

ADA Accommodations

Examinees

Add Accommodations, pt. 1

- 1 On the left-navigation menu, select **Examinees**.
- 2 Find the **Examinee's name** who needs the testing accommodation added, either using the **Search** feature or scrolling to find the name.
- 3 Find the Examinee's name, click the **3 vertical dots** in the **Action** column.
- 4 Select **Edit** from the drop-down.

Administrator Guide Screenshots: Add Accommodations

☰ Tests

👤 Examinees



1

📅 Sessions

Examinees

Upload, create, and edit Examinees (test-takers)

Add Examinee +

Import 📁

Export 📁

Delete (1) 🗑️

Search...



2

Items per page: 25

1 - 12 of 12

Filters:

Date

Start Date



End Date



ID First Name

Last Name ↑

Email

Date

Actions



██████████

██████████

██████████.com

3



ID First Name

Last Name ↑

Email

Actions



R ██████████

C ██████████

██████████.com

ADA Accommodations

Examinees

Add Accommodations, pt. 2

- 5 Scroll down to the **Accommodations** section.
- 6 Check the **Allow Extra Time** checkbox.
- 7 Enter the **Time Multiplier** for this examinee (*Options: 1.5, 2, or 3*).
- 8 On the bottom-right of the screen, click **Save & Exit**.

Administrator Guide Screenshots: Add Accommodations

Edit Examinee

Store information on each Examinee

First Name *

Re

Last Name *

C

Middle Name

Suffix

Email *

ra.com

ID

Phone number

Mailing address

Time Zone

Add Tag

Accommodations

☐ Allow extra time

Multiplier

1

☐ Allow bathroom breaks

☐ Allow read-aloud / screen reader

5

Accommodations

☒ Allow extra time

6

☐ Allow bathroom breaks

☐ Allow read-aloud / screen reader

Accommodations

☒ Allow extra time

Multiplier *

2

7

☐ Allow bathroom breaks

☐ Allow read-aloud / screen reader

8

Cancel

Save & Exit