Maynooth University
Ollscoil Mhá Nuad

Guidance note for staff on the application of reasonable accommodations in timed examinations for students registered with the Disability Office

Version 24 April

The University offers a range of reasonable accommodations (RAs) at examination time for students who are registered with the Disability Office. The Disability Office is responsible for recommending RAs for (i) end-of-year assessments and (ii) in-house examinations as set out in the University Exams Policy, Guidelines and Procedures.

The Disability Office at Maynooth University shares information with Academic Departments, on students registered with the Disability Office, via Class List in Workbench. See FAQ 2 below for more details on how to access this.

The tables below detail the RAs which are available to students with disabilities, in remote assessments and the actions that staff should take to implement these.

Staff who need further advice or support or who wish to discuss a particular accommodation can contact Disability.Office@mu.ie. Students who need further advice or support or who wish to discuss a particular accommodation can contact their Disability Advisor or email Disability.Office@mu.ie.

Reasonable Accommodation: Extra Time

All students registered with the Disability Office will now get extra time of 15 minutes per hour of the exam, for timed exams and moodle quizzes. This is not necessary in longer assignments, as it is assumed that students are not working on the assessment for all of the time.

Type of assessment	Action to implement this
Written assignment	No extra time is applied.
Take home exam 1 day or more	No extra time is applied, but of course a student may spend extra time on the task itself within this period.
Timed exam (2 - 4 hours)	Add extra time of 15 minutes per hour of the exam.
Moodle quiz	Add extra time of 15 minutes per hour of the exam.

As suggested in the guidance provided by the Registrar, a timed exam should be given a longer duration e.g. one hour might be added to the exam to allow for the possibility that some students may have difficulty in accessing the material or uploading responses.

For clarity, the extra time of 15 minutes per hour for students registered with the Disability Office should only be applied to the original exam time, e.g. a student registered with the Disability Office who is sitting an exam scheduled for 2 hours, but which now has been given a 3 hour window, would only be eligible for a total of 30 minutes of extra time (i.e. extra time of 15 minutes per hour of the original exam time).

Reasonable Accommodation: Use of PC, Reader, Dragon, Enlarged Papers, Smaller Shared Venue, Marking Guidelines

Some students registered with the Disability Office have been approved for a range of additional RA's. These are outlined below with guidance on how to implement these.

Reasonable Accommodation	Implementation for remote written assignment/take home exams/timed exams/moodle quiz
PC	Students should use their own devices. Students who do not have appropriate devices should contact the Disability Office who will liaise with them and their department to consider options/or possible alternative assessment.
READER	Students should use Read and Write (screen-reading software) on their own computer or use the accessibility features in Office 365. Students whose assessment materials cannot be read by software (e.g. where there is mathematical notation or where the paper is in a language other than English) should contact the Disability Office who will liaise with them and their department to consider how best to implement this.
DRAGON NATURALLY SPEAKING	Students have access to Dragon Naturally Speaking software on their devices.
ENLARGED PAPERS	Students should use magnification features as required.
SCRIBE	As assessments will be delivered and submitted in an electronic format, scribes may not now be necessary, however students who are unable to use keyboards/handwrite their submission should contact the Disability Office who will liaise with them and their department to consider how best to implement this.
SMALLER SHARED VENUE	This does not apply in the remote environment.
MARKING GUIDELINES	Marking Guidelines for Examiners should be applied as usual when correcting scripts from students with a Specific Learning Difficulty orstudents who are Deaf or Hard of Hearing.

FAQs

1. What RAs are available for students registered with the Disability Office?

The University currently offers a range of reasonable accommodations (RAs) at examination time for students with disabilities including extra time (including rest breaks and bathroom breaks), use of technology such as computers and assistive software, a reader that reads aloud an examination paper or answer, a scribe who writes down a candidate's dictated answers in an examination, smaller examination venues, and Marking Guidelines where examiners are made aware of students with a Specific Learning Difficulty or students who are Deaf or Hard of Hearing and are asked to take this into account when marking examination papers.

2. Where can I find a list of students with disabilities on my module, who are eligible for the extra time of 15 minutes per hour for timed exams and moodle quizzes?

Relevant academic staff are granted access to Class List on Workbench at the beginning of each academic year by a nominated individual with administrator rights to Workbench within their Department. Any queries regarding nominated individuals should be made to workbench@mu.ie.

The Disability Office at Maynooth University shares information with Academic Departments, on students with disabilities, via Class List in Workbench. Academic Departments can only view information on students with disabilities in their own Department.

Visibility of information on students with disabilities is restricted and requires level 2 access to be granted to individual staff by the nominated individual with administrator rights in the department. Individual staff members' level 2 access expires after one year and must be renewed annually by the nominated individual in the Department. This is a security feature to take account of staff whoseroles may change within the Department and staff who may no longer work within that Department.

