Brightspace Exam Checklist for Students with Accommodations

IMPORTANT: If you are delivering an exam in Brightspace for students with approved accommodations please check the following items. This checklist assumes that you have already set all "typical" exam settings.

Availability Dates & Conditions

☐ Set accurate **Start** and **End Dates** (and times) for the exam.

Timing & Display

☐ Under **Timing & Display**, check the box for **Set Time Limit** and set an appropriate time limit. This is required for the students with extended time accommodations to receive the proper time based on their time multiplier.

☐ Under **Timer Settings**, *we strongly suggest* the **Asynchronous** and **Automatically submit** options.

Visibility

☐ Make the exam visible to students using the **Visible** slider near the Save button, at the bottom of page.

Instructions for Adding Students to the Special Access Section

1. Navigate to the exam settings and the **Availability Dates & Conditions** tab.
2. Click **Manage Special Access**, then **Add Users to Special Access**
3. Scroll down to **Users**.
4. Select the check box next to the student who needs accommodation.
5. Scroll up to set the date, time and the time limit - if they are different from the regular class. In most cases you are just adding 50% more time using the **Override time limit** box.
6. Scroll back down ... and click **Save**, and then **Save and Close.**
7. Repeat for any other students as needed. *These settings will override the exam settings and apply these special access settings to those students under the special access tab only.*
8. Click **Save and Close** to apply all changes to the exam.

Final Checks

☐ Do a final **Preview** of the exam to be sure the delivery, formatting and readability of all questions is accurate.

☐ Please provide all needed information for the OSSS/CTE through **Accommodate**? e.g. passwords!

Respondus Lockdown Browser (RLDB)

If you are using the RLDB, go to the **Lockdown Browser** tab under **Quizzes**.

☐ Click the radio button for **Require Respondus LockDown Browser for this exam**.

☐ Under **Advanced Settings**, click the radio button for **Lock students into the browser until exam is completed**.

☐ Under **Advanced Settings**, please *un-check the Monitor (webcam) requirement*. Students taking the exam in the OSSS/CTE are monitored over our video camera system.

If you need help with Brightspace, please call OSSS/CTE at ext. 4040 or ext. 4365.