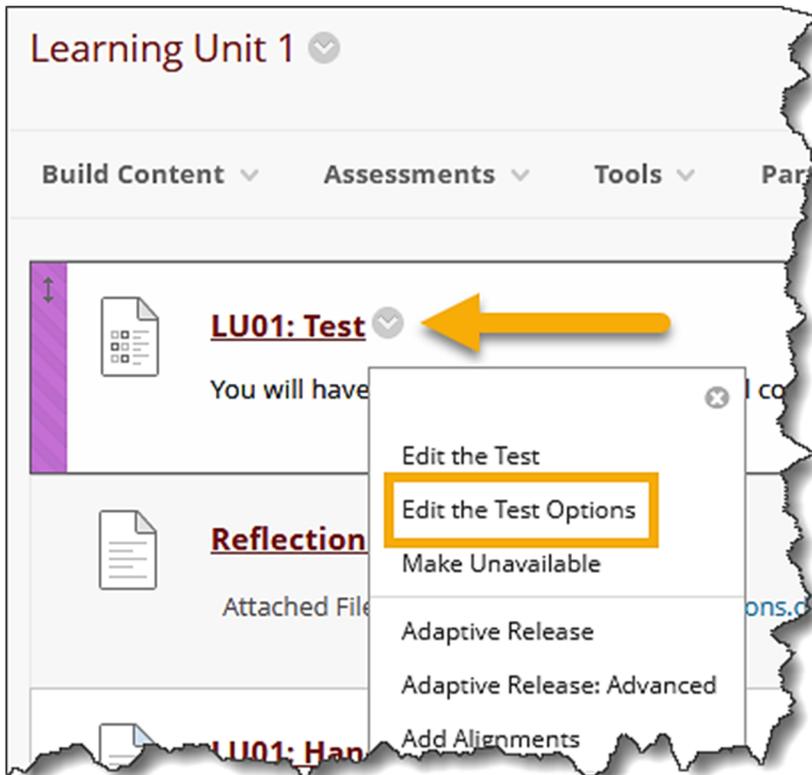


**Faculty Tutorial:**  
**Test Accommodation**

**Purpose:** To show faculty members how to add an accommodation to a test in MyHills.

Hover over the test in which you would like to add an accommodation, which will highlight it. Select the drop-down arrow that appears.

In the sub-menu that opens, select **“Edit the Test Options.”**



The “Test Options” page will open.



Scroll down to “Test Availability Exceptions.” Then, click “Add User or Group.”

**TEST AVAILABILITY EXCEPTIONS**

Select **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students or participants to see group members. Select **Remove all Exceptions** to delete all exceptions for the test.

**NOTE:** If you add an exception to a test, the current release conditions are removed, which might impact students or participants who aren't part of the exception. If you have exception requirements, create new rules within the Adaptive Release settings. **Test availability exceptions only work if the Adaptive Release option is enabled.**

**Add User or Group**

The “Add User or Group” pop-up window will open.

**Add User or Group** ←

Search: Any ▾ Not Blank ▾  Go

<input type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>		stuart_dent	Stuart Dent
<input type="checkbox"/>			Case Study: Gro

Check the box next to each student who has provided you with documentation from IHCC Disability Services qualifying him/her for a test accommodation.

**Note: Contact Disability Services ([www.indianhills.edu/disabilityservices](http://www.indianhills.edu/disabilityservices)) if you have questions related to academic accommodations.**

Once you have selected the qualifying student(s), click “Submit.”

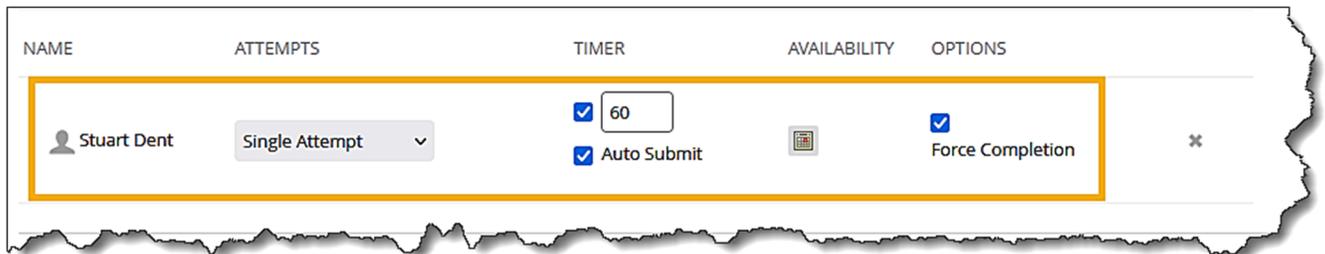
Each student who will have the accommodation should now appear in a box under the “Test Availability Exceptions” section of the “Test Options” page.

The “Timer” section will automatically be set to the amount of time you selected under “Set Timer” when you created the test.

**Note: Please see the tutorial “Create a Test” for details on how to create a test.**

Type the appropriate amount of time allowed for the accommodation in the “Timer” box. Generally, students who have an accommodation are permitted 1.5 times the amount of time allowed for the standard test. For example, if the time limit for the standard test is 60 minutes, the time limit for the accommodation test would be 90 minutes.

**Note: Be sure to type the amount of time in minutes and ensure that the boxes next to the time and “Auto Submit” are checked.**



NAME	ATTEMPTS	TIMER	AVAILABILITY	OPTIONS
 Stuart Dent	Single Attempt	<input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion

Scroll to the bottom of the page and click “Submit.”



A “Success...” message will appear at the top of the page.



Congratulations! You now know how to add an accommodation to a test in MyHills!

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Office of Online Learning

Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials).

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