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.

![Test Availability Exceptions](image)

**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](image)

**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.
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.

**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.