

# Alternate/Accessible Formats: Creating Copies of Exams

Starting FA20, with most classes being taught online or remotely, many exams are proctored using Respondus Lockdown Browser with Monitor.

Students with accommodations, as outlined in their Memorandum of Accommodation, might require the use of assistive technology or a reader/scribe in order to complete exams. In that case, use the following instructions to create copies of the exams.

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**NOTE:** Proctoring the alternate version of the exams will require the use of Zoom with either the teaching faculty proctoring the live Zoom session or, when required, the Disability Support Services assigned reader/scribe as noted on the Memorandum of Accommodation. Please know that the reader/scribe is usually a work-study student and a paid employee of the College and will act as a test proctor to maintain the integrity of the assignment or exam and block the use of materials that would lead to cheating.

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**NOTE:** If the exam questions are pulled from a **test bank or pool**, the following instructions will not work. The exams will need to be created individually by hand. If you are teaching this course for **NOVA Online (NOL)**, please contact [Online ID Help \(onlineidhelp@nvcc.edu\)](mailto:onlineidhelp@nvcc.edu) for assistance.

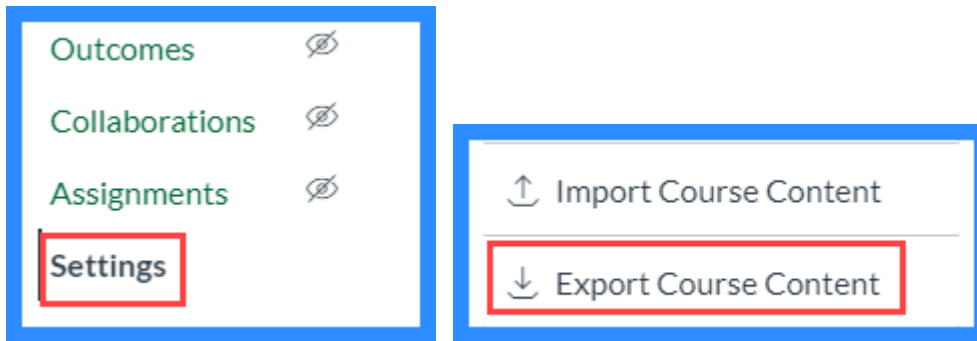
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\*\*Remember, these alternate format exams are **ONLY** for students who have presented a current MOA and require the use of assistive technology or a reader/scribe in order to complete exams. In these cases, the instructor is responsible for proctoring using Zoom.

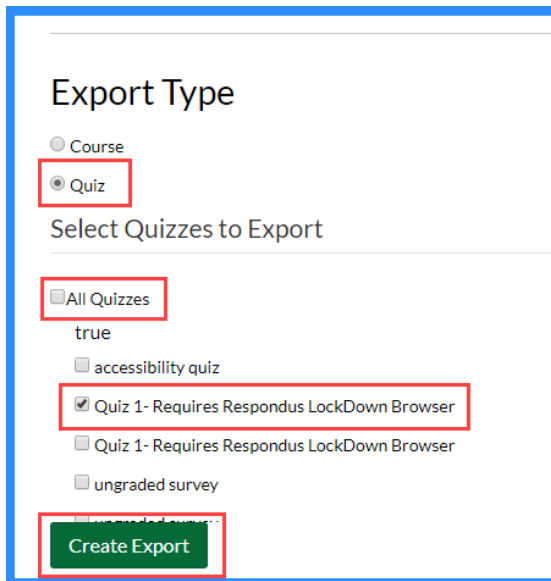
# Step 1 – Make a Copy of the exams using Respondus LockDown Browser

Export exams using Respondus LockDown Browser

- Scroll to **Settings** in navigation. Click on **Export Course Content** link.



