How to Provide Students with Extra Time for Tests (Disabilities)

1. In your Blackboard Learn course create a duplicate test (or a test that measures the same competencies).

2. You can do this in the Tests, Surveys, and Pools. Once you have done so the new test will show up in the Create Test dialog box (Assessments>Test).

3. With the new test created, you should make sure both tests are unavailable to students until you are done making changes. You can make this change in the Test Options>>Test Availability.
4. While in the Test Options for Test B (the extra time test), set the time to 150% or one and a half times the standard time.

5. Using the test’s action link to get to the Adaptive Release page.

6. Set the membership in the adaptive release on Test A (the main test). Add all students except the student who needs the extra time. More detailed information is shown in the video.

7. Remove any dates shown on the adaptive release page.
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8. Using the action link set membership in the adaptive release on Test B. Add only the student needing the extra time. It is also a good practice to add your test student so that you can verify that the extra time student has everything needed. More detailed information is shown in the video.

9. Remove any dates shown on the adaptive release page.

10. Once adaptive release is set on both tests, make both tests are available in the test options. If you would like to establish dates, you should also add them in the test options.
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Note that in using this method, you will need to manually transfer the extra time student’s grade to the main test grade center column in order for an already established calculated columns to work.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Last Access</th>
<th>Test A</th>
<th>Test B (extra time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Test</td>
<td>September 17, 201</td>
<td>--</td>
<td>95.00</td>
</tr>
</tbody>
</table>