Creating a Duplicate ADA or Makeup Test

Occasionally, you will need to provide access to a test (or survey) under special circumstances. For example, one of your students may need more time for a test, due to ADA considerations. Or perhaps you need to give two versions of the same test, such as a pre-test and a post-test.

In both of these cases, you need to create a second test with the same questions and points as the original but different Test Options. You can accomplish this in four steps:

1. **Identify** the test you need to duplicate.
2. **Copy** the test. The title of the duplicate test should be similar to the original.
3. **Deploy** the duplicate test, changing the test options to address the needs of the students.
4. Finally, if the duplicate test needs to be available to only a few students, use **Adaptive Release** to determine who sees the new test.

Let’s create a duplicate test for an ADA student who needs extra time. We need a test based on the original, with the following changes:

- An extended duration time from **15 minutes** to **30 minutes**
- Adaptive release of the new assessment to **ADA students**
First let’s **identify** and **copy** the test:

1. Click **Course Tools**, in the Control Panel.

   ![Control Panel]

   - Announcements
   - Blogs
   - Collaboration
   - Contacts
   - Course Calendar
   - Discussion Board
   - Glossary
   - Journals
   - Lecture Capture
   - McGraw-Hill Higher Education
   - Messages
   - Respondus LockDown Browser
   - Rubrics
   - SafeAssign
   - Send Email
   - Tasks
   - **Tests, Surveys, and Pools**

2. Click **Tests, Surveys, and Pools**.

3. Click **Tests**.
4. Click the **ActionLink button** for the test you want to duplicate.

![Diagram showing ActionLink button for test]

5. Click **Copy**.

6. The name of the duplicate test will be the original name with “(1)” after it. (The number will change if you have done more than one copy.) We should change this so we can differentiate the two tests more easily.

7. Click the **ActionLink button** for the duplicate test.

8. Click **Edit**.

![Diagram showing ActionLink button for duplicate test]

9. Click the **ActionLink button** at the top of the page, beside the name of the duplicate test.

10. Click **Edit**.
11. In the **Name** text box, change the name of the duplicate test so you can distinguish it from the original. Whatever name you choose for your test, it should be similar to the original test name. (Common alterations included adding “Extended” or “ADA” to the test name.)

![Test Information](image1)

12. In the **Description** text box, type a message indicating the test is an alternate copy with more time, for ADA students.
13. Type any **Instructions** that you think the students will need.
14. Click **Submit**.

You now have an exact duplicate of your original test, with a different name. The questions and points for this new test are the same as the original. Now, let’s **deploy** the duplicate test in the same location as the original, changing the Test Options of the duplicate test so the ADA students will have more time to take it:

1. Navigate to the **learning module** or **content folder** in which the original test is deployed.
2. Point to **Assessments**.
3. Click **Test**.
4. In the Add Test menu, click the name of the duplicate test.

![Add Test menu with name highlighted]

5. Click Submit.

6. The Test Options page opens. Set the same options for the duplicate test as for the original except for the Timer. Set the Timer based on the requirements for the ADA student. In the case of our example, we’ll set the test for 30 minutes.

![Test Options with Timer set to 30 minutes]

7. Click Submit.

Now ADA students will have additional time to take the test. However, you want only the ADA students to have access to this test. You want the other students to only see the original test; otherwise they may attempt to take the extended version as well.
To prevent the other students from taking the ADA version of the test, you need to adaptively release the ADA test so that only the ADA students can see it:

1. Browse to the learning module or content folder containing the deployed ADA test.
2. Click the ActionLink button for the ADA test.

3. Click Adaptive Release.
4. Click Browse, next to Username, in the Membership section.

5. Use the search options to look up the ADA student to which you want to adaptively release the test. You can search by Username, First Name, or Last Name.
6. Select the check box for the student.

![Selection box for student](image)

7. Click Submit.
8. The student **username** appears in the Username text box, in the Membership section.
   a. If you need to release the test to **more than one** student, **repeat** the Browse process as many times as needed. The usernames will be separated by commas.
   b. If you know the username(s) of the student(s) who need access to the ADA test, you can also type them into the text box for Username. Multiple usernames should be separated by a **comma**, with no spaces.

![Username field](image)

9. Click **Submit** to save the Adaptive Release changes.

Now only the ADA student(s) can see the extended test.

It is possible to also hide the regular test from the ADA students. However, in the current version of the system it involves adaptively releasing the regular test to all the non-ADA students. Since the process must be done one student at a time, **most instructors avoid doing this**. Instead, they instruct their ADA students to avoid the regular version of the test.

There is one other thing you should do. Now that you have created an alternate test for ADA students, the test appears in the Grade Center. Consequently, it **also** appears in My Grades where all students can see it. You should **hide** this column from students, so they will not be confused by the two different versions of the test.
To hide the ADA column from students in My Grades:

1. Click Grade Center, in the Control Panel.
2. Click Full Grade Center.
   a. Alternately, you can click the small arrow to the right of Grade Center. This will take you directly to the Full Grade Center.

3. Find the column for the ADA version of the test.
4. Click the ActionLink button for the ADA version of the test.
5. Click Show/Hide to Users.
6. A circle with a red line will appear at the top of the column. This indicates that the column is unavailable to students in My Grades.

7. To show the ADA students the score they received, manually copy their score into the original test column in the Grade Center.
   a. It’s probably a good idea to use Manage/Column Organization to move the column for the ADA version of the test next to the original.
   b. The one negative of hiding the ADA column is that those students will not be able to access feedback from the test (correct answers, etc.). However, they will be able to access this information via the test link as long as it is still available.

Now you have a second test with an extended duration for your ADA student(s). The other students can only see the original version of the test and the original test column in My Grades.

Remember that the changes you make to your duplicate quiz depend on the circumstances. For example, if you were creating a post-test that was based on a pre-test, the only thing you would change after the title and description would be the Dates Available. You wouldn’t use Adaptive Release for the tests, because you would need all your students to take both tests.