

Universal Extended Time checklist



Applying Universal Extended Time (UET)

Use this checklist to support inclusive assessment design and the application of Universal Extended Time (UET).

- 1 I have adequate time available (in class or within scheduled exam period) to administer my assessment applying UET (1.5 or 2x the accurate assessment time).
☐ yes
- 2 I have provided clear and consistent communication for students within the assessment that outlines expected time frames for each section.
☐ yes
- 3 I have provided clear communication with my students on the application of UET within the assessment.
☐ yes
- 4 I have initiated direct, timely and confidential communications with students that have extended time accommodations within my course to ensure their specific accommodation(s) are met.
☐ yes
- 5 I have reviewed and measured the time of my assessments including:
Accurate time includes:

☐ reviewing instructions	☐ answering questions	☐ using metacognitive strategies
☐ reading questions	☐ editing answers	☐ taking breaks, if permitted
- 6 I have done one of the following to ensure I have adequately measured the time of my assessment:

☐ consulted with LTI	☐ reviewed past data on the assessment	☐ reviewed or audited the assessment with a colleague
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- 7 I have reviewed and applied the specific considerations for certain assessment formats:
Written assessments (short answer, long answer, essays)

☐ Instructions are clear, including expectations for the length, depth and format of responses	☐ I have clarified what will be assessed (e.g., content knowledge, analysis, application, structure).
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Problem-solving assessments

☐ Expectations for showing work and demonstrating the problem-solving process is clearly communicated.	☐ I have specified the required format or space for responses (e.g., number of pages, steps, calculations or explanations).RR
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