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## Introduction

When students receive the reasonable accommodation of 10 additional minutes for every hour of exams, this can be applied using the **Manage Special Access** option in assessments on Brightspace. This can be done in quizzes being used for online exams. These can be applied while originally setting up the quiz, or by editing it later on.

## Method

- 1)** Navigate to **Assessments** and then **Quizzes** within your Brightspace module.
- 2)** Expand the **Availability Dates & Conditions** dropdown and click the **Manage Special Access** link.



## Availability Dates & Conditions ▼

### Start Date

### End Date

### Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

[Add Release Condition ▼](#)

### Special Access

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

**3)** This will open a new window: the **Allow selected users special access to this quiz** radio button will automatically be selected. Select the **Add Users to Special Access** button underneath.

## Special Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

**Add Users to Special Access**

**Save and Close** Cancel

- 4) This will open a second window with several headings. Scroll to **Timing** and check the box to **Override time limit**.
- 5) New options will then display, and there are a number of ways to set the additional time: either add in the new total time using the **New Time Limit** (eg. 70 minutes for a 60 minute exam), or the additional time using **Extra Time** (eg. 10 minutes in this example). Whichever way you enter the information, the other two boxes will automatically populate.

### Timing

Override time limit  
Original time limit: 60 minute(s)

Set time limit     No time limit

New Time Limit	Multiplier	Extra Time
70 minute(s)	1.17 times	10 minute(s)

Override behavior when time limit is exceeded  
Original behavior: Automatically submit the quiz attempt

6) The other sections do not need to be populated if you are just granting the additional time.

Instead, scroll down to the **Users** section, where the class list is displayed. Select the student(s) being allowed the extra time (for larger classes, you may need to use the search bar to find them) and check the box beside their name(s).

## Users

View By:

<input type="checkbox"/>	First Name ▲ , Last Name, Org Defined ID
<input type="checkbox"/>	Aoife Test Student1 (Id: TEST_10525996AR1)
<input checked="" type="checkbox"/>	Aoife Test Student2 (Id: TEST_10525996AR2)
<input type="checkbox"/>	Aoife Test Student3 (Id: TEST_10525996AR3)

7) Select **Save**.

8) This will close the second window and you will see that the first one has updated to now display the names and settings you have just applied special access to.

Special Access ×

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Allow selected users special access to this quiz  
 Allow only users with special access to see this quiz

Aoife Test Student1

Time Limit: 75 minute(s)

Availability: 22 August 2023 09:00 - 22 August 2023 09:10

9) You can edit the individual's access settings by selecting the **pen icon**, or remove them altogether by selecting the **X**.



- 10)** Select **Save and Close** to return to the main assessment settings and continue setting up your quiz.