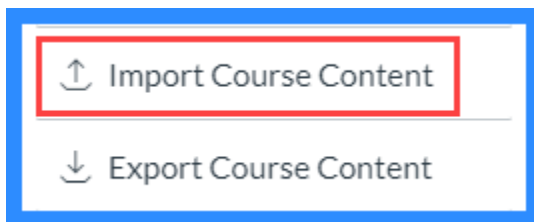
- Scroll to **Export Type** and select **Quiz**. Uncheck **All Quizzes**. Scroll and find the quiz that needs to be exported (title should include “Requires Respondus LockDown Browser”). Select that quiz/exam and click the **Create Export** button.



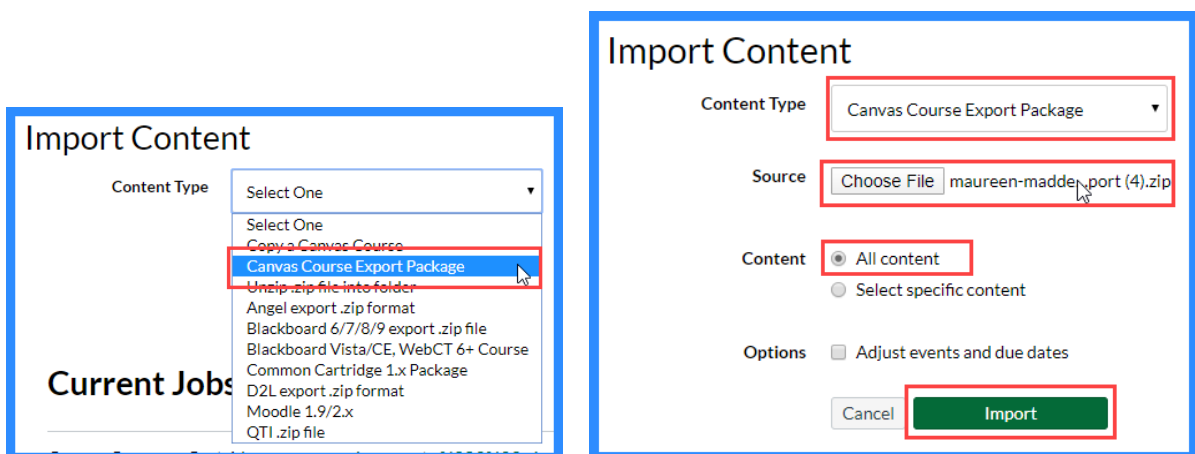
- The export process shouldn't take too long. Refresh the page to see the export file. The file should be at the top and read "QTI Export..." Click on the link & note where the file is being saved so you can find it later.



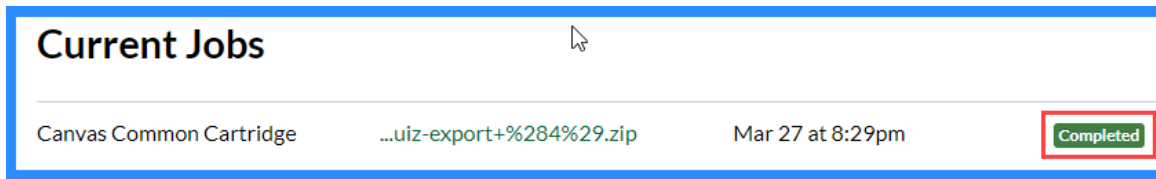
- Go back to **Settings** and click on **Import Course Content**.



- Under **Import Content**, select **Canvas Course Export Package** for **Content Type**.
- Click the **Choose File** button and find the zipped content file that was exported. Select **All content** for **Content** and click the **Import** button.



