

## Blackboard - Test Availability Exceptions

These settings allow instructors to select one or more groups of students and make a number of exceptions to the already established availability settings. Instructors can use exceptions to provide an accommodation to a disabled student, or provide accommodations for technology and language differences.

You can change these settings at any time, even after the test has been attempted by some students. If conflicts in rules occur, the most permissive settings for that user or group of users is granted.

**1. Open the Edit Test Options page, Scroll down to step 3, "Test Availability Exceptions" and click on the "Add User or Group" button.**

### 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

**2. Check the box beside the name of the student or groups you wish to grant the exception and click on "Submit".**

### Add User or Group

Search: Any Not Blank  Go

<input type="checkbox"/>	User or Group	Username or Group Name	Name
<input type="checkbox"/>		ighandi	Ian Ghandi
<input type="checkbox"/>		meganstudent	Megan Student




Displaying 1 to 2 of 2 items |

**3. Change the settings for the test to match the necessary accommodation for the student or group of students. Click on the Submit button when complete to save the setting.**

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Add User or Group Remove All Exceptions

Name	Attempts <b>1</b>	Timer <b>2</b>	Availability <b>3</b>	Options <b>4</b>	
 Ian Ghandi	Single Attempt	<input checked="" type="checkbox"/> 60 <input type="checkbox"/> Auto Submit		<input type="checkbox"/> Force Completion	

You can create exceptions for:

1. Number of attempts.
2. Time for the test.
3. Availability of test using start and end dates.
4. Force completion on or off.

Click **submit** at the top or bottom of the page when done to save the settings.