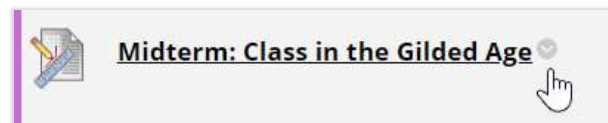## Blackboard: Test Availability Exceptions

Leaning Objectives: This document will teach faculty how to edit test options in order to allow individual students appropriate periods of time to complete a test.

This subject is dealt with briefly in the Blackboard Corp. support document *Test and Survey Options*.

I.   Locate the assessment on your course site and left-click the *action icon*:

      I-a. From the resulting menu select: **Edit the Test Options**:
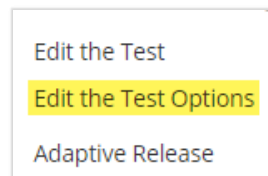
II.   Scroll down to the area titled **Test Availability Exceptions:**

      II-a. Select the button titled **Add User or Group**

III.   Select one or more students and select **Submit**

IV.   For any user select *single*, multiple, or *unlimited* attempts

NAME	ATTEMPTS	AVAILABILITY
👤 Anthony Krucinski	Single Attempt ▾	🖼️ **a.** ❌
	Single Attempt	
	Multiple Attempts	
	Unlimited Attempts	

IV-a. b. Select the a. *availability* button to set b. *date* and *time* of a longer period than that generally allowed

After: 12/17/2018   **b.** 🗓️ 01:00 AM 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until: 12/24/2018   🗓️ 11:30 PM 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Clear   Cancel   **Save**

The result, below is that the first student is allowed two attempts over a one week period while the second is allowed a single attempt over a five day period. Both exemptions are longer than the singe, three day period allotted the rest of the class. The number of attempts and duration of attempts is directed at fulfill the need of each individual.

NAME	ATTEMPTS		AVAILABILITY	
👤 Anthony Krucinski	Multiple Attempts ▾	2	🖼️ After: 12/17/2018 01:00 AM Until: 12/24/2018 11:30 PM	×
👤 Stephanie Colon	Single Attempt ▾		🖼️ After: 12/17/2018 01:00 AM Until: 12/22/2018 11:30 PM	×

Finally, the exemption can be cancelled by selecting the X in the right-most column.

Questions?
http://www.wpunj.edu/help

Select **Blackboard** then *Assessments*

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