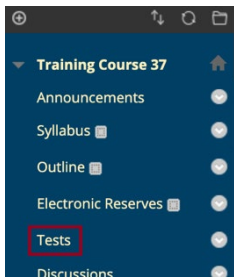


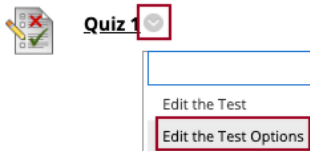
## Blackboard: How to Set Test Availability Exceptions

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**.



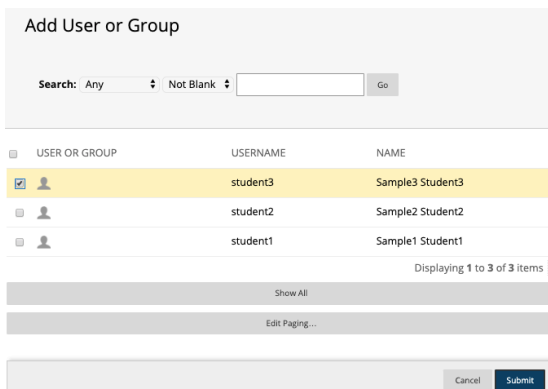
3. Go to the **Test Availability Exceptions** section and click on **Add User or Group**.

### 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.*



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



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

NAME	ATTEMPTS	TIMER	AVAILABILITY	OPTIONS
 Sample3 Student3	Single Attempt	<input checked="" type="checkbox"/> <input type="text"/> <input type="checkbox"/> Auto Submit		<input type="checkbox"/> Force Completion 

You can set the following options for each student:

- **Attempts:** Select the number of attempts allowed for the student.
- **Timer:** Enter the time limit in minutes allowed for the selected student. If needed, also check the Auto Submit checkbox to have the test submit automatically after the timer runs out. You must have the timer enabled for the test, or this option will not appear.
- **Availability:** Click on the calendar icon to specify the availability of the exam for the student if the student would be taking the exam at a different time than the rest of the class.
 

*Note: If the setting "Do not allow students to start the test if the due date has passed" is enabled, even students on the exceptions list cannot take the test after that date and time.*
- **Force Completion: This setting is not recommended.** Click here to enable or disable force completion for the user. You must have the force completion enabled for the test, or this option will not appear.

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