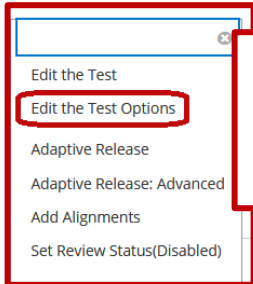# How-To Blackboard -- Using Test Availability Exceptions

When giving a test in Blackboard, you may find that you have students that need a test to behave differently than it does for everyone else. For example, a student you may have a student who requires special accommodations such as more time to take an exam. Or you may have a student who needs to take the test at a different time from the rest of a class. These scenarios can be taken care of by using the **Test Availability Exceptions** under **Testing Options**.
This process allows you to create testing exceptions without the adaptive releases or extra grade center columns!
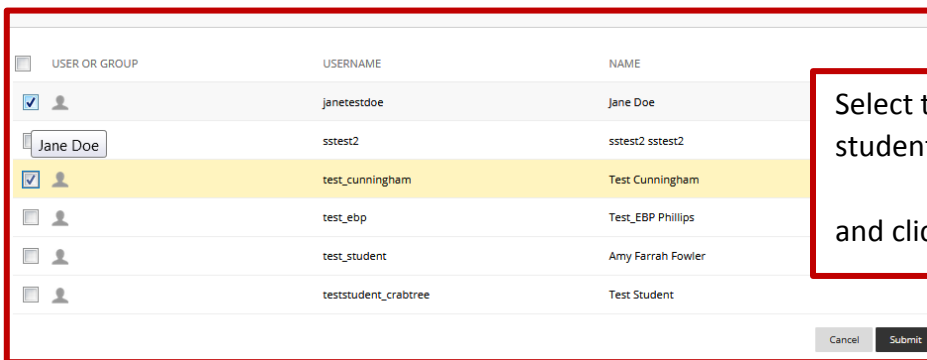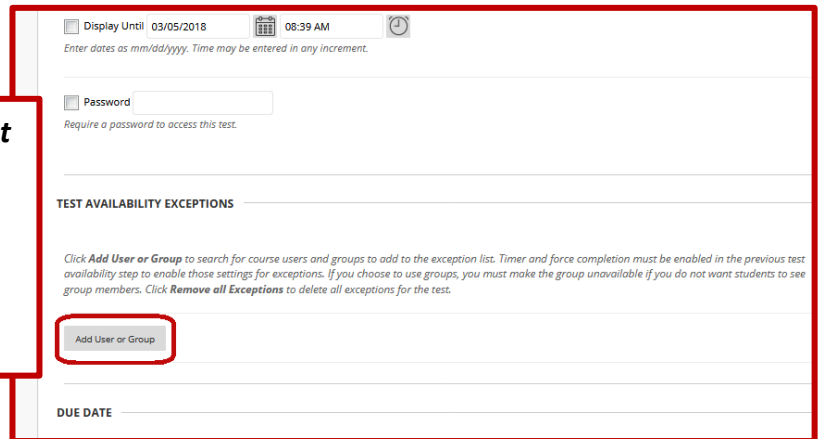
Here's how you can make exceptions to a test for one or more students or groups:

Edit the Test
Edit the Test Options
Adaptive Release
Adaptive Release: Advanced
Add Alignments
Set Review Status(Disabled)

After you have deployed a test, click the contextual menu button next to the test name,

and select **Edit the Test Options**

In the **Test Options** window, scroll to **Test Availability Exceptions**
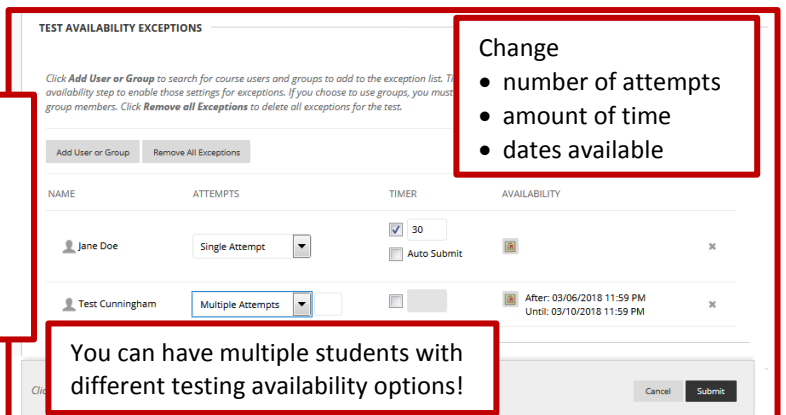
Click on **Add Users or Groups** to display the class roster

☐ Display Until 03/05/2018   08:39 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Password
Require a password to access this test.

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

	USER OR GROUP	USERNAME	NAME
☑ 👤		janetestdoe	Jane Doe
☐	Jane Doe	sstest2	sstest2 sstest2
☑ 👤		test_cunningham	Test Cunningham
☐ 👤		test_ebp	Test_EBP Phillips
☐ 👤		test_student	Amy Farrah Fowler
☐ 👤		teststudent_crabtree	Test Student

Cancel   Submit

Select the student(s) or group of students by clicking the checkbox,

and click **Submit**

Select the changes that are necessary for each student or group and hit **Submit**

NOTE: you set these exceptions so that the test behaves differently for each student!

TEST AVAILABILITY EXCEPTIONS

Click Add User or Group to search for course users and groups to add to the exception list. T... availability step to enable those settings for exceptions. If you choose to use groups, you must... group members. Click Remove all Exceptions to delete all exceptions for the test.

Add User or Group   Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY	
👤 Jane Doe	Single Attempt	☑ 30 ☐ Auto Submit	📅	✕
👤 Test Cunningham	Multiple Attempts	☐	📅 After: 03/06/2018 11:59 PM Until: 03/10/2018 11:59 PM	✕

Cancel   Submit

Change
• number of attempts
• amount of time
• dates available

You can have multiple students with different testing availability options!

If you need to remove a student from the **Test Availability Exceptions** list, click the **X** on the left.
Be sure to click **Submit** to save your changes.