Staff who do not have level 2 access in Class List should request access from the nominated individual in their Academic Department who can grant it for them.

To view information on Students with Disabilities, staff who have been granted level 2 access on Class List should follow these steps:

Step 1: Open Staff Workbench and Select Class List.

Step 2: Search for a specific module by entering the desired Academic Year (e.g. 2020=academic year 2019/20) and a Module Code and hit **Submit.**

Step 3: Click on the " **Access** " column (twice) to sort the students registered with the Disability Office to the top of the list. Students registered with the Disability Office will now have an 'i' in the Access column, these are the students for whom you will need to allow an extra 15 minutes per hour of the exam[1] for timed exams and moodle quizzes.

3. I have a two-hour exam that I have now scheduled for a 3-hour period, how much extra time do my students with RAs get?

As suggested in the guidance provided by the Registrar, a timed exam should be given a longer duration e.g. one hour might be added to the exam to allow for the possibility that some students may have difficulty in accessing the material or uploading responses.

For clarity, the extra time to be added for students registered with the Disability Office should only be applied to the original exam time, e.g. a student registered with the Disability Office for a RA who

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1 See FAQ 3 re calculating extra time

is sitting an exam scheduled for 2 hours, but which has a 3 hour window, would only be eligible for a total of 30 minutes of extra time (15 minutes per hour of the exam).

4. How do I give extra time for individual students with RAs in online assessments using Moodle?

- Click the quiz/assignment activity
- Click on the **Actions menu** (cog icon)
- Click **User overrides**
- Click **Add user override**
- Using the Search box, find the student you want and select the name
- Time Limit – Extend the time limit by an extra 15 minutes per hour of the exam[2].

Original exam time	All Students additional time for for IT & uploading, e.g. 1 hour	Students with RAs	Time limit in Moodle
1-hour exam	+ 1 hour	+ 15 mins/hr of original exam (=15 mins extra time)	= 2 hrs 15 mins
2-hour exam	+ 1 hour	+ 15 mins/hr of original exam (=30 mins extra time)	= 3 hrs 30 mins
3-hour exam	+ 1 hour	+ 15 mins/hr of original exam (=45 mins extra time)	= 4 hrs 45 mins

- Click **Save and enter another override** to repeat the process for another student
- When complete, click **Save**

The additional time is visible to that student when they view the Quiz/Assignment.

Moodle Support is developing detailed guidelines for Assignment/Quiz activities for Online Timed Exams. For queries contact moodlesupport@mu.ie.

5. How do I give extra time for individual students with RAs in online assessments using Turnitin?

There is no user override facility for Turnitin assignments. However, you can check the late submissions in the Turnitin Submission inbox against the list of students registered with the Disability Office, via Class List in Workbench (See FAQ 2).

Moodle Support is developing detailed guidelines for Turnitin activities for Online Timed Exams. For queries contact moodlesupport@mu.ie.

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[2] See FAQ 3 re calculating extra time

6. I'm having difficulties viewing the students registered with the Disabilities Office via Class List on Workbench.

If you are having difficulties viewing the students registered with the Disabilities Office via Class List on Workbench, contact workbench@mu.ie or the Access Office simon.ahern@mu.ie for support, to be guided through the process.

Staff are granted access to Class List on Workbench at the beginning of each academic year by a nominated individual with administrator rights to Workbench within their Department. Any queries regarding nominated individuals should be made to workbench@mu.ie.

Visibility of information on students with disabilities is restricted and requires level 2 access to be granted to individual staff by the nominated individual with administrator rights in the department. If you don't have the approved level 2 access you should contact the nominated individual in your department or your Head of Department who can grant access via workbench@mu.ie.

7. Do Marking Guidelines apply to remote timed assessments?

Yes, Marking Guidelines apply to remote timed assessments. Students with a specific learning difficulty (e.g. dyslexia) and Deaf students have a particular difficulty with spelling and grammar and can be disadvantaged when assessment takes the form of a written examination. For this reason, the University has Marking Guidelines to provide a framework for marking the scripts of such students.

Students approved for Marking Guidelines can be identified by the Marking Guidelines icon that appears beside each student in the relevant Class List on workbench (level 2 access is needed for this). Examiners should apply these Marking Guidelines to all students who have been approved for this reasonable accommodation.

8. I have a high needs student in my class, I am unsure of the options available for them.

The Disability Office will be contacting high needs students directly to discuss their needs with them and will liaise with relevant Departments to consider the options available for them to implement the approved RA.

9. We're here to help, please contact us!

Staff who need further advice or support or who wish to discuss a particular accommodation can contact Disability.Office@mu.ie. If you are having difficulties viewing the students registered with the Disabilities Office via Class List on Workbench, contact workbench@mu.ie or the Access Office simon.ahern@mu.ie for support, to be guided through the process.

Students who need further advice or support or who wish to discuss a particular accommodation can contact their Disability Advisor or email Disability.Office@mu.ie.