How to Allow More Time on a Quiz or Test for Selected Students

Sometime an instructor needs to provide additional time to take a test for students requiring that as an accommodation (as directed by the WVU Office of Accessibility Services). For the current version of eCampus, instructors need to make 2 copies of each test or quiz and modify the settings and visibility for each copy.

Make a Copy of a Test

1. Under Course Management, click on Course Tools to expand the list.
2. Click on Tests, Surveys, and Pools. You will see 3 choices on the right hand side:
3. Click on Tests from the list of choices. You will then see something like:
4. Hover your mouse over the desired test. Click on the round option button that appears
5. Choose Copy from the list of choices.
6. You now have 2 copies of the same test:

![Test Table]

<table>
<thead>
<tr>
<th>Name</th>
<th>Deployed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test One</td>
<td>No</td>
</tr>
<tr>
<td>Test One(1)</td>
<td>No</td>
</tr>
</tbody>
</table>

**Rename the Copied Test (optional)**

7. Position your mouse over the copied test and click on the round option button:

![Test Options]

8. Choose **Edit** from the list of choices.

9. Click on the round option button next to the test name at the top and choose **Edit**:

![Test Options]

10. Modify the name of the test and click on the blue **Submit** button:

![Test Information]

Alternatively, you can rename the link to the new test when you deploy it.

**Deploy a Test**

11. Navigate to the content area folder or learning module where you wish to make the test visible to students.

12. Click on the **Assessments** menu and choose **Test** from the list:

![Assessment Menu]
13. Choose the test from the list of available tests to add:

14. Click on the blue Submit button.

15. Select the desired test options. All options should be the same as the ones you selected for the original test except you should allow more time as required for accommodations (50% more time, twice as much time, etc.). Do not make a New Announcement for the copied test.

16. Click on the blue Submit button.

17. You will now see something like:
Create 2 Groups

The easiest way to selectively reveal a test or content to more than 1 student is to create groups. In this example, we will create a group of the students who get the usual amount of time for a test and a group for those who get the same amount of extra time (e.g., 50% more time means they will get 45 minutes for a 30 minute test).

18. Under Course Management, click on Users and Groups.
19. Click on Groups.
20. Click on Create Single Group.
22. Give the group a name and choose “No” for Group Available. You do not want the students to know who is in their group.
23. Uncheck all of the tools. Uncheck “Allow Personalization”.
24. From the list of students under Membership, click on the Select All button.
25. Click on the > button to move those individuals to the right side.
26. Now click on those individuals who need more time and click on the < button to move them back into unselected status. Also remove the instructors and the Demo User.

27. Click on Submit.

28. Repeat steps 18-26 to create the second group.
   This time, select only those students who need more time and move them to the right.

29. When you are done, you will see something like:

   Make sure you see “No” in both the Self-Enroll and Available columns – if not, click on the option button next to a group name and choose Edit.
Modify Adaptive Release Settings to Control Visibility

Now you have to set the 2 tests so that only the appropriate students see each one.

30. Return to the content area, folder, or learning module that contains the 2 tests.

31. Click on the option button next to the original test name and choose Adaptive Release.

32. The Date criteria will come from the test options. If you recently have modified the dates in the test options, make sure that the dates agree here. Do not try to change the test availability via adaptive release. Most of the time you will leave this setting alone.

33. Membership: choose the individuals or group that should see this test.
   a. Individuals: Click on the Browse button to select an individual student or you can manually enter a student’s username (MyID). This is easy for the few students who need to see the more time version. However, if you don’t want these students to see the other copy of the test, you will have a lot of students to select one by one when setting the adaptive release criteria on the original test.
   b. Group: Select the group from the left box then click on the > button to move that group name into the selected items box.
34. You will get a warning about the date criteria also being present.

35. Click on OK to continue.

36. Repeat steps 30-35 for the copied test and choose the different group.

37. When you are done, you will see:

38. The students in each group will only see one test, during the availability dates.

Dealing with Grade Center Issues

You will end up with 2 grade center columns for each test and by default, all students will see both test columns in their “my grades” area.

One alternative is to manually copy the points from the “more time” version into the original version’s column and making only that grade center column visible to all students, hiding the “more time” columns. However, then the students who took the longer version of the tests cannot review their attempts. If you plan to keep all results hidden from all students such as the correct answer and submitted answer, revealing only the scores, then this technique might work okay for you. In this scenario, you would go over the test some other way such as via a discussion, a recorded mini-lecture, or in a face to face class so students could learn from the assessment.

If you are grading based on a total number of points, you risk having too many points as the maximum possible. You might want to create a more customized “total points” column where you use the maximum of each of the 2 columns as input into the total. You can create a maximum column in the grade center by using the Create Calculated Column menu and selecting Minimum/Maximum Column (see next page). You can create a new total column from the same menu.
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Creating a Maximum Points Column
Create Calculated Column > Minimum/Maximum Column

Creating a New Total Column
Create Calculated Column > Total Column

You can select both individual items such as your new “max” columns and all the items in selected categories.