

What this guide covers:

- [Who gets extra time with an Access Plan?](#)
- [How to extend the time for students who do get extra time](#)
- [Students permitted a break in the middle of the exam](#)

Terms used in this guide

Exam hour: this refers to the 'normal' number of hours traditionally applied to the exam.

Additional hour: this is the additional Covid-19 hour applied to every exam, regardless of whether a student has an Access Plan.

Extra time: this is the extra time per exam hour students are entitled to who have an Access Plan.

This is a student link to [alternative exam arrangement for students with an Access Plan](#) from the Campus Central.

Who gets extra time with an Access Plan?

The [Access and Inclusion Team](#) will work with students who have Access Plans to review any adjustments needed for the final assessment. These adjustments may include extra time in the exam above the Extra Hour, or a change to the final assessment.

Consider a situation where a student with an Access Plan is sitting an exam, traditionally 2 hours, now 3 hours in duration.

The student's Access Plan allows for them to have an extra 20 minutes per exam hour. Following review of the student's Access Plan, the SEU concludes that the student will require the additional 20 minutes per hour to complete the exam above the additional (Covid-19) hour.

In this example, the student will be allocated 3 hours and 40 minutes to complete the exam (2 hour exam + 1 hour extra (Covid-19) + 2x20 min Access Plan = 3 h 40 min).

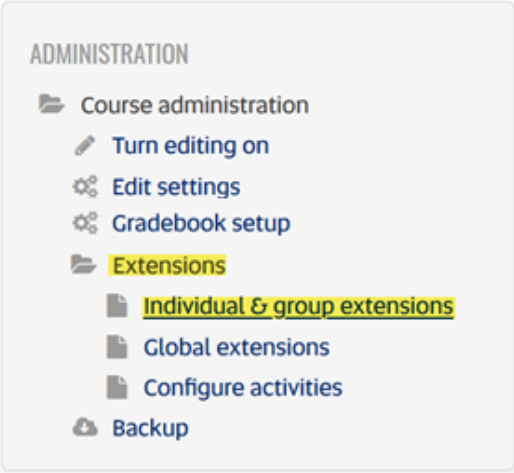
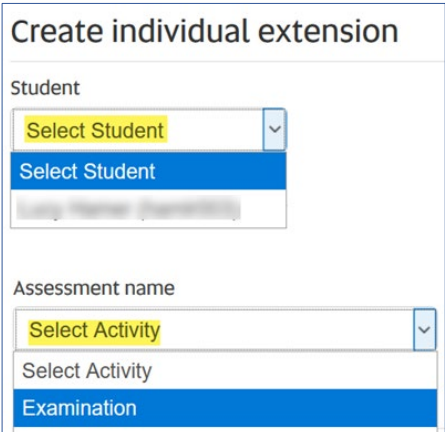

How will I know if a student is to receive extra time?

Where a student's Access Plan has additional requirements, the Access & Inclusion Team will be in contact with you in due course to discuss. If you have any questions in relation to students who have Access Plans that require alternative assessments within their course, please contact Access and Inclusion at inclusion@unisa.edu.au

How to extend the time for each student with extra time

Your exam must be visible in order to apply the Extension otherwise it will not display in the drop-down list. Temporarily unhide it, apply the Extension and then hide it again if you wish.

You can keep the quiz link unhidden because students can't access the actual quiz until the Start Date and Time.

<p>Select Extensions then Individual & group extensions in either the Administration or Course Essentials block.</p>	
<p>Select the student with the Access Plan under Select student.</p> <p>Select the Examination under Select Activity.</p>	
<p>Select the Enable checkbox for Extension date. Edit the end time to allow the extra time.</p> <p>Select the Enable checkbox for Time extension. Select the extra time from the drop-down menu.</p>	

Students permitted a break in the middle of the exam

We recommend if the break is for an extended period, e.g. 30 minutes or more, you create two Exam quizzes as Part 1 and Part 2. This means the student will be unable to see questions in Part 2 until the Start Time and therefore can't check questions ahead of time.

You may need to liaise with Access and Inclusion and Exams and Results regarding the amount of break time a student is permitted as this will need to be reflected in the Close Time of Part 1 and the Start time for Part 2. Will you add the additional (Covid-19) hour to just one part of the exam or add 30 minutes to each? Remembering you also need to add the Extra time permitted under the Access Plan.

An example:

Your original exam is 2 hours plus the additional 1 hour and a student has extra time permitted under their Access Plan of 1 hour, so the actual exam time is 4 hours. If the student requires a 1 hour break in the middle you will need to account for a total of 5 hours. You have decided to simply halve the total time.

Part 1 Start Time is 9am and Close Time will be 11am.

Part 2 Start Time is therefore 12pm and Close Time will 2pm.

Here's what you need to do:

1. Determine how the exam will be split into two parts. This is not a technical decision but one that depends on the student's needs and the logic of your exam.

Note: You're going to repeat the following steps for Part 1 to create Part 2.

2. Create a new Exam quiz which will be formative.
3. Edit all the settings and add all the contextual information as per your original exam (see separate guide, **Create an Online exam**) BUT adjust the **Close Time** to end Part 1 based on your decision on how to split the exam.
4. Make sure the **Time limit** correctly reflects the Start and Close times.
5. Add a **Restriction** for the student so only they can access this exam.
 - a. Have the student's ID number
 - b. Under **Restrict access** select **Add restriction**
 - c. Choose **User profile**

- d. In **User profile field** choose **ID number**



The screenshot shows a 'Restrict access' configuration window. Under the 'Access restrictions' section, there is a row for 'Student' with a 'must' dropdown. Below this, a 'User profile field' dropdown menu is open, showing options: 'Choose...', 'Address', 'First name', 'ICQ number', 'ID number' (highlighted in blue), and 'Institution'. An orange arrow points to the 'ID number' option. To the right of the 'User profile field' dropdown is a 'Choose...' dropdown, followed by an 'is equal to' dropdown, and a final 'ID number' dropdown. An 'Add restriction...' button is located at the bottom of the window.

- e. Add the **ID number** in the final field
- f. Select **Save and return to course**
6. Add the questions for Part 1 to the quiz.
7. Repeat for Part 2.