

Extend Exam Time to Accommodate Special Needs

If you need to extend the allotted time on an exam to accommodate a student with special needs, the first thing you must do is add an Environmental Variable:

1. In your course, go to the **Management Tab > Environment Variables** (in the **Course Settings** nugget).
2. Click **Add a Variable**.
3. For the **Variable Name**, type **TEAMACCESS_DISPLAY** (all caps with underscore and no spaces).
4. Type **2** in the **Variable Value** box.
5. Click **Save**. Then click **Exit Course Variables**.

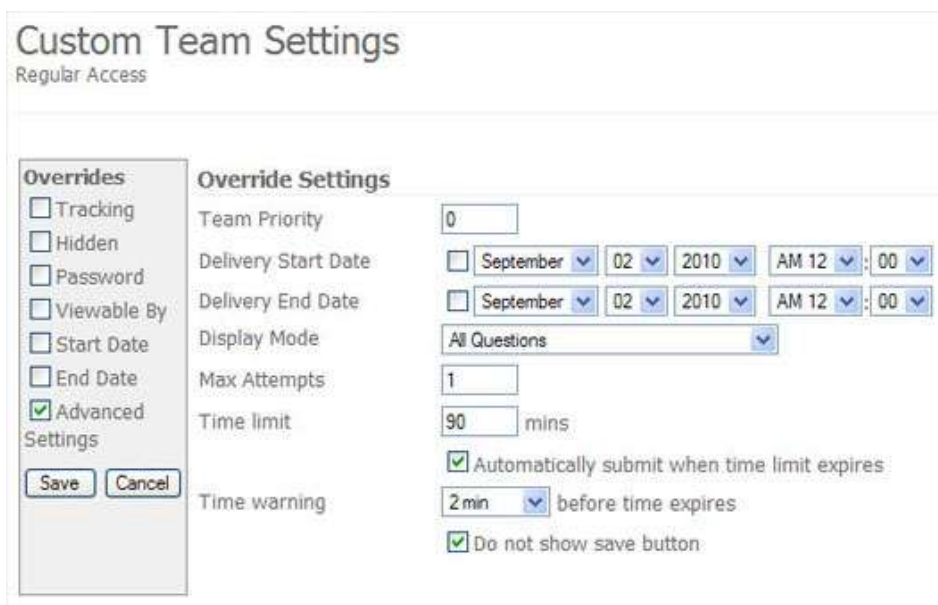
Next, you need to create 2 Teams:

1. Go to **Management Tab > Teams** (in the **Course Management** nugget).
2. Click **Add a Team**.
3. Name the first team something like “**Extended Exam Time**” (so you will recognize it). Then click **Save**. When roster names appear, select the student for whom you are extending the exam time. Then click **Add Selected**. A small blue “person” icon will appear next to the name. Click **Done**.
4. Create another team named “**Regular Exam Time**.” Click **Save**. Select and add all of the other students to this team. (Do not include the student getting extended time.) Click **Done**.

The last step is to go to the **Lessons** tab and locate the Exam for which you want to extend the time. *(Note: You can use this team setup to extend time on other exams throughout the semester. Just repeat the steps below to extend time on any exam.)*

1. For the exam, go to **Settings > Access** tab.
2. Go to **Team Access** and use the drop-down menu to choose **Selected Teams**.
3. You will see the 2 new teams you created in the Team List. Click on the **Extended Time** team to setup the custom settings.
4. A **Custom Team Settings** window will pop up. (See the screenshot below.)

5. Check the box for **Advanced Settings**. Some other options will now appear.
(see screenshot below)
6. Do NOT change the settings for **Team Priority**, **Delivery Start Date**, **Delivery End Date**, or **Display Mode**.
7. Check the setting for **Max Attempts**. You may need to re-specify the number of attempts allowed (if you were allowing more than 1).
8. Type a new value for **Time limit**. (Example: If Time limit for Regular Exam is 60 minutes, and the student needs “time-and-a-half,” type **90** in the **Time limit** box.)
9. Check the box that says “Automatically submit when time expires.” Choose a time warning if you want one.
10. Check the box that says “Do not show save button.”
11. Click **Save** to close the **Custom Team Settings** window.



Custom Team Settings
Regular Access

Overrides	Override Settings
<input type="checkbox"/> Tracking	Team Priority: 0
<input type="checkbox"/> Hidden	Delivery Start Date: <input type="checkbox"/> September 02, 2010 AM 12:00
<input type="checkbox"/> Password	Delivery End Date: <input type="checkbox"/> September 02, 2010 AM 12:00
<input type="checkbox"/> Viewable By	Display Mode: All Questions
<input type="checkbox"/> Start Date	Max Attempts: 1
<input type="checkbox"/> End Date	Time limit: 90 mins
<input checked="" type="checkbox"/> Advanced Settings	<input checked="" type="checkbox"/> Automatically submit when time limit expires
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	Time warning: 2 min before time expires
	<input checked="" type="checkbox"/> Do not show save button

12. Then click **Save** again before you close the exam **Settings**.
13. **IMPORTANT:** Be sure that both teams are checked (in Settings > Access tab) after you put in the custom team settings for “**Extended Exam Time**” team. The regular settings will apply to the “**Regular Exam Time**” team. Both teams must be checked for both teams to have access to the exam.
14. If you want to confirm that the setup is working, click on the glasses icon to preview the exam. Before clicking **Begin Preview**, select the “**Extended Exam Time**” team. Go to **Lessons** and open the exam as if you are going to take it – it should say how many minutes are allowed to take the exam.