- step 15.* If you want to hide the individual columns from the students (and hide the detail answers and results from students), click the down-arrow next to your extended-time test column and select **Show/Hide to Users** to hide this column.