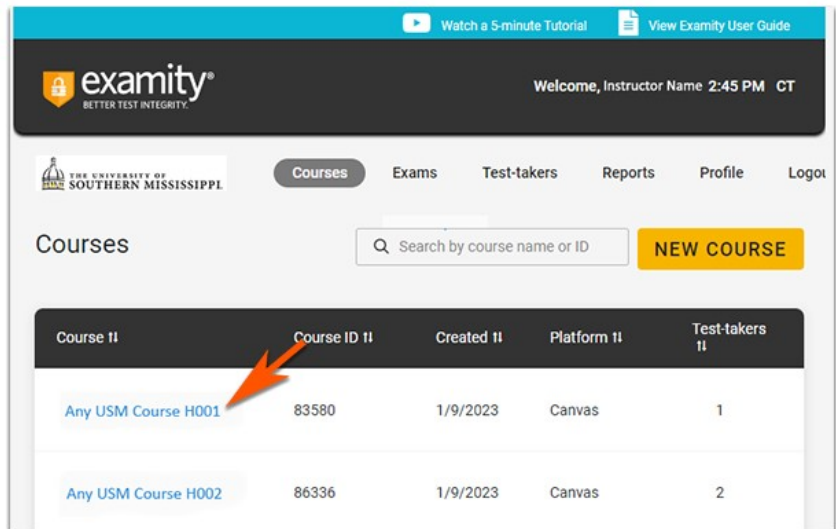# Examity – Adding Extra Time for Students with Accommodations

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 through your Examity Dashboard.

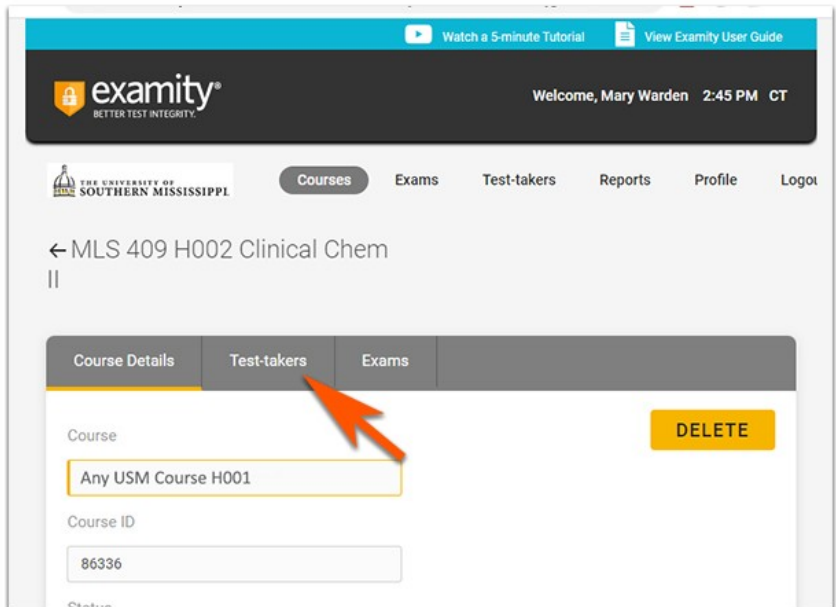## Under the Courses link located to the right of the Southern Miss logo,

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

➢ Click the Test-Takers tab.

The University of Southern Mississippi

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

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

➤ Click the Courses tab.

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 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.