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.
2. From this list, choose “Edit the Test Options.”

<table>
<thead>
<tr>
<th>Test</th>
<th>Status</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of Every Question Type Test</td>
<td>Enabled: Adaptive Release</td>
<td>Edit the Test, Edit the Test Options, Adaptive Release, Adaptive Release: Advanced, Set Review Status (Disabled)</td>
</tr>
</tbody>
</table>

Here’s what the top of the Edit the Test Options page looks like:
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.”

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.

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.

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**

   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.
A new pop-up window will appear.

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.