# DRC ACCOMMODATIONS IN HONORLOCK

## Considerations for Certain Accommodations

### Allowances

* ***Flexible scheduling*** - You can set different dates and/or times for an individual student by [using the Add button](https://community.canvaslms.com/docs/DOC-26363-how-do-i-assign-a-quiz-to-an-individual-student) at the bottom of the eLearning Canvas Quiz settings. This does *not* impact Honorlock settings. If you will be using a secondary exam instead, please review [Gradebook Considerations for Secondary Assignments or Quizzes](#ssxoezxq6pyb).
* ***Restroom Breaks*** - Be sure to add this information to the Accommodations setting unless you are allowing all students to take restroom breaks. Proctors need to know when a student is permitted to leave the webcam view.

## Extended Time

[Providing extended time](https://community.canvaslms.com/docs/DOC-26214-once-i-publish-a-timed-quiz-how-can-i-give-my-students-extra-time) is accomplished in eLearning Canvas and can be done for an individual student or multiple students with accommodations.

Other considerations include adjusting the start and end times. The date and time after which Canvas will no longer accept submissions (the [Until date](https://community.canvaslms.com/docs/DOC-10327-what-is-the-difference-between-assignment-due-dates-and-availability-dates)) needs to be set late enough that it allows sufficient extended access for students with extended time accommodations. The Until date can be adjusted for the class as a whole, in which case Canvas will flag late submissions, or can be done for each student with this accommodation and for each Quiz.

Also, if your assessment is happening at a specific time of day, consider what time the exam will end for a student with extended time and determine if setting an earlier [Available from](https://community.canvaslms.com/docs/DOC-10327-what-is-the-difference-between-assignment-due-dates-and-availability-dates) time is more appropriate so the student can demonstrate learning mastery without being hindered by late-night fatigue.

## Test Materials and Equipment

Many allowances here (such as physical calculators, scratch paper, and looking away from the screen to take medication or monitor glucose) will need to be noted in the Proctor Guidelines so proctors know that a student has an accommodation to access special items and/or leave the view of the webcam. With the default UF settings for Honorlock, students should not encounter issues with using web-based spell checkers or memory aids.

However, if Browser Guard has been enabled, it will prevent access to applications (e.g., Word) [and new tabs. Thus, you may want to create a second version of the assessment and assign it specifically to the student needing this technology so you can leave Browser Guard disabled](https://community.canvaslms.com/docs/DOC-26363-how-do-i-assign-a-quiz-to-an-individual-student) for them (you can [review their session recording](https://www.youtube.com/watch?v=daC8bfEI2EE&feature=youtu.be) to ensure they did not use any unauthorized resources). Or, you can Whitelist certain URLs that Browser Guard will not block. Please note you need to provide the full URL (i.e., <https://www.dictionary.com/>) and sub-page access is permitted. However, if students need to log into an account, you cannot use the Whitelist feature.

## Proctor Guidelines Field

Below the proctoring settings are fields for:

* ***Student Guidelines***- This section highlights the most common allowances. If you have an allowance that is not listed, you can click the + Show additional Instructions to add them. This information is visible to all students, so it is essential that you do not put accommodation information in this box. It may be best to leave this box empty and put all student instructions in the Canvas Quiz instructions field.
* ***Accommodations*** - This is information for a Proctor to reference so they can determine if they need to intervene by contacting the student directly, costing them test time. When writing accommodation guidelines, be specific but not restrictive, e.g., "John Smith can have additional breaks and use the restroom. He will state to the webcam that he is using the restroom and will leave camera view." Instructors are encouraged to reach out to the student in advance of each exam to discuss how accommodations will be facilitated.

## Additional Support

You can enable Honorlock for an eLearning Canvas quiz by following the Honorlock Instructor Guide and other resources on Keep Teaching. Please contact the DRC Testing Office for further information on accommodation settings.

### Disability Resource Center

For assistance with facilitating nuanced testing accommodations not covered in the items above, please contact the Disability Resource Center at 352-392-8565 or email us at [DRCTesting@ufsa.ufl.edu.](mailto:DRCTesting@ufsa.ufl.edu)

### eLearning Support

If you have questions about Canvas settings or enabling Honorlock, please contact eLearning Support at 352-392-HELP(4357), option 3 or [learning-support@ufl.edu.](mailto:learning-support@ufl.edu)