





Test Availability Exceptions

For 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 (Number 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 preexisting availability settings used by the other students taking the exam.
6. Click Submit to save these updated test options.

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 if you 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 Two	Single Attempt <input type="button" value="v"/>	<input checked="" type="checkbox"/> 120 <input type="checkbox"/> Auto Submit		<input type="checkbox"/> <input type="button" value="x"/>
	Demo Four	Single Attempt <input type="button" value="v"/>	<input checked="" type="checkbox"/> 90 <input type="checkbox"/> Auto Submit	 After: 06/16/2014 08:00 AM	<input checked="" type="checkbox"/> <input type="button" value="x"/>

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