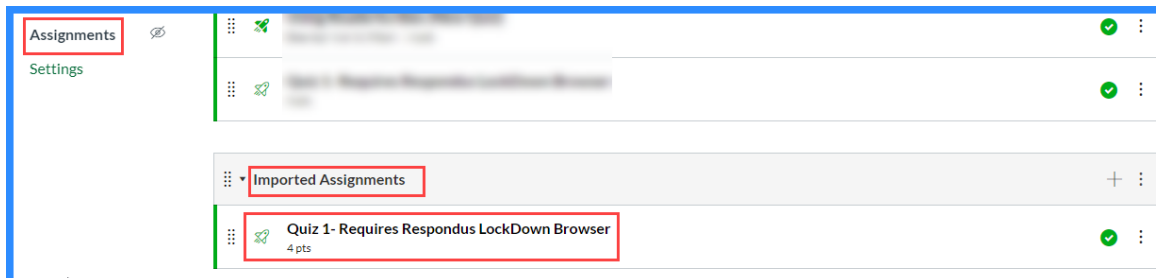
- The import request will go into a queue. When finished, the button on the right of the file in **Current Jobs** will change to **Completed**.



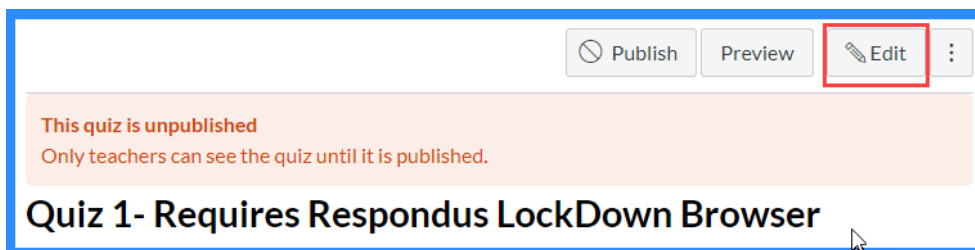
## Step 2 – Update copied exam.

The settings were copied over and there are other changes to make to this copied exam to make it ready for the student needing this alternate format.

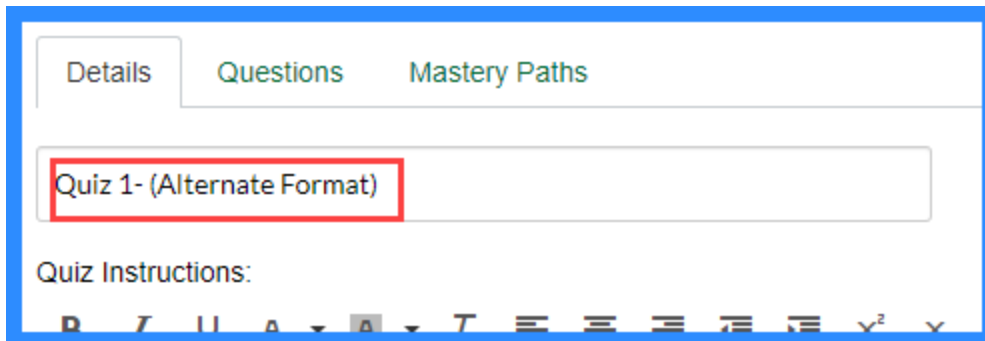
- Scroll to **Assignments** in navigation. Scroll to **Imported Assignments**. Click on the link for the imported exam.



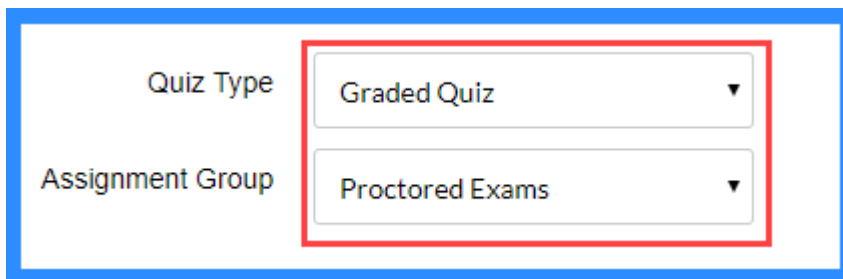
- Click the **Edit** button.



