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.

   ![Add User or Group button]

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

   ![Checkbox and Submit button]

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

   ![Timer with 120 minutes selected]

   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.”
7. 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:

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**.

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