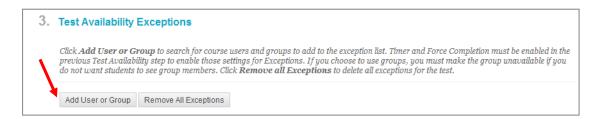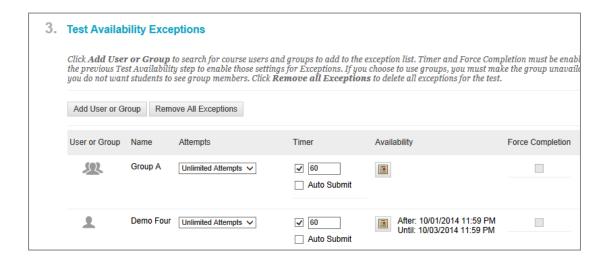# Test Availability Exceptions

Students need extra time for exams and/or need to take a makeup test.

1. Open the Blackboard course and click on the action link for the test to modify.

2. Select Edit the Test Options. Scroll to the Test Availability Exceptions section in Test Options (see image below).

3. Click the Add User or Group button. Select the students and/or groups. (Tip: If you have multiple students who need the same amount of additional time, create a group for those students first (Control Panel > Users and Groups) and then select that group here.) Click Submit.
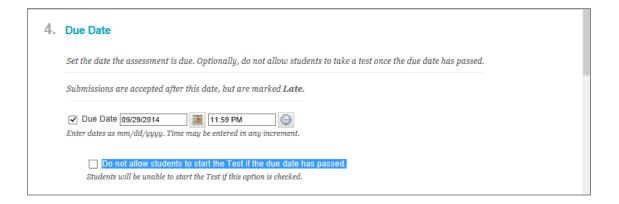

5. You now have the ability to set a unique set of exemptions (# of Attempts, Timer, Availability dates, and Force Completion) for each student or group selected. This availability date and time field will even work outside the pre-existing availability settings used by the other students taking the exam. (Please read the important note below.)

Important Note: <u>Do not check the box noted below in the Due Date section if you want a student to be able to take the test after the due date.</u> Checking this box under the Due Date field will override the Test Availability Exceptions and prevent a test from opening where the availability date in Test Availability Exceptions is after the Due Date.

6. Click Submit to save these updated test options.

Please contact Blackboard Support at blackboard@ttu.edu if you have difficulties or questions with this procedure.