

The background is a light blue gradient with several realistic water droplets of various sizes scattered across the surface. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# ADDING ACCOMMODATIONS: EXTRA TIME, TESTING DATES, TESTING OPTIONS, ETC.



If a student has already scheduled an appointment, he or she will need to cancel the appointment before you can add the accommodation.

The student roster is listed. Under Action, click the dropdown menu "Select action." Click "Add Accommodation."

STUDENT	NOTES	STATUS	ACTION
Gibbs, Ronald		● Needs Proctor	Select action... ▼
Jenkins, Carla		● Needs Proctor	Select action... ▼
Jones-Liptrot, Judy		● Needs Proctor	Select action... ▼
Minnix, Lucy		● Needs Proctor	Select action... ▼
Pierce, Andrew		● Needs Proctor	Select action... ▲
Reese, Robyn		● Needs Proctor	Assign proctor (?) Locate proctor (?)
Student, Test		● Needs Proctor	Add Accommodation (?)
Turner, Richard		● Needs Proctor	Impersonate student (?) select action... ▼

On the Exam Details screen, you may modify any of the items. This screen is mostly used to extend time on their appointment.



### Exam Details

**Exam Name \***  
Exam 123

**Description**  
Enter a description...

**Duration \***  
1 hours 00 minutes  
Default: 1 hr

**Consecutive Attempts Allowed (?) \***  
1  
Default: 1

**Date Settings**

**Exam Opens \***  
02/07/2024 at 05:00 AM EST  
Default: 2/7/2024 at 5:00am EST

**Exam Closes \***  
02/29/2024 at 05:00 AM EST  
Default: 2/29/2024 at 5:00am EST

**Scheduling Window (?)**

## Date Settings

### Exam Opens \*

at



EST

Default: 2/7/2024 at 5:00am EST

### Exam Closes \*

at



EST

Default: 2/29/2024 at 5:00am EST

### Scheduling Window (?)



### Exam File

Drag file here

Include all exam materials in a single PDF file. Maximum file size is 4mb.

Once the accommodations have been entered, click continue.

Continue



## Create Exam



### Permitted Items

- Notes
- Open Textbook
- Calculator
- Earplugs
- Formula Sheets
- Dictionary
- Websites
- Blank Paper
- Bathroom Break

### Other Items



On the Permitted Items screen, you may adjust any permitted items. When finished, click continue.



## Create Exam



### Notes

#### Notes for Students (?)

Number all questions and show all work on your scratch paper.

#### Notes for Proctors (?)

Please scan and return all scratch paper to professor@fscj.edu. If there are any issues with the exam, please contact me at 904-867-5309.

Back

Continue

On the Notes screen, you may adjust any notes for the student or proctors.

Remember, that you should leave a point of contact for proctors in the event there are any technical issues with the exam.

When finished, click continue.

## Create Exam



### Proctor Settings

#### Proctor Types

##### Testing Centers

- Institution Testing Centers
- NCTA Testing Centers
- Military Base Testing Center

##### Virtual Proctoring

- Automated Online Proctoring
- Automated Online Proctoring with Review
- Automated Online Proctoring with Review (via ProctorU)
- Live Online Proctoring (via 3rd party)

On the Proctor Settings screen, you may adjust any testing options.

When finished, click continue.

Chat

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Continue

## Confirmation

<b>Exam Name</b>	Test 2
<b>Description</b>	Functions and stuff
<b>Duration</b>	2 hours
<b>Password/Access Code</b>	Test123!
<b>Exam URL</b>	http://www.mylab.pearson.com
<b>Attempts Allowed</b>	1
<b>Exam Opens</b>	10/2/2023 at 4:00am EDT
<b>Exam Closes</b>	10/31/2023 at 4:00am EDT
<b>Permitted Items</b>	Blank Paper (?), Notes (?)
<b>Student Notes</b>	3 x 5 note card. Number all questions and show all work.
<b>Proctor Notes</b>	Scan and return all scratch paper. If there are any issues, please contact me at 904-867-5309.
<b>Proctor Types</b>	Institution Testing Centers, NCTA Testing Centers, Automated Online Proctoring

On the Confirmation screen,  
review the items.

If it all looks correct, click Confirm.

Confirm