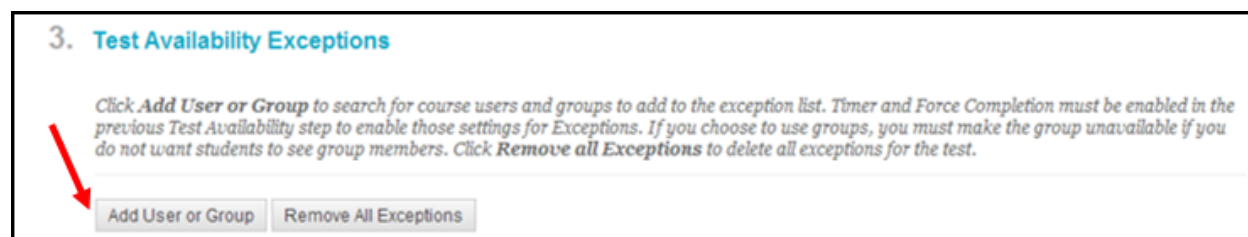


## How do I allow extra time on an exam?

### Test Availability Exceptions

If a student needs extra time for exams and/or need to take a makeup test you will use the Test Availability Exception option.

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.
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.)

### 3. Test Availability Exceptions

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and Force Completion must be enabled in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

Add User or Group
Remove All Exceptions



User or Group	Name	Attempts	Timer	Availability	Force Completion
	Group A	Unlimited Attempts ▾	<input checked="" type="checkbox"/> 60 <input type="checkbox"/> Auto Submit		<input type="checkbox"/>
	Demo Four	Unlimited Attempts ▾	<input checked="" type="checkbox"/> 60 <input type="checkbox"/> Auto Submit	 After: 10/01/2014 11:59 PM Until: 10/03/2014 11:59 PM	<input type="checkbox"/>

**Important Note:** 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. 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.

### 4. Due Date

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked **Late**.

☒ Due Date      
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ **Do not allow students to start the Test if the due date has passed.**  
 Students will be unable to start the Test if this option is checked.

6. Click **Submit** to save these updated test options.