

ADA Accommodations

Examinees

Add Accommodations: Day of Exam*

- 1 On the left-navigation menu, select Sessions.
- 2 Find the Session to be proctored; click View.
- 3 Find the student's name and click the **pencil in the Time Multiplier column**.

*This must be done BEFORE the student opens the exam.

ADA Accommodations

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Add Accommodations: Day of Exam*

- 4 Type in the correct **Time Multiplier** (*Options: 1.5, 2, or 3*).
- 5 Click the **green check mark** to confirm.
- 6 **For exams with more than one section, the correct amount of time will be added to ALL sections of the exam.** If a student tested before and had accommodations, the time multiplier will already be listed.

*This must be done BEFORE the student opens the exam.

Administrator Guide Screenshots: Add Accommodations - Day of Exam

Examinees

Sessions 1

Items per page: 25 1 - 25 of 226 >

<input type="checkbox"/>	Name	Session ID	Start Date ↓	End Date	Tests	Examinees	Actions	Dashboard
<input type="checkbox"/>	[REDACTED]	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	[REDACTED]	2-NACE	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	[REDACTED]	3-Readiness	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	[REDACTED]	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Sep 25, 2025	Oct 2, 2025	1	1	⋮	View
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Sep 25, 2025	Nov 30, 2025	1	2	⋮	View
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Sep 25, 2025	Nov 30, 2025	1	1	⋮	View
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Sep 24, 2025	Oct 1, 2025	1	2	⋮	View

2


<input type="checkbox"/>	First Name	Last Name ↑	External ID	Email	Test code	Date registered	Date completed	Session status	Time multiplier	NEX Pretest Survey_Q32025 Score
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	11-30-2025		Not Started	1.5	

3

Time multiplier

1.5

4-5



ADA Accommodations

Examinees

Add Accommodations to Student Profile

- 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.

ADA Accommodations

Examinees

Add Accommodations to Student Profile

- 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 to Student Profile

Edit Examinee

Store information on each Examinee

First Name *
R_____

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

Accommodations

Allow extra time Multiplier * 6

Allow bathroom breaks

Allow read-aloud / screen reader

Accommodations

Allow extra time Multiplier * 2

Allow bathroom breaks

Allow read-aloud / screen reader

Cancel Save & Exit