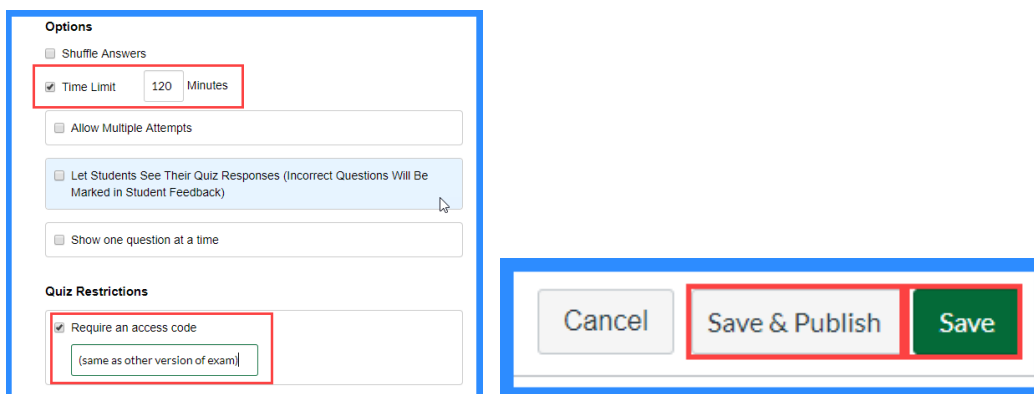
- Edit the name of the quiz adding “(Alternate Format)” to the title rather than the students’ name(s) and remove any mention of Respondus.



- Scroll to **Quiz Type** and select **Graded Quiz**. Scroll to **Assignment Group** and select **Proctored Exams**.

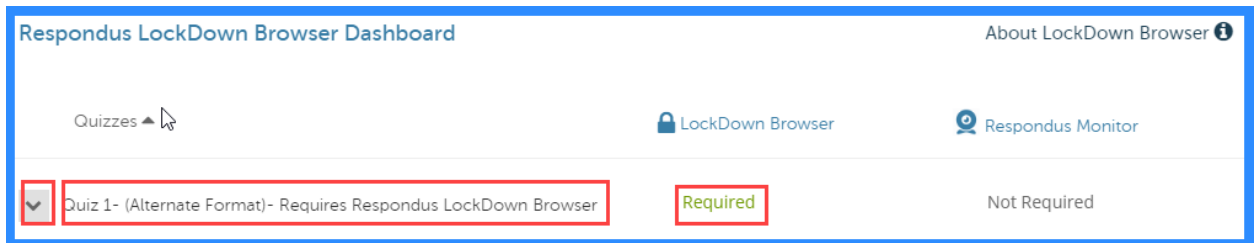


- Scroll to **Options** and input a time limit (often 120 minutes unless the student’s Memorandum of Accommodation allows for extended time). Scroll to **Quiz Restrictions** and input the exam password/access code (same as other version of the exam). Remember to send this password to the student so they can take the exam. Click **Save & Publish** or **Save** (whichever is green).

