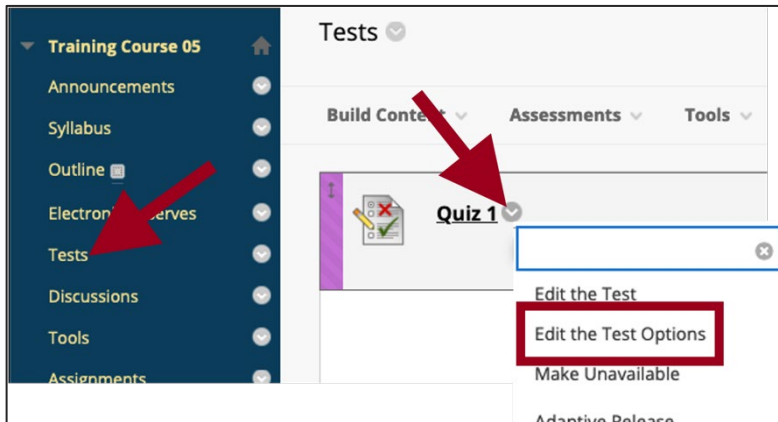# Blackboard: Set Test Exceptions

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*.
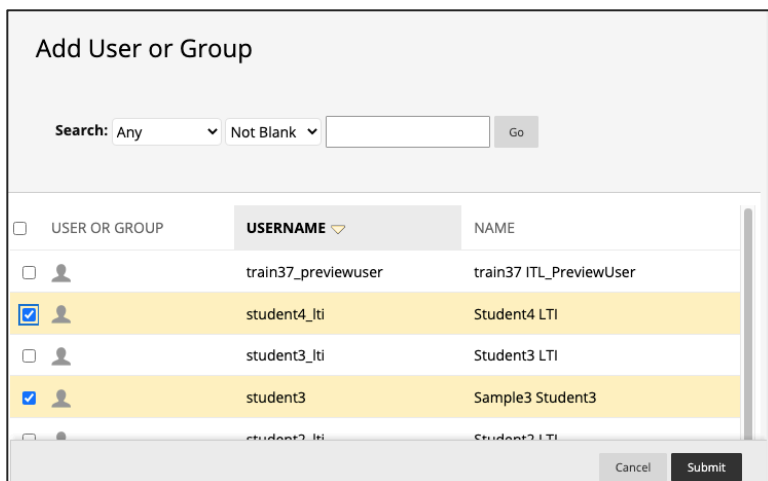

2. Click the down-arrow next to the test name and select **Edit the Test Options**.

3. Scroll down to the **Test Availability Exceptions** section and click on **Add User or Group**.
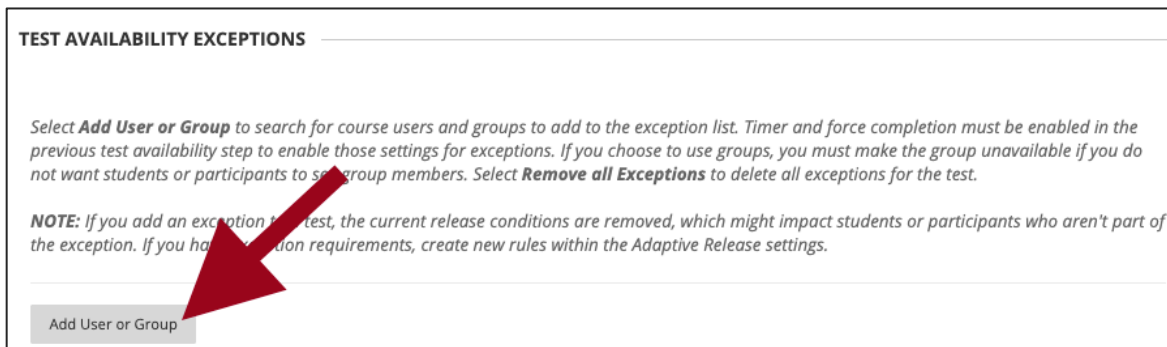
4. In the pop-up window, check the box next to each student that requires an exception and click **Submit**.

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.

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 submit 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.