

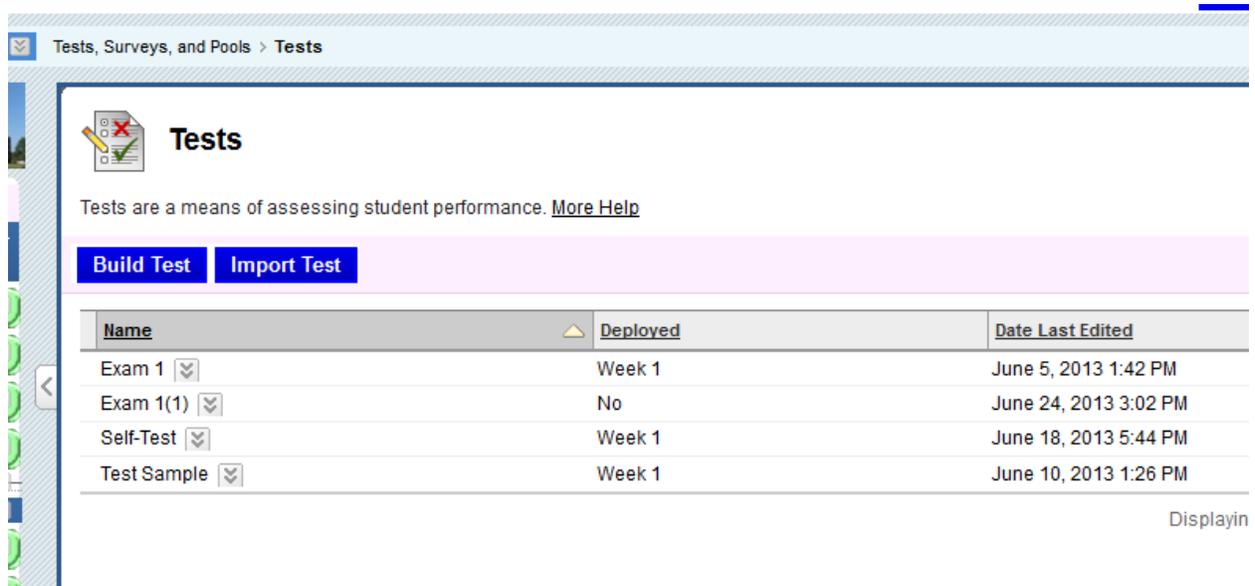
## Providing Extended Time for Exams in Blackboard 9.1

Some students registered with Disability Services have access to extended time on in-class and web-based exams as an accommodation. Since it is not possible to provide individualized test settings for online exams, a separate test will need to be created for students who need access to extended time on online exams and quizzes.

To create a duplicate exam in Blackboard 9.1, you need to first create a copy of the exam using the “Test, Surveys, and Pools” tool. The duplicate exam must then be deployed in the course with Adaptive Release applied, so that only specific students can access it.

### Step 1: Create a copy of exam

1. From the Control Panel, click Course Tools>Tests, Surveys, and Pools>Tests.
2. Select the Action Link (Down Arrow) next to the exam to be copied.
3. Select Copy. A new exam is created with a (1) added to the name.



Tests, Surveys, and Pools > Tests

**Tests**

Tests are a means of assessing student performance. [More Help](#)

**Build Test** **Import Test**

Name	Deployed	Date Last Edited
Exam 1	Week 1	June 5, 2013 1:42 PM
Exam 1(1)	No	June 24, 2013 3:02 PM
Self-Test	Week 1	June 18, 2013 5:44 PM
Test Sample	Week 1	June 10, 2013 1:26 PM

Displayin

4. Change the name but do not include the student's name in the title, in order to comply with FERPA requirements. For example, if you are copying "Test1," then title the new copy "Test1A" or something similar that does not identify the student or communicate that the exam has extra time.

## Step 2: Deploy duplicate exam in course

5. Go to content area where the original exam is deployed.
6. Select the "Assessments" button from the Action Bar.
7. Select "Test". Add duplicate exam by highlighting title, then select Submit.

Content > Week 1 > Create Test Edit Mode is: ON

### Create Test

Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. [More Help](#)

Cancel Submit

#### 1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test

Add Test

-- Select Test Below --  
Exam 1(1)

#### 2. Submit

Click Submit to add this Test. Click Cancel to quit.

Cancel Submit

8. Adjust availability and timer settings, hit submit.

## Step 3: Add Adaptive Release settings

1. Select the Action Link next to the deployed exam.

2. Select “Adaptive Release” from drop-down menu.
3. Add the student(s) Username to #3 Membership Criteria, hit submit. You do not need to adjust the Date, Grade, or Review Status criteria. The exam is released only to those added via the Membership Criteria setting in Adaptive Release.

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**1. Date**

Setting a Date criterion for this item will restrict the dates and times of the visibility of this item.

Choose Date

Display After

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

Display Until

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

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**2. Membership**

This content item is visible to all users until a Membership criterion is created. Users must be specified in the Username list or must be in a selected Group.

Username

Enter one or more Username values or click Browse to Search. Separate multiple Username values with commas.

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**3. Grade**

This content item is visible to all users until a Grade criterion is created. Possible points for a Grade Center grade or calculated column are listed in brackets beside the column name. The score entered must be numeric.

Select a Grade Center column

Select Condition

User has at least one attempt for this item  
An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited.

Score  Percent

Score  Percent Between  and

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**4. Review Status**

**Things to consider:**

Following this method, two copies of the exam will be visible to the student with the accommodation. You will want to be sure the student knows which exam to take, or you can use Adaptive Release to make the original exam available only to those students who will be taking it.

By creating the duplicate exam and deploying it in the course you now have two grade columns in your Grade Center. We recommend hiding the duplicate exam column from students

and excluding it from Grade Center calculations. Any scores recorded in that column would then need to be manually added to the regular exam column. By making these changes you ensure all students are viewing results from the same column and your Calculated Columns will be accurate.