



Take-Home Exams

This information is provided to help you understand how your testing accommodations apply to take-home exams, ensuring that you are fully prepared and can effectively utilize your accommodations

Important Points About Take-Home Exams:

Extended Time Accommodation:

- Your extended time accommodation only applies to take-home exams that are 12 hours or less.
- If your exam is longer than 12 hours, the extended time accommodation will not apply.

Following the Registrar's Instructions:

- It's important to follow all instructions provided by the registrar, as the only change for you will be the length of the exam due to your accommodation.

Two Formats of Exams:

- **Portal-Based Exams:**

Accessing the Portal: You will use the web-based portal to download and upload your exam submissions.

Additional Time: If your exam is administered this way, your extended time will be automatically added by us, so you do not need to worry about it.

- **Software-Based Exams:**

Downloading Software: You will need to download the exam software onto your computer to take your exam.

Time Tracking: This software does not track your time, so it is important that you keep track of your total testing time yourself.

Understanding Extended Time:

- If you have 50% extended time (time and a half), and the regular exam time is 2 hours, you will have a total of 3 hours.
- If you have 100% extended time (double time), and the regular exam time is 2 hours, you will have a total of 4 hours.

Planning Your Exam Time: Make sure you plan your day and time according to the registrar's instructions and set reminders if needed.

Testing Early with Remote Software:

If you plan/need to start your exam earlier than the scheduled time, please notify us in advance (1-2 business days) so we can adjust the software to open at your desired time.

Need Help? If you have any issues, need help understanding your time accommodations, or have any other concerns, please do not hesitate to contact us via email. We are here to support you!

