

Accommodation Rules are assigned to individual Exam Takers to provide them special circumstances when taking their assessments. These special circumstances can include additional time or spell checking options. When an accommodation is assigned to an Exam Taker, it does not affect the security options or features for all other Exam Takers in the course.

To assign accommodation rules, accommodation groups must first be established for the account. Then Exam Takers are assigned to groups that specify assessment rules.

## To set up Accommodation Rules on Account:

- I. In order to add Exam Takers to **Accommodation Groups**, first contact your Account Manager. Accommodation Rules can have any combination of the following options:
  - a. **Percent of time limit** – increase time limit for Exam Taker to provide their answers on the exam
  - b. **Security Disabled** – provides a non-secure version of the exam for an Exam Taker (enabling access to other applications)
  - c. **Spell check enabled** – enables spell checker even if it was disabled for the exam.

Percent of Time Limit:	<input type="text" value="200"/> %
Disable security	<input checked="" type="checkbox"/>
Allow Spell Check:	<input type="checkbox"/>

- II. Contact your Account manager to set **Accommodation Rules** that will be specific to your account.

## To Assign Accommodation Rules on Import:

1. Navigate to the **Exam Takers** tab.
2. Click **Import Exam Takers**.
3. When importing an Exam Taker file, each person can be assigned their own accommodation rule.

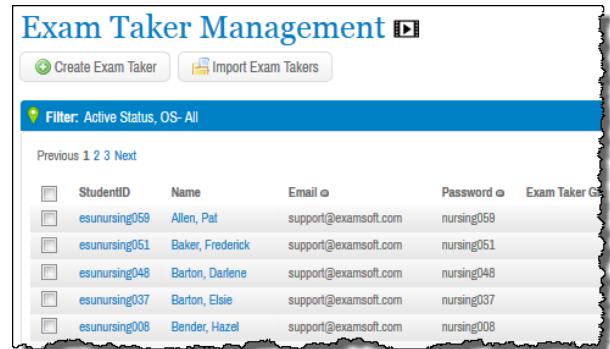
StudentID	Lname	Fname	Email	Passwd	LabEquip	Accommodation Group
51201	Doe	Jane	<a href="mailto:janedoe@myschool.edu">janedoe@myschool.edu</a>	*	0	
42102	Smith	John	<a href="mailto:johnsmithp@myschool.edu">johnsmithp@myschool.edu</a>	*	0	2

**Accommodation Rules** can be assigned to Exam Takers when they are imported through the **examtakers.txt** files from the **Exam Takers** tab. The assigned accommodation will apply to each exam they take.

When importing the Exam Taker file to add new students or to make edits to current information, the accommodation rule must be included for all Exam Takers. If the column is left blank, it will overwrite what is already in the database and remove an Exam Taker's accommodation rule.

## To Assign Accommodation Rules Manually:

1. Click on an Exam Taker's name.

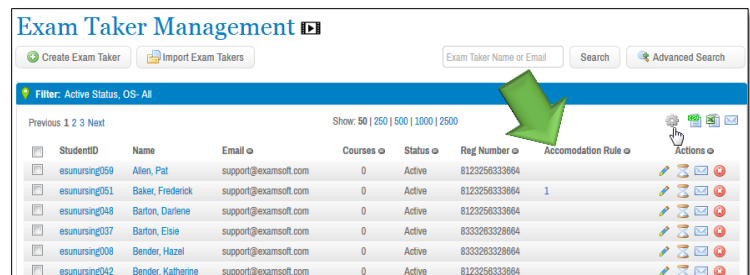


2. Select an accommodation from the drop down menu.



3. After selecting the Accommodation Rule, click on **Save**.
4. The **Accommodation Rules** for each Exam Taker can be viewed under the **Exam Takers** tab. A separate column can be added to this view by selecting it from the gear image.

Existing accommodation rules can be viewed in the **Global Settings** section of the **Admin** tab.



To assign the **Accommodation Rule** to an Exam Taker it must be assigned **BEFORE** the Exam Taker downloads any exams or the accommodations will not be applied to the exams.