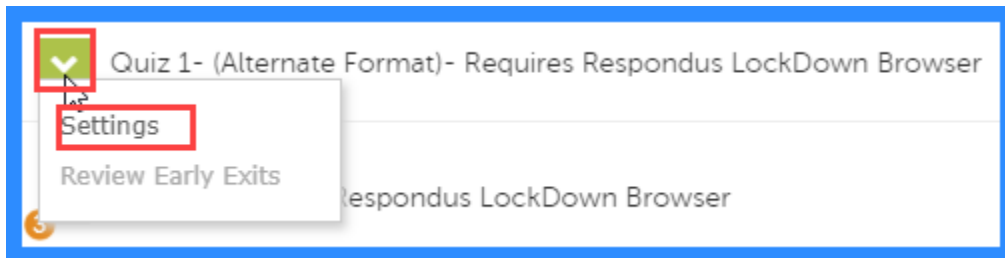


## Step 3 – Turn off Respondus LockDown Browser

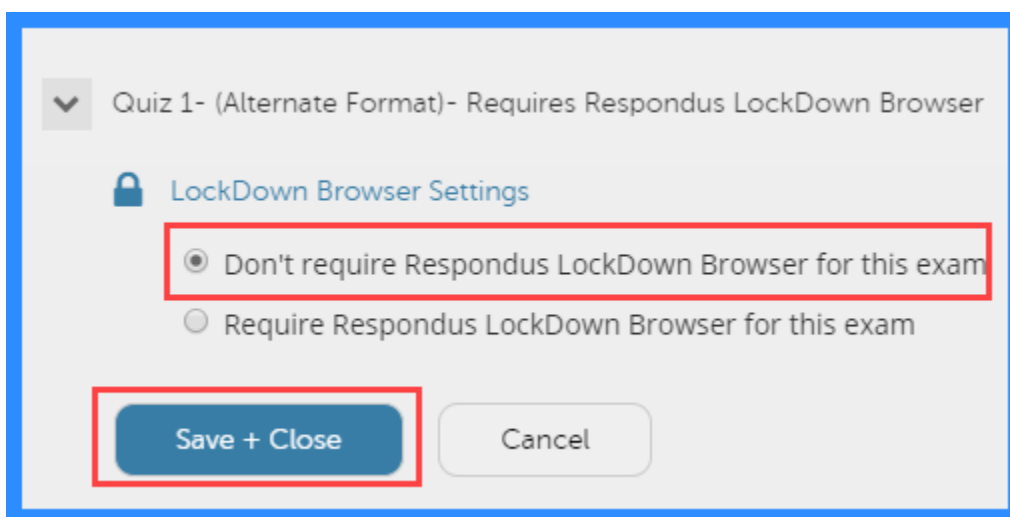
- Scroll to **LockDown Browser** in navigation. Click on **Continue to LockDown Browser** button if showing. Find the exam with the **(Alternate Format)** designation. Click on the down-arrow.



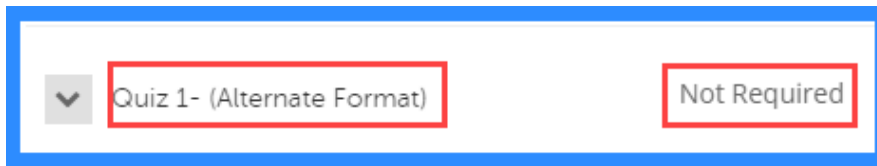
- Click on **Settings**.



- Select **Don't require Respondus LockDown Browser for this exam**. Click on **Save + Close** button.

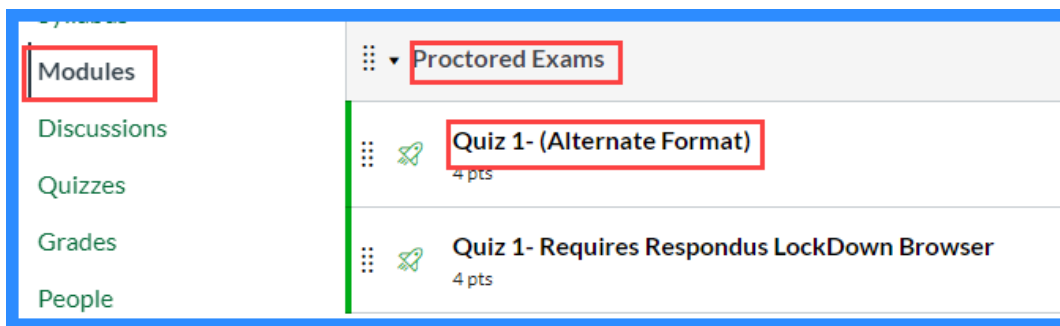


- Notice the name change (**Requires Respondus LockDown Browser** is removed).

