

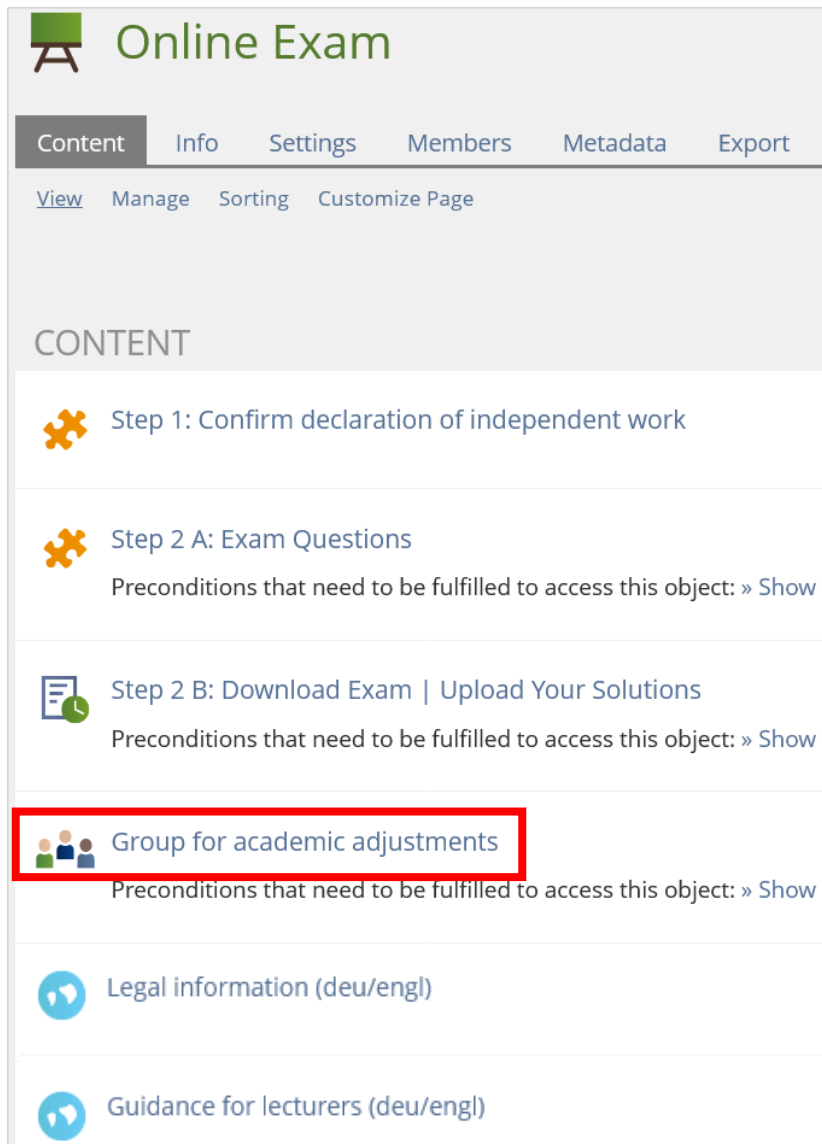
Online exams

Academic adjustments:

Individual extension of the allotted time for the exam

What are “academic adjustments”? The most important information is available here:

<https://www.uni-konstanz.de/en/study/study-essentials/studying-with-a-disability-or-chronic-illness/academic-adjustments/>



The screenshot shows the 'Online Exam' interface. At the top, there is a navigation bar with tabs for 'Content', 'Info', 'Settings', 'Members', 'Metadata', and 'Export'. Below this, there are sub-tabs for 'View', 'Manage', 'Sorting', and 'Customize Page'. The main content area is titled 'CONTENT' and lists several exam steps:

- Step 1: Confirm declaration of independent work
- Step 2 A: Exam Questions
Preconditions that need to be fulfilled to access this object: » Show
- Step 2 B: Download Exam | Upload Your Solutions
Preconditions that need to be fulfilled to access this object: » Show
- Group for academic adjustments**
Preconditions that need to be fulfilled to access this object: » Show
- Legal information (deu/engl)
- Guidance for lecturers (deu/engl)

The 'Group for academic adjustments' item is highlighted with a red rectangular box.

Do you have students who are eligible for an extension of the allotted time for an online exam?

Your virtual exam room contains a group for students eligible for academic adjustments.

This is a “closed group”, meaning that only the persons you add to the group can see it.

The following pages explain how you can extend the allotted exam time for students eligible for academic adjustments.

