

SacCT

Creating Extended-Time Exams

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT IS AN EXTENDED-TIME EXAM?

An extended-time exam is an exam or quiz based on an existing exam (a copy of it), but whose duration is different (i.e. “time-and-a-half” or “double-time”) than that of the regular, existing exam. This type of exam may be administered to student requiring extended time due to special needs (a learning disability, physical limitations, etc).

To set up an extended time exam (based on an existing exam) in your SacCT course, you’ll need to complete two pieces — 1) Set up the extended-time exam and 2) Set up the release criteria for the exam. A third step, if you use the Gradebook, would be to combine your regular exam and double-time columns into one using a calculated column type.

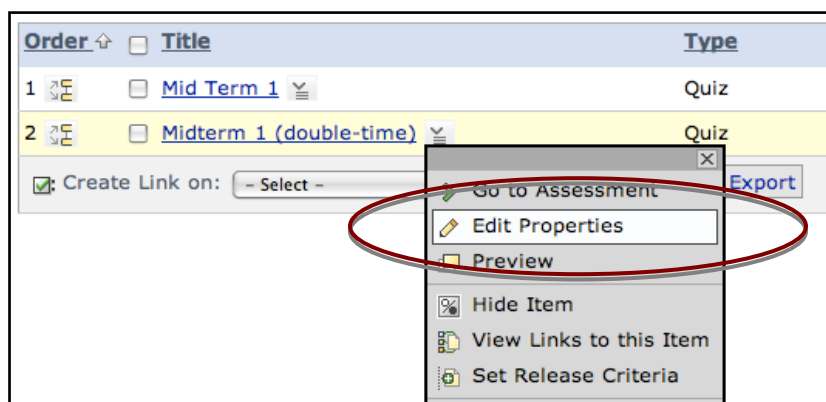
1. CREATE AN EXTENDED-TIME EXAM

BEFORE you complete the steps below, make sure that you’ve completely set up your regular-time exam (properties as well, such as date, duration, results, etc) - you’ll save yourself some time by having it ready.

Set up the Extended-time exam:

- step 1.* Click on the **Build** tab.
- step 2.* Click on **Assessments** on the left.
- step 3.* Click **Create Assessment** at the top.
- step 4.* Type in a title for the exam - something like "Exam 1 - Double Time".
- step 5.* Scroll down to the bottom of the screen and select the option labeled **Base on an existing assessment:**, then choose an existing exam using the drop-down menu.
- step 6.* Check the Gradebook column name to make sure it’s the name you want.
- step 7.* Click **Save** at the bottom.
- step 8.* Click the **ActionLinks** menu to the right of your new exam (you should be on the **Assessments** tab in **Build** mode).

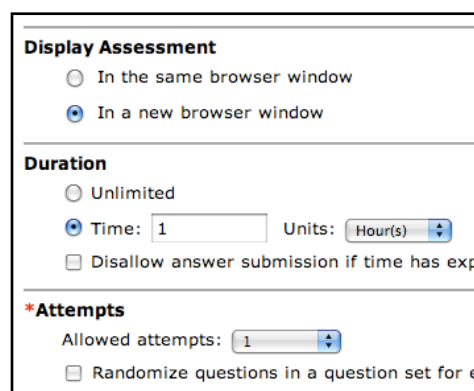
step 9. Choose **Edit Properties** from the menu (see below).



step 10. Select **Show Item** from the **Item Visibility** option.

step 11. Scroll down to **Duration** and change the duration to reflect the extended time (from 30 minutes to 1 hour?).

step 12. Click **Save** at the bottom.



2. PREVENT STUDENTS FROM TAKING THE WRONG EXAM

Set the Release Criteria for the exam:

step 1. Click on the **Build** or **Teach** tab.

step 2. Click on **Assessments** on the left.

step 3. Click the **ActionLinks** menu to the right of your extended time exam title.