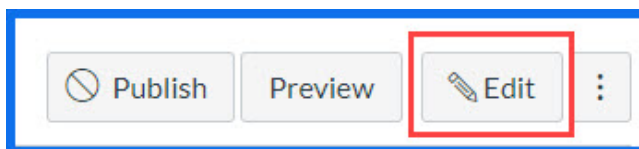


## Step 4 – Assign student to Alternate Format exam

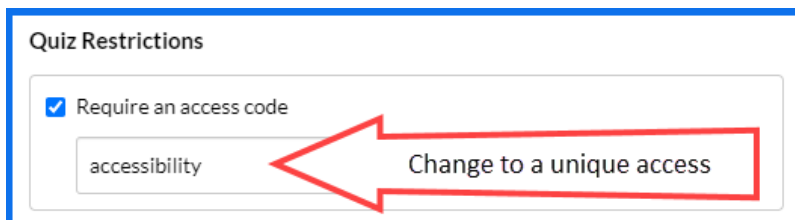
- Go to **Modules** navigation. Scroll to **Proctored Exams** and click on the name/link of the exam.



- Click on the **Edit** button.



- **Edit Access Code.** Change from the default **accessibility** to a **unique access code** that you will share with student during the beginning of the Zoom session using either voice or chat.



- Scroll to **Assign**. Under **Assign To**, click on the X to remove **Everyone** and choose the correct student from the class roster. Add a **Due Date**. Other dates should be filled in when the Zoom session has been arranged. Click **+Add** button. Click **Save (do not Publish)**. You will Publish the exam after the Available dates (proctored Zoom session) are determined.

The screenshot shows the 'Assign' form with the following details:

- Assign to:** Romilda Vane (with an X to remove)
- Due:** Apr 3 11:59pm (with a calendar icon and the text 'Fri Apr 3, 2020 11:59pm')
- Available from:** (empty field with a calendar icon)
- Until:** (empty field with a calendar icon)
- + Add** button
- Bottom buttons: Cancel, Save & Publish, Save

## Step 5 – In Grades, excuse student from original exam.

For the student taking the alternate exam, there are now two grades for the exam in the gradebook. One must be eliminated to balance the grade totals with all the other students. This is done by “excusing” that assignment/exam/grade for that student.

- Go to **Grades** navigation.





- Find the student taking the alternate version of the exam. Hover over the grade area for the original exam and click on the right arrow.

Student Name	Total	Quiz 1- (Alternate For... Out of 4	Quiz 1- Requires Res... Out of 4
Cormac McLaggen	0		-
Romilda Vane	2.5	2.5	1/4
Test Student	0		-

- Excuse** the original grade for that student. Notice that you can leave a comment explaining why this grade is being excused.

Quiz 1- (Alternate For... Out of 4	Quiz 1- Requires Res... Out of 4	JAWS upload Out of 10	Discus
	-	-	
2.5	Excused	-	
	-	-	

EXCUSED  
 None  
 Late  
 Missing  
 Excused

Comments  
 Leave a comment

Excused assignments are not calculated as part of a student's total grade. Currently, points are not automatically deducted for assignments with a late status.

When an assignment is excused, the assignment page and the student grade page will show the student that he or she has been excused from the assignment. Students cannot submit excused assignments.

## Step 6 – Email the student.

- Let the student know the exam title, where to find the link and that it will be proctored using Zoom instead of Respondus Lockdown Browser with Monitor.
  - Determine the day and time the exam will be proctored using Zoom. Create the Zoom session and send the invitation including the link to the Zoom session to the student.
  - If the student is allowed additional time, the exam time limit will need to be adjusted.
  - Update the **Available From...Until** dates to match the scheduled Zoom meeting.
  - **Publish the exam.**
  - Meet in Zoom when scheduled.
  - Share the updated/unique passcode at the beginning of the exam using either voice or the chat option.
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## Other Resources:

[How do I assign a quiz to an individual student?](#)

[How do I change the status of a submission or excuse a student from an exam in the Gradebook?](#)