

Test Availability Exceptions

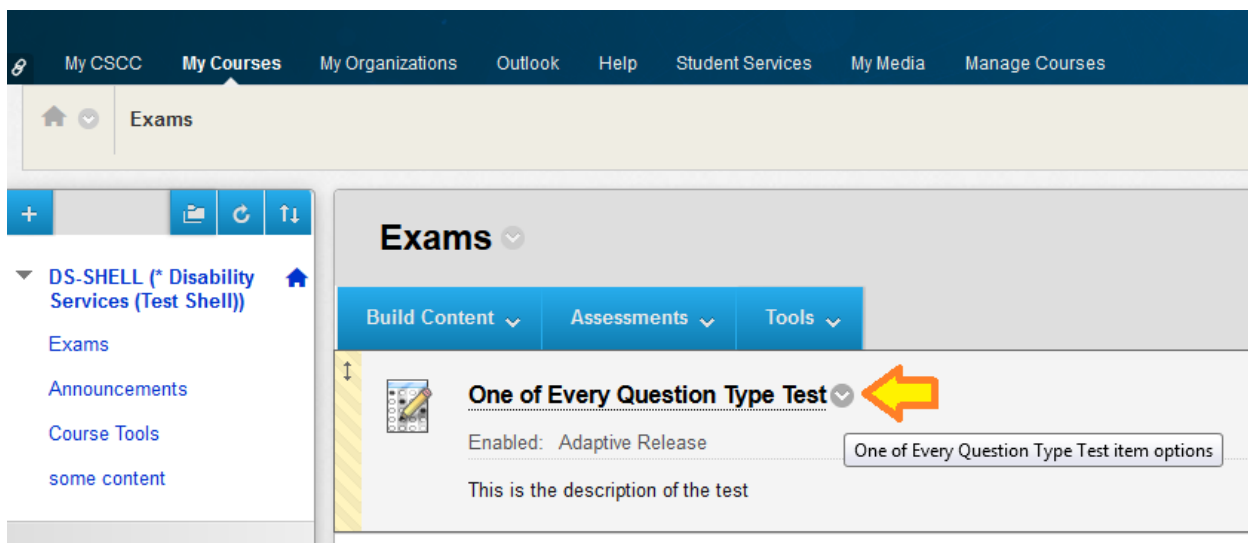
Instructors have the ability to provide availability “exceptions” on Blackboard tests. Instructors may select different availability rules for different users, or groups of users - for example, students registered with Disability Services who have the approved accommodation of double time, or students who have an excused absence on the day of a test. Exceptions can be created for number of attempts, time allowed per attempt, dates and times the test/quiz is available, and whether force completion is turned on.

How to set an exception: The very short version

- 1) Go to the test in Blackboard.
- 2) Select Edit the Test Options.
- 3) Go to the “Test Availability Exceptions” section.
- 4) Add the appropriate users.
- 5) Set the appropriate test exceptions.
- 6) Select “Submit” on the Edit the Test Options page.

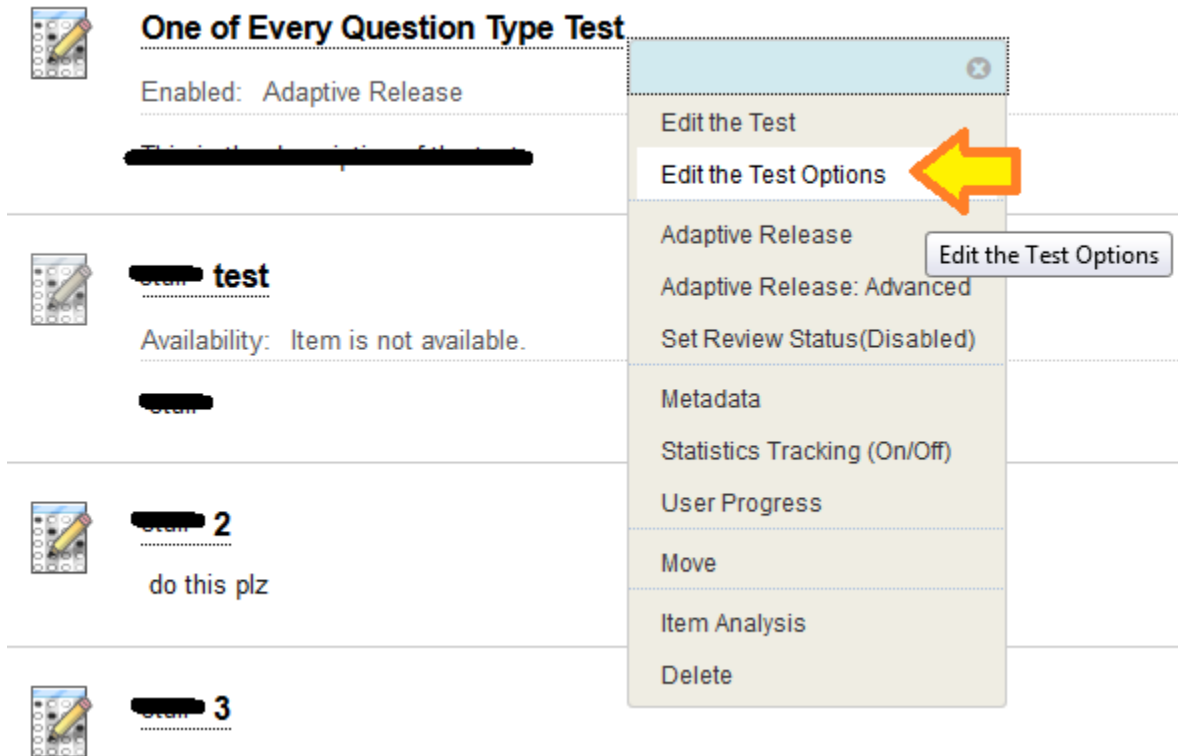
How to set an exception: The detailed version

1. After a test has been created on Blackboard, open the drop down menu next to the name of the test by clicking on the down arrow to the right of the test name.



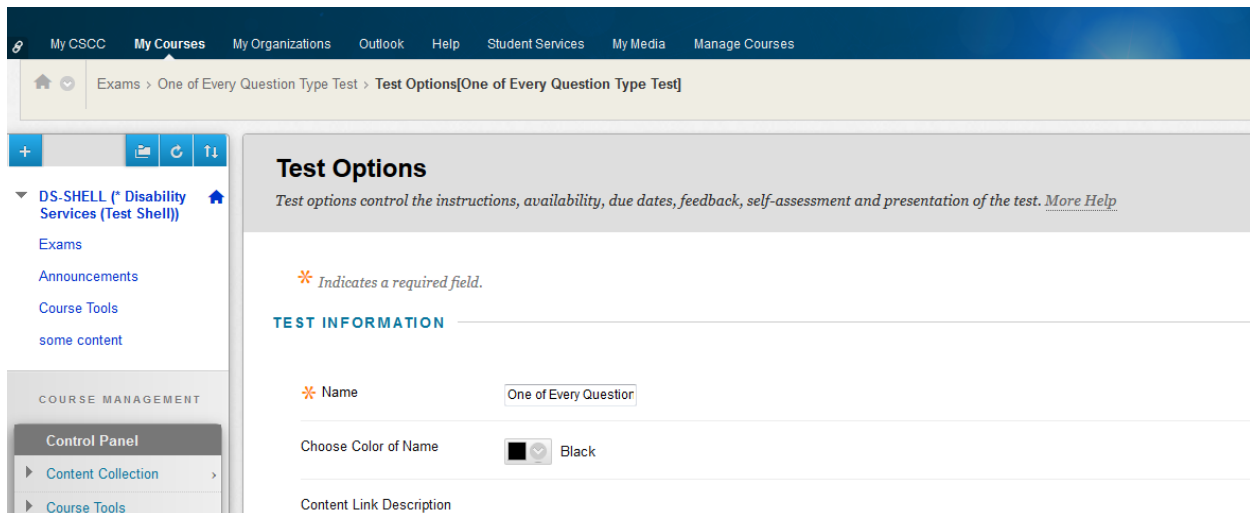
The screenshot displays the Blackboard user interface. At the top, a navigation bar includes links for 'My CSCC', 'My Courses', 'My Organizations', 'Outlook', 'Help', 'Student Services', 'My Media', and 'Manage Courses'. Below this, a breadcrumb trail shows 'Exams'. The main content area is titled 'Exams' and features three tabs: 'Build Content', 'Assessments', and 'Tools'. Under the 'Assessments' tab, a list of tests is shown. The first test is 'One of Every Question Type Test', which has a dropdown arrow to its right. A red arrow points to this dropdown arrow. Below the test name, it indicates 'Enabled: Adaptive Release' and 'One of Every Question Type Test item options'. A description below reads 'This is the description of the test'. On the left side, a sidebar shows the course structure for 'DS-SHELL (* Disability Services (Test Shell))', with 'Exams' selected.

