

## UTM FAQ's for Faculty – Accommodating Online Final Exams

**Q. A student has contacted me directly to ask for accommodations for an online exam. What should I do?**

A. Please ask the student to contact UTM Accessibility Services and we will assist the student and contact you should the student register to receive accommodations.

**Q. How do I add extra time for a specific student in Quercus?**

A. Please email the Quercus team at [utml.instructech@utoronto.ca](mailto:utml.instructech@utoronto.ca) and the team will be able to assist you with setting this up.

**Q. Is break time and writing time to be calculate separately for an online Quercus exam?**

A. Break time and writing time can both be added as extra time. Students are expected to self-manage their writing time vs. break time. The university has approved this approach during this time.

**Q. How do I calculate the total amount of extra time to assign each student?**

A. Multiply the total writing time by the students accommodated extra time then add the break time.

**Example:**

- 2 hour online exam
- Accommodations: 1.5 extra time and break time of 60 minutes
- Total writing time: 2 hours x 1.5 = 3 hours
- Total writing time (3hrs) + 60 minute break time = Total time of 4 hours

**Q. What if a student requires accommodations beyond extra time and breaks?**

A. If a student raises any accommodation-related concerns that you cannot address for your online exam, please have the student reach out to their Accessibility Advisor.

If you have any questions about accommodating your students for online final exams, please contact our Test/Exam Services team at [accessexams.utm@utoronto.ca](mailto:accessexams.utm@utoronto.ca).