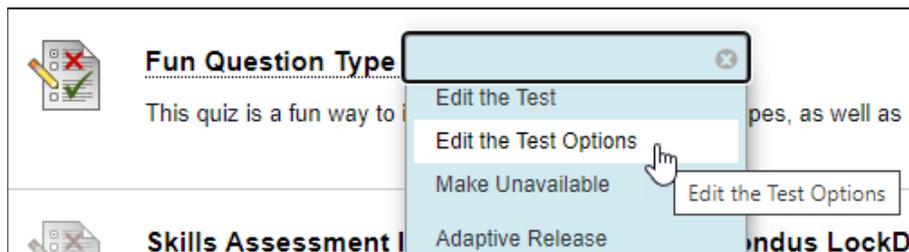


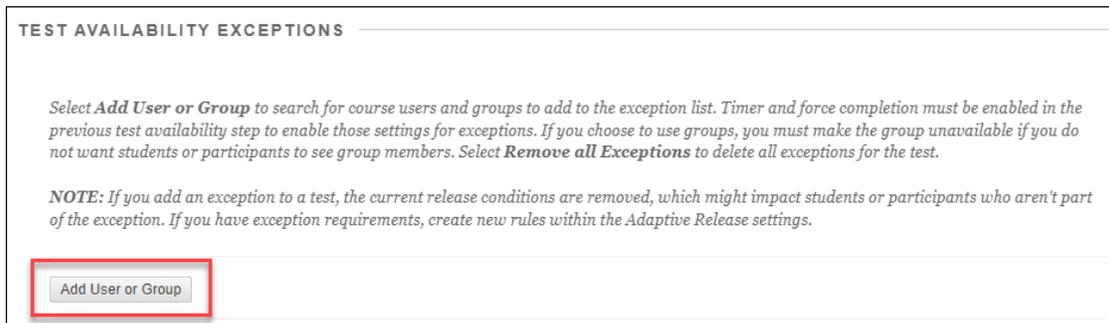
## Test Availability Exceptions

Use the Test Availability Exceptions option to allow a student extra time on an exam, or to take a makeup exam.

1. Locate the exam in your Blackboard course, hover your mouse over the test title, click the down-pointing arrow and select **Edit the Test Options**.



2. Scroll down to the Test Availability Exceptions section and click the **Add User or Group** button.



**NOTE** If you have multiple students who need the same amount of additional time, you can create a group for those students first (Control Panel > Users and Groups), and then select that group from the Add User or Group window. You must make the group unavailable if you don't want students to see the other group members.

3. Select the checkbox next to the student(s) you want to create the exception for.

### Add User or Group

Search:

<input type="checkbox"/>	User or Group	Username	Name
<input type="checkbox"/>		demo2	Demo Two
<input type="checkbox"/>		demo3	Sheldon Cooper
<input type="checkbox"/>		demo4	Clark Kent
<input type="checkbox"/>		demo1	Diana Prince

**NOTE** You can also use the **Search** criteria to find and select students to add.

4. Click **Submit** to add the student(s) and to close the Add User or Group window.
5. In the Test Availability Exceptions section, enter the settings for the following options for each student and/or group:
  - **Attempts** – Select the desired number of attempts from the **Attempts** pulldown menu.
  - **Timer** – Select the **Timer** checkbox and enter the amount of time in the textbox if you want to limit the student to a specific amount of time to take the test. (Timer must be enabled in the Test Availability section above to enable it for the test exception.)
  - **Auto Submit** – Select the **Auto Submit** checkbox if you want Blackboard to automatically save and submit the test when the time expires.
  - **Availability** – Click the **Calendar** icon, enter the **After** and **Until** dates and times, and click **Save** to make the exam exception available for specific dates and times. (Availability will work outside of the pre-existing availability settings used by the other students taking the exam without an exception.)
  - **Force Completion** – Select the **Force Completion** checkbox if you want students to complete the test in one sitting. Blackboard automatically submits the exam if the student closes the test. (Force Completion must be enabled in the Test Availability section above to enable it for the test exception.)

Name	Attempts	Timer	Availability	Options
 Demo Two	Unlimited Attempts ▼	<input checked="" type="checkbox"/> 60 <input type="checkbox"/> Auto Submit		<input type="checkbox"/> Force Completion <span style="float: right;">✕</span>
 Discussion Group 1	Unlimited Attempts ▼	<input checked="" type="checkbox"/> 60 <input type="checkbox"/> Auto Submit	 After: 04/18/2023 07:00 AM Until: 04/18/2023 11:00 PM	<input type="checkbox"/> Force Completion <span style="float: right;">✕</span>

**NOTE** To remove an exception, click the **X** in the student's Name row.

**IMPORTANT** Do not select the **Do not allow students to start the Test if the due date has passed** checkbox in the Due Date section if you want a student to be able to take the test after the due date. Selecting this checkbox will override the Test Availability Exceptions and prevent a test from opening when the availability date for the Test Availability Exception is after the Due Date.

**DUE DATE**

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

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

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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 selected.*

6. Click **Submit** to save the updated Test Options.