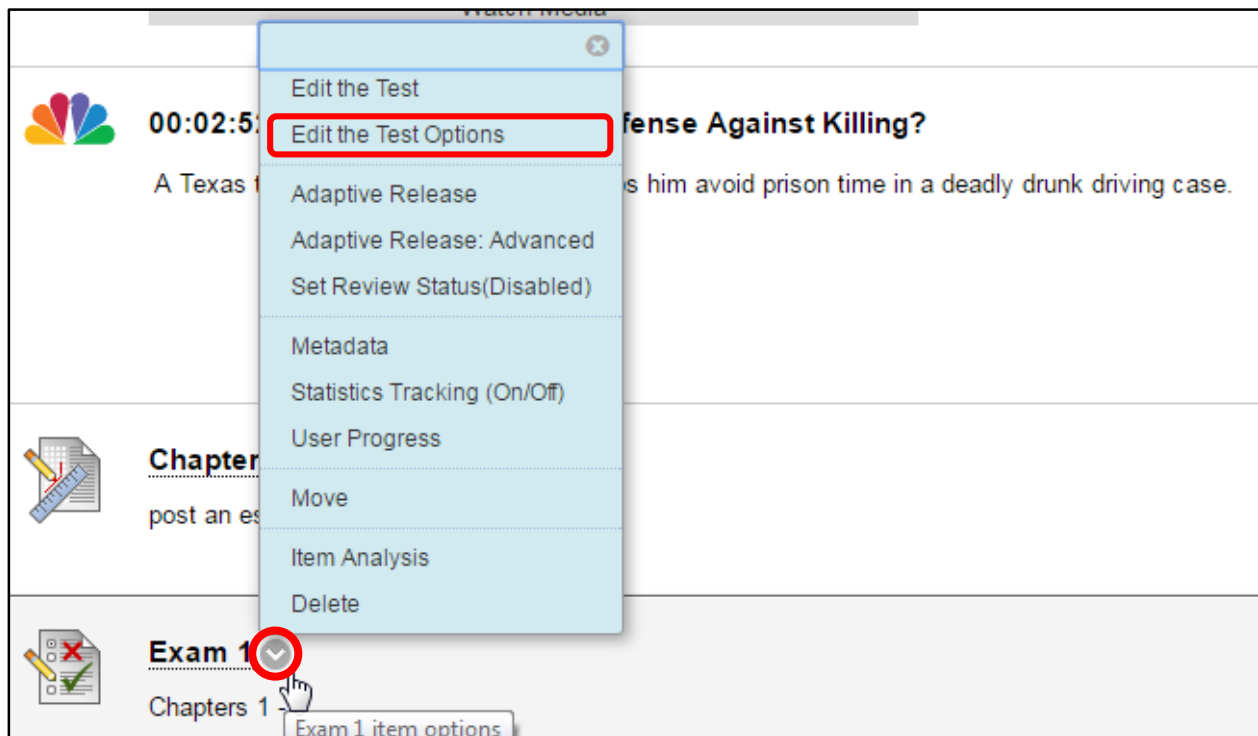# ACADEMIC TECHNOLOGIES (ITS)

TUTORIAL

ADDING ACCOMMODATIONS FOR A TEST

Instructors can provide accommodations for individual students by using Test Availability Exceptions in Blackboard.

1. Create a Test in Blackboard as usual. Once created, go to the content area where the test is saved, click on the **drop-down** next to the test name, and select **Edit the Test Options**.

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TUTORIAL

2. Scroll down to the section labeled **Test Availability Exceptions**. Click on the **Add User or Group** button.

3. Use the **checkboxes** to select students you are providing accomodations for and then click on the **Submit** button at the bottom.

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4. For each student selected in the previous step, you can now modify the following values:

- Use the drop-down the select how many **Attempts** the student can take.
- Type a number into the **Timer** field to extend the amount of time for the test.
- Check the **Auto Submit** box to automatically submit answers once the timer reaches zero.
- Click on the **Calendar** button to change the dates when the test is available.
- Check the **Force Completion** box to require the student to finish the test once they begin it. This will prevent students from closing the test and returning at a later time.

Name	Attempts	Timer	Availability	Options
👤 Umme Kazmi	Unlimited Attempts ▼	☑ 30 ☑ Auto Submit	🖩	☑ Force Completion ✕

5. Once you are done editing values, scroll down to the bottom of the page and click on the Submit button. Your changes will be saved.

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel   Submit

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