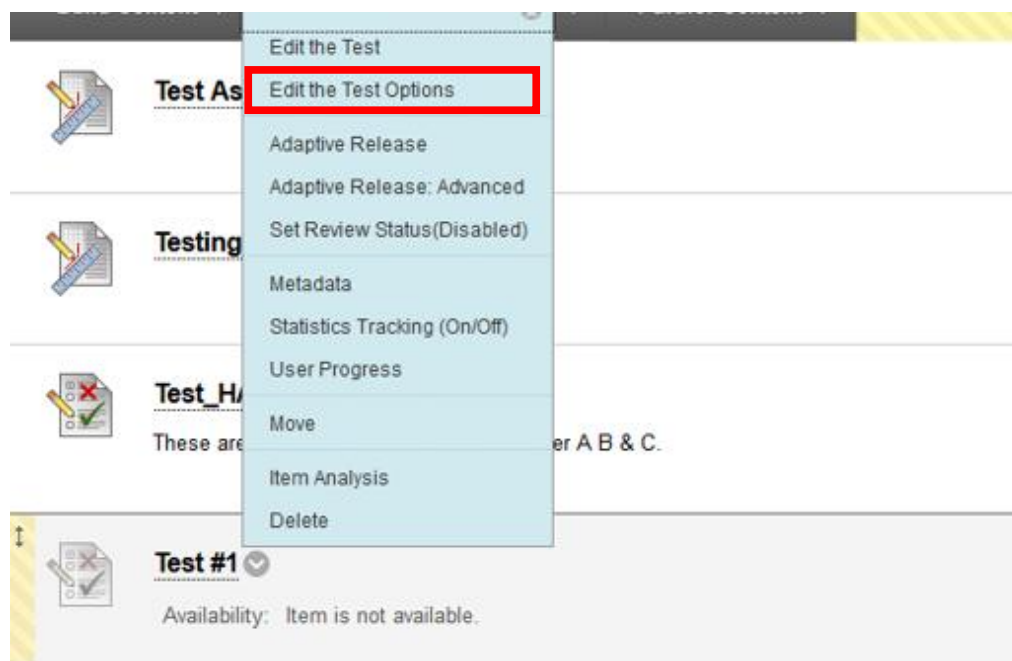


BLACKBOARD

Creating Exceptions for Tests or Exams

Please see the instructions in this tutorial to create an exception in tests or exams for individual students in your course.

1. Log in to Blackboard, go to the test, hover over the downward-facing arrow, select “Edit the Test Options”.





2. Scroll down to “Test Availability Exceptions” and click on “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

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked **Late**.

3. Choose the student(s) that you would like to provide exceptions for and click “submit”.

☐ User or Group	Username or Group Name	Name
☐	se64014n	Samantha Egan
☐	hc09525p	Heidi Clorofilla
☐	haskildsen	Heather Askildsen
☐	mburke_previewuser	Megan Burke_PreviewUser
☒	mb91342p	Megan Burke
☐	lvaliente-s	Lauren Valiente
☐	New group created	New group created
☐	Self-enroll group	Self-enroll group
☐	Test group	Test group

Displaying 1 to 9 of 9 items | [Show All](#) [Edit Paging...](#)

[Cancel](#) [Submit](#)



- Choose the date(s) and time(s) that you would like to make the exception for.

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.

Name	Attempts	Availability
Heather Askildsen	Single Attempt	
Megan Burke	Single Attempt	

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test after this date.

Submissions are accepted after this date, but are marked Late.

After: 05/15/2015 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until: 05/15/2015 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Complete Step #4 for each student that you like to create an exception for.

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.

Name	Attempts	Availability
Heather Askildsen	Single Attempt	After: 05/15/2015 11:59 PM Until: 05/15/2015 11:59 PM
Megan Burke	Single Attempt	After: 05/15/2015 11:59 PM Until: 05/18/2015 11:59 PM



6. Scroll down to the bottom of the page and click "Submit".

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

Cancel

Submit

My Notes: