Special Accommodations for Online Tests

If you have students requiring extended testing times for online assessments, please see the following instructions explaining how to set up these accommodations within Sakai.

1. You will need to create two groups within your course site. One group for those requiring accommodations and one group for those students not needing accommodations. To do this select “Site Info” then “Manage Groups.”

2. Then select “Create New Group.” Now fill in the title of the group and the description – be aware that the group names will be visible to students, so do not use student names. Then select group members requiring accommodations by highlighting their names and clicking the right arrow to move the name into the new group.
3. Repeat the previous step to create the second group containing those students that do not require special accommodations. Your two groups are now ready.

4. Next, go to the Tests & Quizzes tool. (These steps assume that the test or quiz you plan to give has already been created.) Navigate to the working copy of your test or quiz, and select “Settings” from the drop down menu.

5. On the Settings page, scroll down to the section titled “Assessment Released To,” then choose “Selected Groups” and check the box next to the group requiring special accommodations. Continue scrolling down to the section titled “Timed Assessment” and enter the extended time needed to accommodate the student(s).

6. Save the settings for this assessment then go back to the drop down menu of the assessment and select “Duplicate.”

7. After duplicating the assessment go back into Settings and repeat step 5 to select the second group of students and alter the time to reflect a time not requiring special accommodations.