

## Appendix E: Guidance for Selecting and Administering the Extended Time Accommodation

### What is the Extended Time Accommodation?

Extended time is a provision which expands the allowable length of time to complete assignments, tests, and activities, and may also change the way the time is organized. For DC CAPE, this accommodation provides additional time for a student to complete the summative assessments beyond the time allotted for the test or test section. Students with disabilities, students who are ELs, and students who are ELs with disabilities are eligible to receive the Extended Time Accommodation. The Extended Time Accommodation allows a student to have up to a single day to complete a single test section. **Single test sections may not extend beyond one school day.** (For exceptions, refer to [Appendix F: Unique Accommodation Request Form](#)).

### Who can benefit from the Extended Time Accommodation?

The Extended Time Accommodation is most beneficial for students who routinely need more time than is generally allowed to complete activities, assignments, and tests. Extra time may be needed:

- To process written text (e.g., for a student who processes information slowly or has a Human Reader).
- To write (e.g., for a student with limited dexterity).
- To use other accommodations or augmentative devices (e.g., assistive technology, audio materials, or a scribe).
- For a student who needs frequent breaks that may extend the time needed to complete testing.

### Documenting the Extended Time Accommodation in a Student’s Individualized Education Plan (IEP), 504 Plan, or EL Plan

Extended time must be documented in a student’s IEP, 504 plan, or EL plan based on data or observations of the student’s performance in past assessments. Where possible, each student’s IEP, 504, or EL plan should document the amount of extended time anticipated for assessments. These decisions must be made on a case-by-case basis based on the student’s needs and any other accommodations being provided for the assessment for which the extended time will be needed. Teams should consider whether the section time provided will meet the student’s needs prior to including a provision for extended time in student plans.

### Planning and Logistics for Administering the Extended Time Accommodation

Students who require this accommodation should take the test in a separate setting to minimize disruptions, especially if classrooms or the computer lab are scheduled for successive testing sessions. The planning process includes consideration of additional accommodations, available technology, physical space, and personnel coverage, all of which will need to be determined well in advance of testing.

### Procedure for Ending the Extended Time Accommodation with Students

Students with the Extended Time Accommodation must be given a section in a continuous block of time and may not be brought back to that section at a later time. If the accommodation extends into the student’s scheduled lunch, then the Test Administrator must either accompany the student to lunch and remain with them, or bring the student’s lunch to the testing room. If the Test Administrator observes that the student is no longer productively engaged, an inquiry may be made regarding testing status. Once the extended time provision is exhausted, the Test Administrator should proceed to the next test section or end the testing process.