

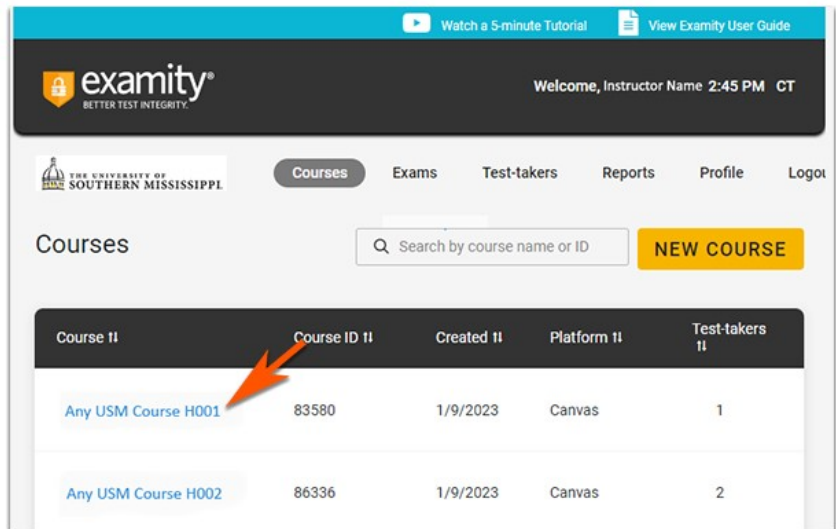
## Examity – Adding Extra Time for Students with Accommodations

It is important to provide all proctors notice of each student who requires extra time to complete the test.

- The process requires setting up the extra time on the Canvas Quiz, by using the [Moderate Quiz](#) option.
- Notice must be sent to [Vanessa.McCullum@usm.edu](mailto:Vanessa.McCullum@usm.edu) for those students who need extra time and choose to schedule with an in-person proctor.
- These instructions will walk you through the process to add Accommodations for a student through your Examity Dashboard.

Under the Courses link located to the right of the Southern Miss logo,

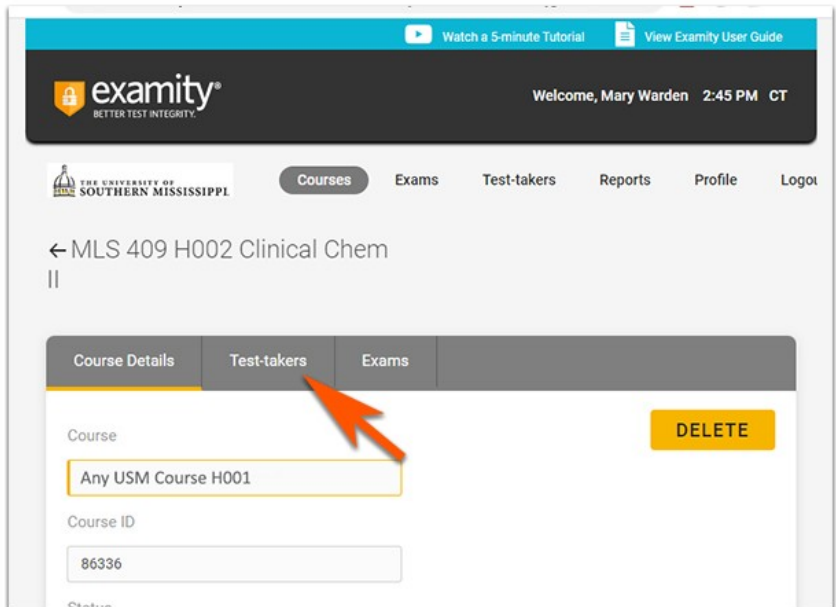
- Click the name of your course which has the student who will need accommodations.



The screenshot shows the Examity dashboard for The University of Southern Mississippi. The user is logged in as an instructor. The 'Courses' tab is selected, displaying a table of courses. An orange arrow points to the first row of the table.

Course ID	Course ID	Created	Platform	Test-takers
Any USM Course H001	83580	1/9/2023	Canvas	1
Any USM Course H002	86336	1/9/2023	Canvas	2

- Click the Test-Takers tab.



The screenshot shows the Examity dashboard for The University of Southern Mississippi. The user is logged in as Mary Warden. The 'Test-takers' tab is selected for the course 'MLS 409 H002 Clinical Chem'. An orange arrow points to the 'Test-takers' tab.

← MLS 409 H002 Clinical Chem

Course Details | **Test-takers** | Exams

Course: Any USM Course H001 [DELETE]

Course ID: 86336

Status:

- In the new window, find and click the name of the student who requires accommodations.


The screenshot shows the Examyty interface for 'THE UNIVERSITY OF SOUTHERN MISSISSIPPI'. The user is logged in as 'Mary Warden'. The course is 'MLS 409 H002 Clinical Chem'. The 'Test-takers' tab is active. A table lists test-takers with columns: Test-taker ID, Email ID, Profile ID, Status ID, Accommodation, and Exceptions ID. Two students are listed: 'Demo Student1' and 'Demo Student2'. An orange arrow points to 'Demo Student1'.

Test-taker ID	Email ID	Profile ID	Status ID	Accommodation	Exceptions ID
Demo Student1	[redacted]@usm.edu	Complete	Active	-	-
Demo Student2	[redacted]@usm.edu	Complete	Active	-	-

Your Examyty Dashboard is now showing the specified student's information.

- Click the Courses tab.

The screenshot shows the 'Test-taker Details' for 'Demo Student1'. The 'Courses' tab is selected. The details include: ID, User Accommodations (No), Email Address, Platform (Canvas), Phone Number, Timezone (North America / Central Time), and Scheduling Exceptions. A photo of the student's ID card is shown on the right. An orange arrow points to the 'Courses' tab.

ID	User Accommodations	
[redacted]@usm.edu	No	
Email Address	Platform	
[redacted]@usm.edu	Canvas	
Phone Number	Timezone	
+ 1 [redacted]	North America / Central Time	
Scheduling Exceptions		

This brings you to the section of your Examity Dashboard where you can make edits to your course or course.

- Click the Pencil icon

The screenshot shows the Examity dashboard for 'Demo Student1'. At the top, there are navigation links for 'Courses', 'Exams', 'Test-takers', 'Reports', 'Profile', and 'Logout'. Below this, there is a 'Test-taker Details' section with a 'Courses' tab. A table lists three courses: 'Any USM Course H001' (Course ID: 62792), 'Any USM Course H002' (Course ID: 70946), and 'Any USM Course H003' (Course ID: 86336). Each course has a 'Status' of 'Active' and an 'Accommodations' column with a pencil icon. A red arrow points to the pencil icon for 'Any USM Course H001'. A 'MANAGE COURSES' button is visible in the top right corner of the table.

The Course Accommodations interface will show the specified student's name. Click the arrow pointing at each option to best understand the varying possibilities.

The most common accommodation is adding extra time.

- Click the arrow next to time to expand the options.
- Click the box next to "Extra time."

Enter only the extra time increments. For instance, your students are allowed 1hr to complete the test. The accommodation for this student is time and a half. You would then enter for 30 minutes.

- Click to Save.

The student will then be allowed an extra 30 minutes for all proctored tests in your course.

The 'Course Accommodations' modal window displays the following information:

- Student: Demo Student1
- Course: Any USM Course H001
- Proctoring (0)
- Time (0)
- Test Environment (0)
- Devices and Software (0)
- Other (0)

A yellow 'SAVE' button is located at the bottom right of the modal.