

Adding Test Exceptions in Blackboard

When setting up their exams and quizzes in Blackboard, instructors now have the option to allow exceptions to specific groups of students. Instructors can use these exceptions to provide an accommodation for a student with a disability, a language or technology difference, or another issue requiring alternate access to the exam.

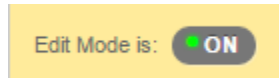
The Test Availability Exceptions allow for more detailed control on:

- Number of attempts.
- Time of test.
- Auto submit on or off.
- Availability of test using start and end dates.
- Force completion on or off.

You can change these settings at any time, even after the test has been attempted by some students. If conflicts in rules occur, the most permissive settings for that user or group of users is granted. For example, students would receive the greatest number of attempts, longest availability time, and so on.

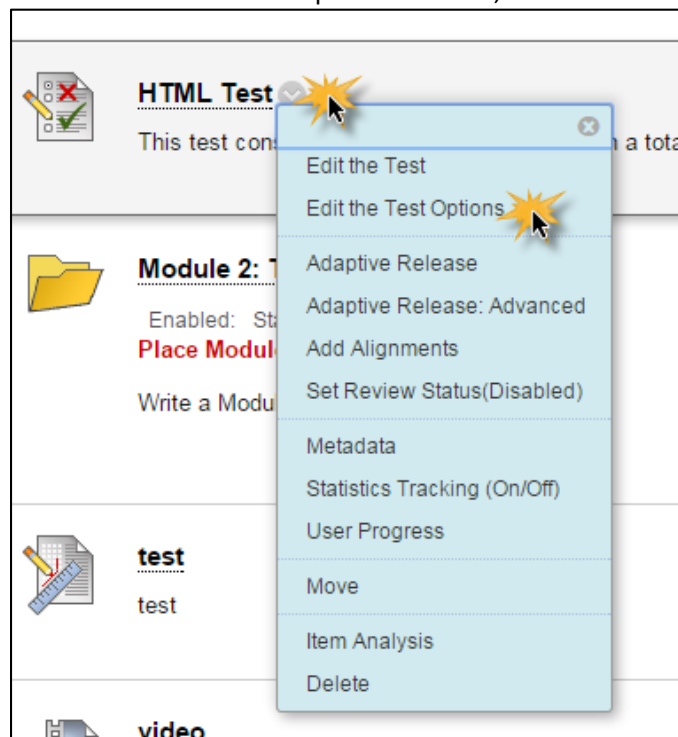
Here are the steps for creating test availability exceptions:

1. Make sure that the Edit Mode button in the upper right corner is set to “On.”



2. Find the test that you want to edit from the weekly folder in the Course Content area.

3. Hover over the name of the test to reveal the drop-down button, then click and select **Edit the Test Options**.



Editing the Test Options

4. Find the *Test Availability Exceptions* section within **Test Options**. Click on the **Add User or Group** button.

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.*










Add User or Group

Adding Users to Availability Exceptions

5. A new window will open and show a list of all users and groups within the course. Select any users and/or groups that will receive an exception, and click **Submit**. You may select multiple students to receive same exception.

Add User or Group










Search: Any ▾ Not Blank ▾ Go

<input type="checkbox"/>	User or Group	Username or Group Name	Name
<input type="checkbox"/>		outcomes1	Outcomes 1 Student
<input type="checkbox"/>		outcomes2	Outcomes 2 Student
<input type="checkbox"/>		outcomes3	Outcomes 3 Student
<input type="checkbox"/>		outcomes4	Outcomes 4 Student
<input type="checkbox"/>		outcomes5	Outcomes 5 Student
<input type="checkbox"/>		outcomes6	Outcomes 6 Student
<input type="checkbox"/>		Group 1	Group 1
<input type="checkbox"/>		Project Group 1	Project Group 1
<input type="checkbox"/>		Project Group 2	Project Group 2

Displaying 1 to 9 of 9 items |

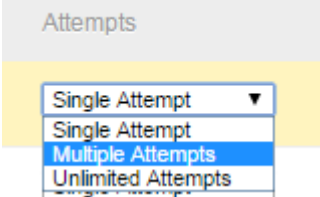
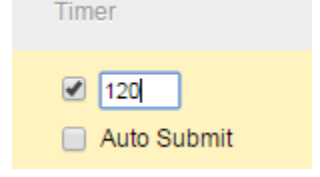

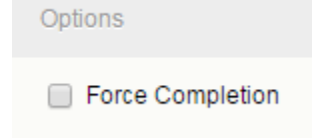

Selecting Users to Receive an Exception

6. All users and groups that have exceptions will now be listed in the *Test Availability Exceptions* section. You can edit each of these exceptions here as needed.

Name	Attempts	Availability
 Outcomes 1 Student	Single Attempt ▼	 
 Outcomes 3 Student	Single Attempt ▼	 
 Outcomes 5 Student	Single Attempt ▼	 

Editing Availability Exceptions

The following settings are available for each student:

<p>Number of Attempts: If Multiple Attempts is selected, a text box will appear to the right and allow a number of attempted to be entered.</p>	
<p>Time Limit: In order for a timer to be edited, the Set Timer option in the <i>Test Availability</i> section must first be selected. If you have not set a time limit in the main settings for the test, you will not be able to add exceptions to time or Auto Submit.</p>	
<p>Availability: Click the availability icon to open the date and time display. Enter the dates and times, then click the Save button.</p>	
<p>Clicking the Force Completion checkbox will for the student/group to complete the test in one sitting. If you have not set Force Completion as an option in the main settings for the test, you will not be able to add exceptions for it.</p>	
<p>To delete an exception, click on the X button (which will turn red when you hover over it), then click OK in the confirmation window.</p>	

7. After the edits have been made, click the **Submit** button on the **Test Options** page.