

Blackboard: Set Test Exceptions

Test Availability exceptions allow instructors to make special exceptions to the time limit or test availability of an existing Blackboard test for students who need additional time or need to take a makeup exam.

1. Open your Blackboard course and go to the **Content Area** where the test is deployed like **Tests**.

The screenshot shows the Blackboard Content Area for 'Training Course 05'. On the left, a sidebar lists 'Announcements', 'Syllabus', 'Outline', 'Electron', 'Tests' (which has a red arrow pointing to it), 'Discussions', 'Tools', and 'Assignments'. The main area is titled 'Tests' and contains a list with 'Quiz 1'. Below 'Quiz 1' are three options: 'Edit the Test', 'Edit the Test Options' (which is highlighted with a red box and has a red arrow pointing to it), and 'Make Unavailable'. A small note at the bottom says 'Adaptive Release'.

2. Click the down-arrow next to the test name and select **Edit the Test Options**.

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

The screenshot shows the 'TEST AVAILABILITY EXCEPTIONS' page. It includes instructions about adding users or groups and removing exceptions. At the bottom, there is a large red arrow pointing to the 'Add User or Group' button, which is highlighted with a red box.

4. In the pop-up window, check the box next to each student that requires an exception and click **Submit**.

The screenshot shows the 'Add User or Group' pop-up window. It has a search bar at the top. Below it is a table with columns for 'USER OR GROUP', 'USERNAME', and 'NAME'. There are five rows of data. The second and fourth rows have checkboxes checked, while the first, third, and fifth rows do not. The second row ('student4_lti') is highlighted with a yellow background. At the bottom right are 'Cancel' and 'Submit' buttons.

USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>	train37_previewuser	train37 ITL_PreviewUser
<input checked="" type="checkbox"/>	student4_lti	Student4 LTI
<input type="checkbox"/>	student3_lti	Student3 LTI
<input checked="" type="checkbox"/>	student3	Sample3 Student3
<input type="checkbox"/>	student2_lti	Student2 LTI

5. The student(s) selected in the previous step should then be listed under *Test Availability Exceptions*. Click the x icon to delete a student from the exceptions list.

NAME	ATTEMPTS	TIMER	AVAILABILITY	OPTIONS
 Student4 LTI	Single Attempt ▾	<input checked="" type="checkbox"/> 10 <input type="checkbox"/> Auto Submit		<input type="checkbox"/> Force Completion 

You can set any of the following exceptions for each student:

- **Attempts:** Select the number of test attempts allowed for the student.
- **Timer:** Change the timer limit for the student. You can also enable or disable the *Auto Submit* feature, which submits the test automatically after the timer runs out. You must have the timer enabled for the test to see this exception option.
- **Availability:** If the student is taking the test at a different time than the rest of the class, click the calendar icon to set the dates and times you want the exam available for the student.
Note: If you enabled the Test setting "Do not allow students to start the test if the due date has passed," even students on the exceptions list cannot take the test after that date.
- **Force Completion: This setting is not recommended.** Enable/disable force completion for the user. You must have Force Completion enabled for the test to see this exception option.

6. Click **Submit** at the bottom of the *Test Options* page to implement the exceptions.