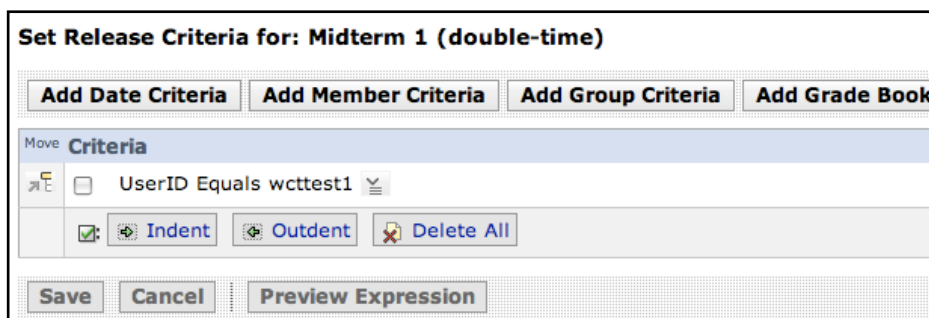
step 4. Choose **Set Release Criteria**.

step 5. Click **Add Member Criteria** at the top.

step 6. Select the name of the student or students who need access to the extended time exam.

step 7. Click **Save** at the bottom.

step 8. Click **Save** at the bottom of the next screen as well.



- step 9.* Click the **ActionLinks** menu to the right of your regular-time exam title (you should be on the **Assessments** tab in **Build** mode).
- step 10.* Choose **Set Release Criteria**.
- step 11.* Click **Add Member Criteria** at the top.
- step 12.* Select the option labeled **Does not equal** at the top of the **Add Member Criteria** window.
- step 13.* Select the name of the student or students who need access to the extended time exam (what you're doing here is preventing these students from accessing your regular-time exam).
- step 14.* Click **Save** at the bottom.
- step 15.* Click **Save** at the bottom of the next screen as well.

3. COMBINE YOUR GRADEBOOK COLUMNS (OPTIONAL)

Combine your Gradebook columns for the two exam versions (regular time and extended time):

- step 1.* Click on the **Teach** tab.
- step 2.* Click on **Gradebook**.
- step 3.* Click **Create Column** at the top, left.
- step 4.* Select **Calculated** from the menu.
- step 5.* Type in a column label – something like “Exam 1 Score” (the column name can't be the same as your existing columns/exam Gradebook column names).
- step 6.* Type in a maximum value for the column in the **Maximum value** box.
- step 7.* Click **Save**.
- step 8.* Click **Grade Book Options** back in your Gradebook.
- step 9.* Choose **Column Settings**.
- step 10.* Locate your new calculated column (probably at the end), and click the ActionLinks menu for that column (the small gray box to the right of the column title).
- step 11.* Choose **Edit Column Formula** from the menu.
- step 12.* Click the **MAX** button on the left.
- step 13.* Click once on the title of the Gradebook column for your regular-time exam from the Select a column to add to your formula box (the title should appear next to MAX).
- step 14.* Click the **Enter Another Value** button on the left.
- step 15.* Click once on the title of the Gradebook column for your extended-time exam from the Select a column to add to your formula box (the column title should appear in your MAX function).
- step 16.* Click the **End Function** button on the left.
- step 17.* Click **Save** at the bottom of the screen.

Edit Formula for: Midterm (final score)

To create a formula for a calculated column, use the functions, numerals, operators and column refer within your formula, use parentheses. As you create your formula, it appears in the preview box. When you have finished creating your formula, click Save.

MAX{[Mid Term 1],[Midterm 1 (double time)]}

SUM
MIN
MAX
AVG
Enter Another Value
End Function

Select a column to add to your formula:

- Grading Form Assignment
- Homework #1
- Journal Topic #2
- Journal Topic for Te
- letter grade
- Mid Term 1
- Midterm
- Midterm 1 (double time)
- New topic
- Paragraph Quiz
- Peer Review Testing
- Peer Review Testing 7
- Percentage

() +
7 8 9 -
4 5 6 *
1 2 3 /
0 .

Undo **Clear All**

- step 18.* Check the boxes above the column labels for BOTH your regular-time and extended-time exams (Back on the Column Settings screen, which you should be at after clicking Save above). The boxes you need to check are checkboxes located in the very top row of your Gradebook Column Settings.
- step 19.* Click the **Do Not Release** button at the bottom (with this step, you've hidden your two exam columns from your students, but are showing them the column that contains their score for their exam – regardless of whether or not they've taken the regular-time or extended-time exam).