

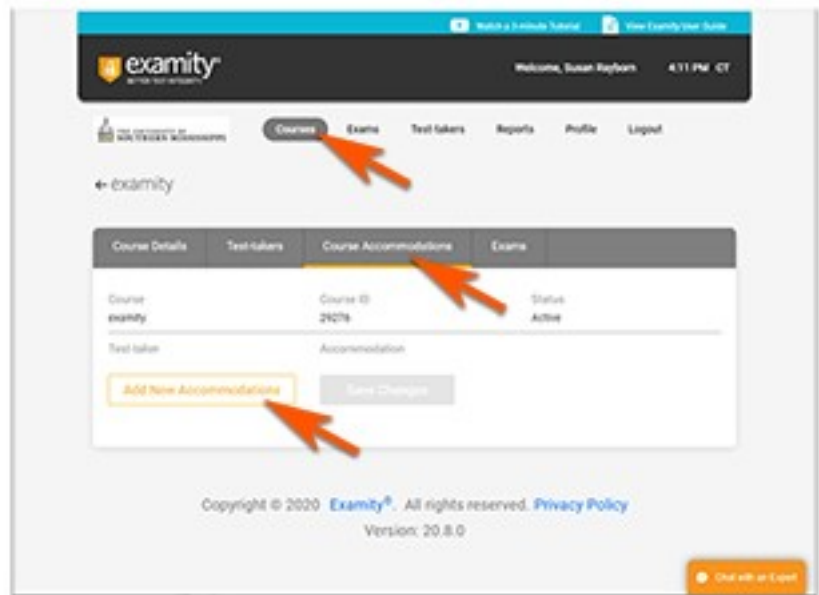
Examity – Adding Extra Time for Students with Accommodations

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 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 in Examity.

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

- Click **Course Accommodations**
- Click **Add New Accommodations**



- Click the down arrow, or use the text box to Select the Test Taker.
- Enter the required accommodation. In most cases, the student gets extra time.
- Write in the box, Student gets one and a half of the allowed time.
 - You can write the exact amount of time. Be clear about what is allowed.
- Click the **Add Accommodations** button.

Note: Make sure to set the accommodations in your Canvas Quiz using these instructions - [Moderate Quiz](#).