2. From this list, choose "Edit the Test Options."



The screenshot shows a list of tests in a course management system. The first test is titled "One of Every Question Type Test" and is marked as "Enabled: Adaptive Release". A context menu is open over this test, listing several actions: "Edit the Test", "Edit the Test Options" (highlighted with a yellow arrow), "Adaptive Release", "Adaptive Release: Advanced", "Set Review Status(Disabled)", "Metadata", "Statistics Tracking (On/Off)", "User Progress", "Move", "Item Analysis", and "Delete". A callout box points to the "Edit the Test Options" option in the menu.

Here's what the top of the Edit the Test Options page looks like:



The screenshot shows the "Test Options" page for the test "One of Every Question Type Test". The page title is "Test Options" and it includes a subtitle: "Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)". A note indicates that an asterisk (*) indicates a required field. The "TEST INFORMATION" section includes a required "Name" field with the value "One of Every Question" and a "Choose Color of Name" dropdown menu set to "Black". There is also a "Content Link Description" field.

3. Scroll down the Edit the Test Options page. A little past halfway down the page, just after the Password box, there is a section titled “Test Availability Exceptions.”

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; choose to use groups, you must make the group unavailable if you do not want students*

Add User or Group

DUE DATE

4. In the “Test Availability Exceptions” section, select the “Add User or Group” button. This will open a new pop up window. In the list under “User or Group,” you’ll see all users enrolled in your Blackboard course.

Display After 09/16/2016 09:02 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Add User or Group – Blackboard Learn - Mozilla Firefox

https://courses.csc.edu/webapps/assessment/courseUserGroupSearch.jsp?runSearch=true&course_id=_34294_1&usrgrp_ids=-1&filter_crw=stu&search_field

Add User or Group

Search: Any Not Blank Go

<input type="checkbox"/>	User or Group	Username	Name
<input type="checkbox"/>		[REDACTED]	[REDACTED] (Demo Student)
<input checked="" type="checkbox"/>		aaltizer	Autumn Altizer

Select the check box next to any users for whom you’d like to set exceptions. You can select one or multiple students. Then select “Submit” in the bottom right.

Now the selected student(s) appear in a list under Test Availability Exceptions.


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	Timer	Availability
 Autumn Altizer	Single Attempt	<input checked="" type="checkbox"/> 5 <input type="checkbox"/> Auto Submit	 ✕

5. Choose the type of availability exception(s). For students testing with accommodations, the two most commonly used types of availability exceptions alter the amount of time for the test and which dates the student can test.


a. To set double time

Name	Attempts	Timer
 Autumn Altizer	Single Attempt	<input checked="" type="checkbox"/> 5 <input type="checkbox"/> Auto Submit

In the row with the student's name, select the check box under the "Timer" heading. In the textbook next to the check box, **enter the doubled test time in minutes.** (For example, if the class has 1 hour 50 minutes for a test, a student testing with double time will have 3 hours and 40 minutes, or 220 minutes. "220" is entered in this box.)

b. To change test availability dates

In the row with the student's name, select the calendar icon under the "Availability" heading.

Availability


A new pop-up window will appear.

The image shows a software interface with two tabs: 'Timer' and 'Availability'. The 'Timer' tab is active, showing a checked checkbox and the number '5'. A pop-up window is overlaid on the interface, containing two rows for date and time selection. The first row is labeled 'After:' and the second row is labeled 'Until:'. Each row has a text input field, a calendar icon, and a time selection icon. Below the input fields, there is a note: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.' At the bottom of the pop-up window, there are three buttons: 'Clear', 'Cancel', and 'Save'.

In this window, enter the first date and time you would like the test to be available to this particular student in the “After” row. Enter the end date and time in the “Until” row. Select save.

6. After you’ve changed settings, be sure to select the blue “Submit” button at the bottom of the “Edit the Test Options” page.
7. If you have further questions, DEIS can be contacted at x5991 for additional assistance.