Content Info Settings Members Metadata Export Show

View **Manage** Sorting Customize Page

Delete Move **Copy** Link Adopt Content

CONTENT

- Step 1: Confirm declaration of independent work
- Step 2 A: Exam Questions
Availability: 22. Jul 2021, 09:15 - 10:35
Preconditions that need to be fulfilled to access this object: » Show
- Step 2 B: Download Exam | Upload Your Solutions
Preconditions that need to be fulfilled to access this object: » Show

After you have finished setting up the original exam items (test and exercise items) you can set up these items for students eligible for academic adjustments.

1. In your virtual exam room, go to the “content” tab and click on “manage”.
Select the exam item(s) you would like to copy and click on “copy”.

2. Tick the box to add the copies to the group for academic adjustments...

Online Exam

Group for academic adjustments

...scroll down and click on “paste”:

Paste Insert into Clipboard Cancel

The copies will now be listed as “copy”.
We recommend deleting this part of the title (in the “settings” tab of each individual item).

Instructions for live online exams (setting up a test item):

AVAILABILITY

Online

If online, participants can take the test.

Limited Availability Period

Period *

22.07.2021 09:15

Start Time

22.07.2021 10:35

Finish Time

ADMINISTERING THE TEST: ACCESS

Starting Time 22.07.2021 09:15

Point in time after which the test can be started by clicking on the test item.

Finishing Time 22.07.2021 10:35

Point in time at which the test will be finished: Participants will not be able to start the test after this time.

Open the test item for the academic adjustments group and then click on the "settings" tab.

You will need to adjust the time settings from the original test item to fit this group.

Save your changes.

ADMINISTERING THE TEST: TEST RUN

Limit Number of Test Passes

Maximum number of passes a participant can take.

Max. Number of Passes *

1

Force Waiting Time between Passes

With this option additional passes can not be started before the defined time has lapsed relating to the last finished pass.

Limit Duration of Test

Participants can work through the test only for a specified period of time. Time is clocking away from the moment a user starts a test for the first time. Suspending the test does not stop the clock. If the number of possible test passes is limited an additional feature for granting extra time to participants appears in the tab 'Dashboard'.

Maximum Duration of the Test

80 Minutes

Maximum of time granted to take the test.

Instructions for take home exams (setting up an exercise item)

Step 2 B: Download Exam | Upload Your Solutions

Assignments Info Settings Submissions and Grades Export Permissions

View Edit

Upload Add Assignment

ASSIGNMENTS

(1 - 1 of 1)

Delete Order by Deadline Save Order

Title	Type of Submission	Presentation Order	Start Time	Deadline	Mandatory	Peer-Feedback	Work Instructions	Actions
<input type="checkbox"/> Download and upload the exam	Upload	10	Tomorrow, 10:30	Tomorrow, 12:00	Yes	No	1. Download all of the examination documents available below.	Edit

1. Open the exercise item for the academic adjustments group. Open the "assignments" tab and click on "edit". In the line "download and upload the exam" go to the "actions" section and click on "edit".

Download and upload the exam

Back Settings Instruction Files

SCHEDULE

Start Time 22.07.2021 10:30

Deadline Fixed Date
Initially all users get the same fixed deadline.

Date 22.07.2021 12:00

2. Open the "settings" tab for the assignment, go to the "schedule" section and, under "deadline: fixed date", enter the deadline for the academic adjustments group. Save your changes.

Online Exam

Content Info **Settings** Members Metadata Export Show Member View >

[Course Settings](#) [Course Information](#) [Preconditions](#) [Start Objects](#) [Membership Limitations](#) [Multilingualism](#)

1. You not only have to apply the extended time period for the exam to each of the exam items, but also to the ILIAS exam course itself.

AVAILABILITY

Online

Set the course online to make it visible and accessible for users. If not, only course administrators and tuto

Period

Start End

2. Open the “group for academic adjustments” and click on the “members” tab.
Add the students eligible for academic adjustments as group members. Please note that these group members must also be members of the respective course.

Important:
This group is only visible to group members after they have confirmed the declaration of independent work. Until then, students who are group members and click on the “members” tab will see the message: “no permission granted”.

Group for academic adjustments

Content Info Settings **Members** Metadata Export Permissions Join

[Edit Participants](#) [Group Members Gallery](#)

User



Group for academic adjustments

Preconditions that need to be fulfilled to access this object: » Show

As usual: Students can only access the exam items (Step 2) after confirming the declaration of independent work in Step 1.

The corresponding precondition is a default setting that you cannot change!



Group for academic adjustments

Content Info **Settings** Members Metadata Export Permissions

Group Settings Group Information Membership Limitations Multilingualism

EDIT GROUP

Title *

Description

Type Default
Default set of permissions will be applied.

Closed Group
Group is not visible for non-members.

Please do not change the pre-set status “closed group” to ensure that only students eligible for academic adjustments have access to the group’s exam items.