Add Test Exceptions to a Test

Overview

This tutorial will show you how to create **Test Exceptions** for students who need to take an online test at a different time, require extended time, or have other extenuating circumstances.

The following Test Exceptions options are available in Blackboard:

- ✓ Number of attempts
- ✓ Timer
- ✓ Availability
- ✓ Force completion

Quick Steps

Test Item Options > Edit the Test Options > Test Availability Exceptions > Add User or Group

Step 1

To add Test Exceptions, navigate to the test's location within your course and open the Item Options menu [1] by clicking on the grey, drop-down arrow beside the test's title. Then, select "Edit the Test Options" [2].
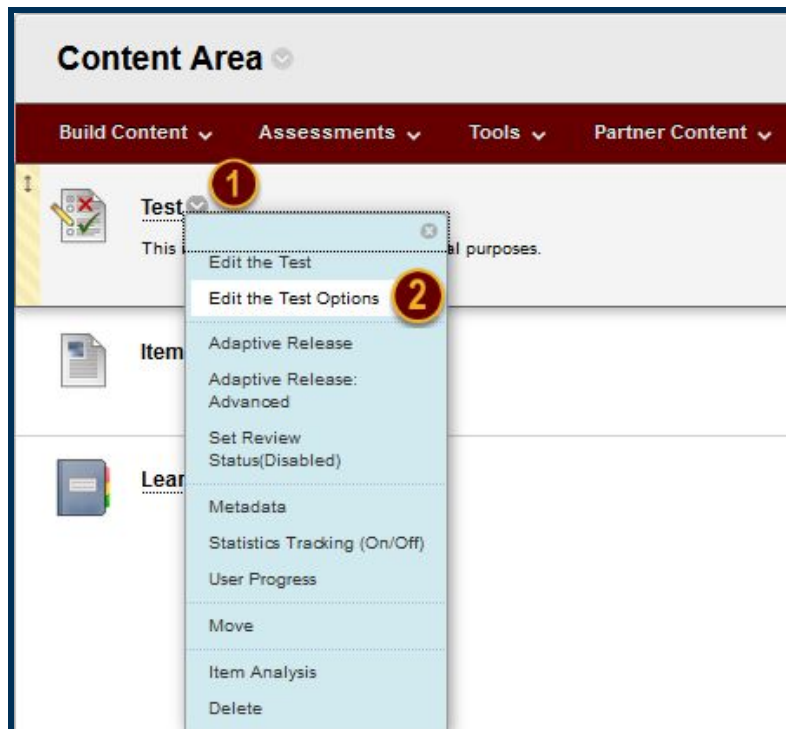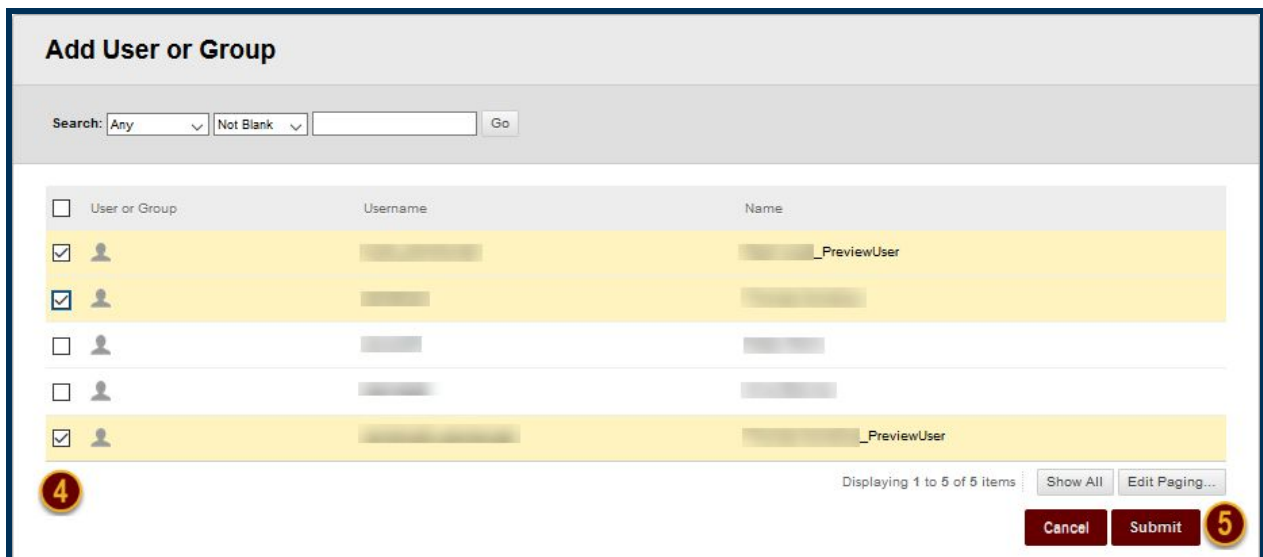
Step 2

Scroll to the Test Availability Exceptions section of the Test Options and click the *Add User or Group* button [3].

Step 3

From the Add User or Group window, select the users or groups who require Test Exceptions by checking the checkbox(s) [4] beside each username. When finished, click the *Submit* button [5].

Students will initially be added to the Test Exceptions category with the test's original settings.

> ⚠ *If no settings are enabled or selected for the test, then you will not have the option to change the test's options in the Test Exceptions section. Ensure that you Create a Test using appropriate settings to prevent this issue.*

Step 4

To change the number of attempts a student is granted, use the drop-down menu under the *Attempts* column [6]. You can select the "Multiple Attempts" setting and allow a specific number of attempts, or you can use the "Unlimited" setting. You may choose to give students multiple attempts due to unstable internet access or for other appropriate reasons.

To change the amount of time students have to complete the test, use the box beneath the *Timer* column to enter a time value in **minutes** [7]. Make sure the checkbox preceding the minutes box is checked. This exception is useful for providing extended time to students with testing accommodations. You can also toggle the Auto Submit feature from this column via a checkbox.

To change the Test Availability options, click on the Calendar icon in the *Availability* column [8]. Use the "After" section of the dialogue box to select when the test will become available for the student(s), and use the "Until" section to select when access will end.

Note

If you have previously chosen the option "Do not allow students to start the Test if the due date has passed" in the Due Date section of the Test Options, then changing the *Availability* column data will NOT override the original due date. You must uncheck this option in the Due Date section of the Test Options to allow the student to take the test.

You can ensure that other students do not have continued access to the test by changing the Test Availability "Until' option in the original Test Availability section of the test's settings.