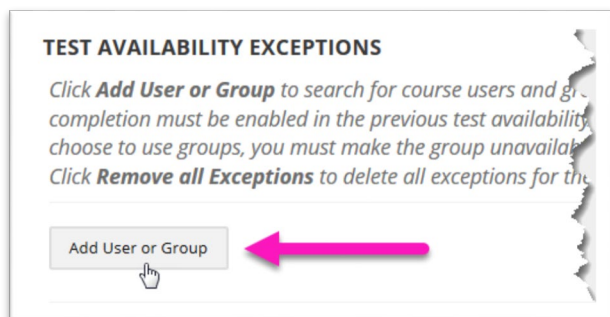
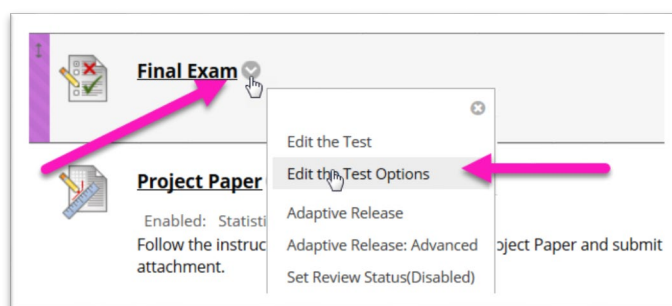


Blackboard makes it easy to provide test exceptions for individuals or group with a special circumstance or situation. Examples include accommodations for those with a disability, verified time conflict, unexpected technology issue, etc. The following exceptions can be made in the Test Options area of Blackboard:

- The number of attempts a student has for a test.
- The amount of time given to take the test.
- The dates when the test is available.
- Whether or not the “Auto Submit” setting is enforced.

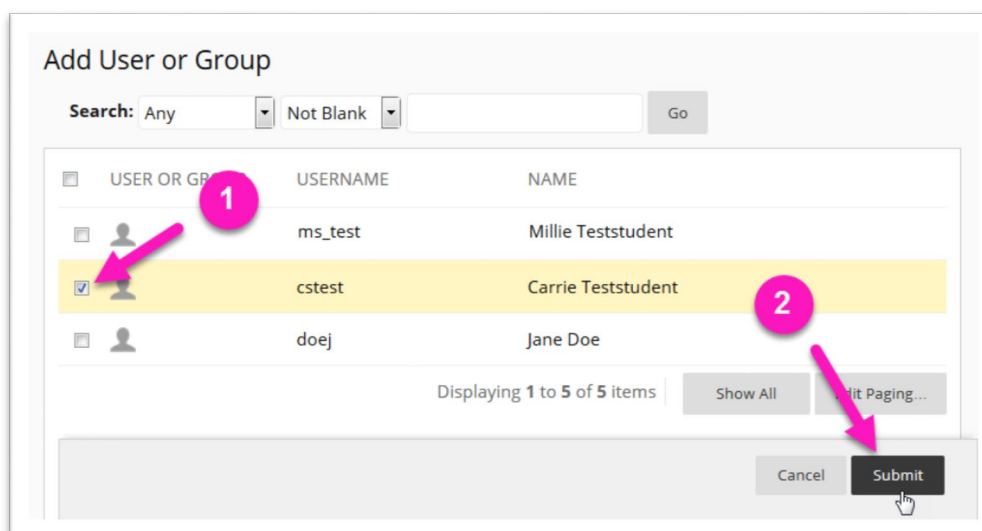
TO SET TEST AVAILABILITY EXCEPTIONS:

1. **Click on the chevron** next to the test name in the content area and select **“Edit the Test Options”** from the dropdown menu.



2. Scroll to the **“Test Availability Exceptions”** area of the screen and click the **“Add User or Group”** button.

3. A listing of all students on your roster will appear. Place a **checkmark next to the name (1)** of the student(s) for which you would like to grant the exception. Click the **Submit** button (2).



The student's name appears under Test Availability Exceptions. In our example we will be giving the student (Carrie Test Student) extra time to take the test. The Timer settings for the class as a whole allows for 60 minutes from when the student clicks the "Begin" button for the test. Carrie has provided her instructor with an Accommodation Plan allowing her double time to take tests. We therefore need to give her 120 minutes. To do this:

4. Click the checkbox under the "Timer" option for the student and type "120" in the box to the right of it. If you want the Test to automatically submit after 120 minutes, click the "Auto Submit" checkbox as well.

NAME	ATTEMPTS	TIMER	AVAILABILITY
Carrie Teststudent	Single Attempt	<input checked="" type="checkbox"/> 120 <input checked="" type="checkbox"/> Auto Submit	

Please Note: Other exceptions can be made for students in addition to the amount of time. These include the number of attempt allowed and the dates that the test is available for that student.

5. When all exception settings are in place, scroll to the bottom of the screen and click the "Submit" button.

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

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Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

