

## Creating a Test Exception in Blackboard

To allow an exception for a student while taking a test, do the following:





1. Go to the Test, click on the down arrow and choose **Edit the Test Options**
2. Scroll down to **Test Availability Exceptions**
3. Click on **Add User or Group**
4. Select the Student and click on the Availability Icon to set up a different Availability for that one student:

**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

Remove All Exceptions

Name	Attempts	Availability	
 Christine Sacco	Single Attempt 	 After: 05/08/2019 10:30 AM Until: 05/08/2019 12:30 PM	

**DUE DATE**

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

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

Cancel

Submit