

To: UTSA Instructors Providing **Extended Time for Exams, Quizzes, and Blackboard**

Student Disability Services (SDS) recommends the following guidelines/steps for the implementation of the academic accommodation of **extended time, (XX) the total amount of time given to other students to complete the task for all in-class work by instructor (e.g. exams, quizzes, essays, Blackboard assignments):**

- 1) Once the official letter of accommodation from Student Disability Services is received, dialogue with the student about those procedures and expectations you have for setting up an exam, quiz, essay, or use of Blackboard with extended time. (Note: An example of one expectation would be how far in advance the student has to communicate with you that they want to utilize their accommodation for the upcoming exam.)
- 2) In determining the time and site for the exam you might want to consider the following:
  - a. Starting the student early in your office or a department conference room and then letting the student finish the exam with the other students.
  - b. Starting the student with the other students and letting them complete the exam in your office or a department conference room.
  - c. Testing the student on an alternative time and/or day.
- 3) Based upon his or her documented disability, this student does not require a reduced distraction testing space. However, it would be important to not place this student in an area or hallway where there is a lot of noise or activity, as you must simulate the same “test atmosphere” as other students in your classroom.
- 4) Even if the exams or quizzes are on Blackboard, you can extend the time for the student. If you are unsure of how to do this, please contact Tech Café at [techcafe@utsa.edu](mailto:techcafe@utsa.edu) for instructions. You can also email us at [disability.services@utsa.edu](mailto:disability.services@utsa.edu) and we will send you the instruction sheet from Academic Technology.
- 5) Once the parameters and expectations regarding the implementation of extended time have been established, SDS **strongly** recommends that you document the details of your discussion. This can be done through an email which then acknowledges an agreement between you and the student. Make sure you retain a copy for your records and share this information with SDS.

Thank you for your time and attention to this matter and feel free to call our office at 210-458-4157 should you have further questions.