


# Test Availability Exceptions

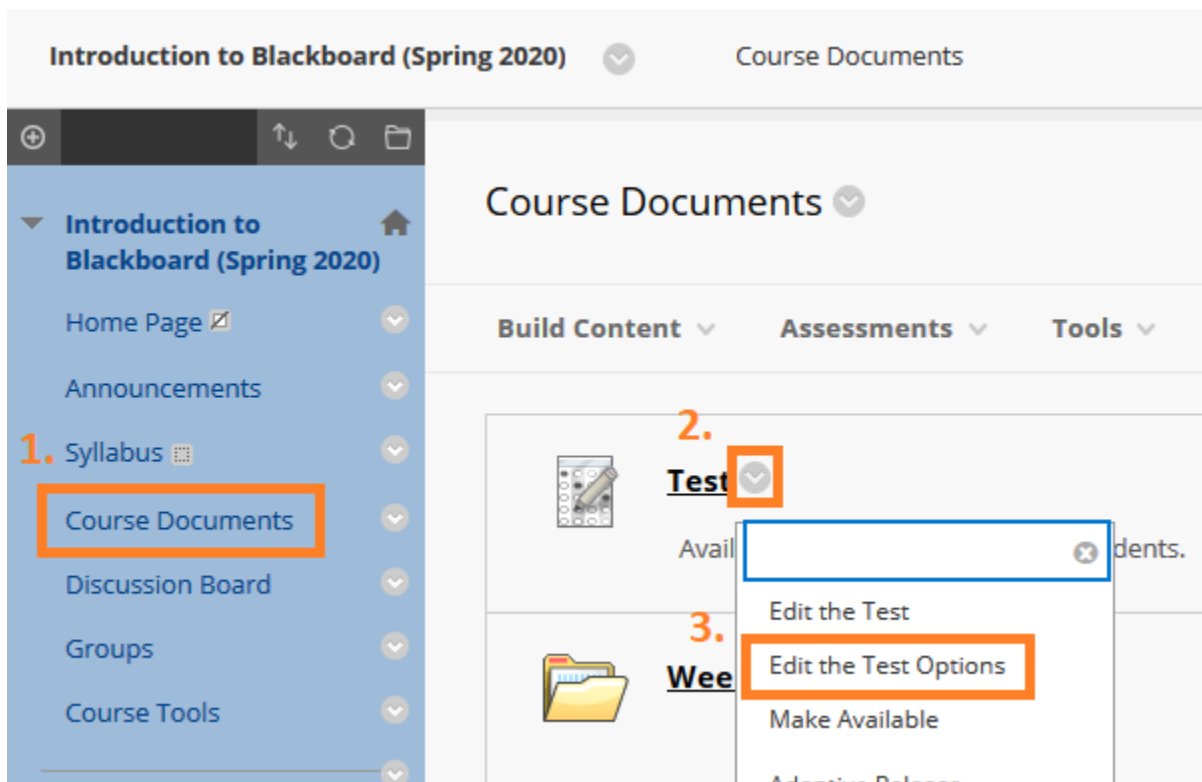
Blackboard's **Test Options** allow you to make exceptions in order to accommodate a student with a disability. For example, you can provide a particular student with additional time to complete the test or you can allow the student to take the test multiple times.

In your Blackboard course,

1. Click the link in the left-hand course menu area where your test is located

*NOTE:* in the screenshot below, the Test is located in "Course Documents"; your test may be located in a different content area. If you cannot find your test or have not created one, please see ["Creating Tests"](#) (PDF).

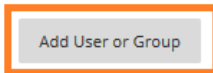
2. Find your Blackboard test and click the down-arrow (  ) just to the right of your test.
3. Select **"Edit the Test Options"**



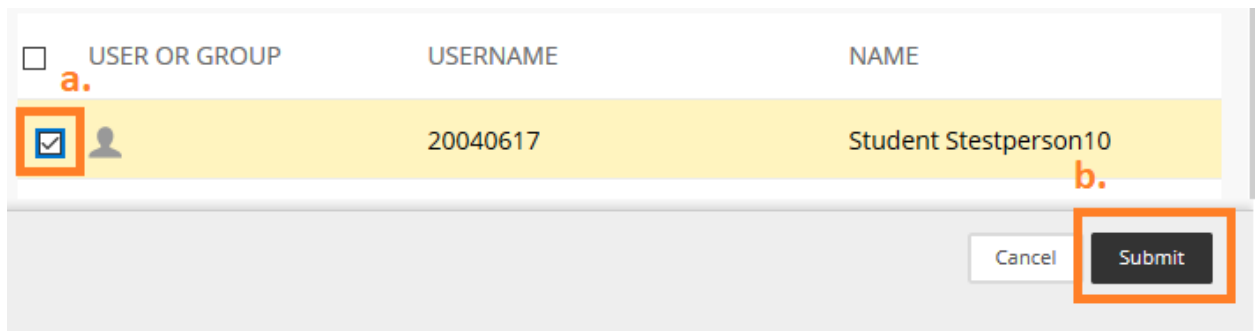
4. Scroll down to the **“Test Availability Exceptions”** section and click **“Add User or Group”**:

#### TEST AVAILABILITY EXCEPTIONS

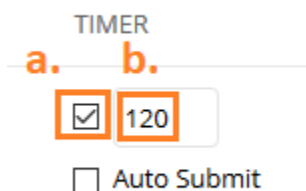
Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.



5. (a) Click the particular student’s checkbox and then (b) click **“Submit”**



6. To extend the time that the student can work on the test, (a) check the checkbox and (b) enter the amount of time in minutes that the student will have



For example, if other students are given 1 hour to complete the test, you can double that time for a particular student by typing “120.”

- To extend the overall time “window” during which a student can choose to begin the test, (a) click the calendar icon (under “Availability”) and then (b) click the clock icon to extend the duration that the test link is available to the student:

NAME	ATTEMPTS	AVAILABILITY
Student Stestperson10	Single Attempt	After: 03/22/2020 01:00 PM

**DUE DATE**

Set the date the assessment is due. Optionally, a

Submissions are accepted after this date, but an

After: 03/22/2020 01:00 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until: 03/22/2020 05:00 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Clear Cancel Save

For example, if other students are given 1 PM to 3 PM to begin an hour-long test, you can extend that time: 1 PM to 5 PM.

- To allow repeated test submissions (“attempts”) for a particular student, (a) select “**Multiple Attempts**” and (b) type in a number

ATTEMPTS

**a.** **Multiple Attempts** **b.** 2

Single Attempt

**Multiple Attempts**

Unlimited Attempts