



Test Availability Exceptions

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

1. Open the Blackboard course and click on the action link for the exam to modify.
2. Select Edit the Test Options.
3. Scroll to the Test Availability Exceptions section in Test Options.
4. 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 “Display After” and Display Until” settings used by the other students taking the exam. **Be aware that the checkbox under Due Date “Do not allow students to start the Test if the due date has passed” will override the date exceptions if checked. Do not check this box if the Exceptions Availability Dates are outside the Display Availability Dates.**

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 to do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

User or Group	Name	Attempts	Timer	Availability	Force Completion
	Demo Four	Unlimited Attempts	<input checked="" type="checkbox"/> 120 <input type="checkbox"/> Auto Submit		<input type="checkbox"/>
	Group A	Unlimited Attempts	<input checked="" type="checkbox"/> 90 <input type="checkbox"/> Auto Submit	After: 10/01/2014 11:59 PM Until: 10/03/2014 11:59 PM	<input type="checkbox"/>

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.

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