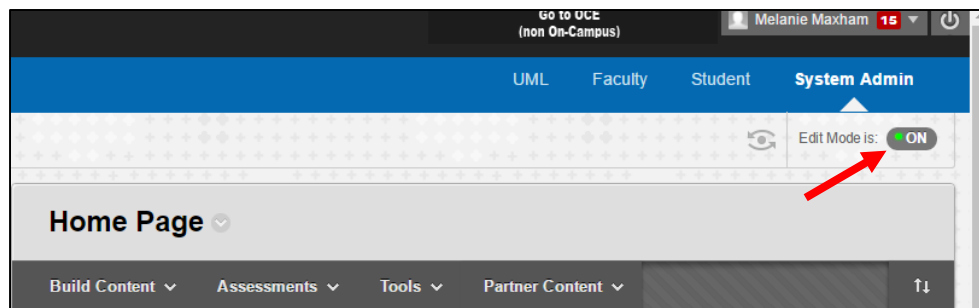


On-Campus Blackboard

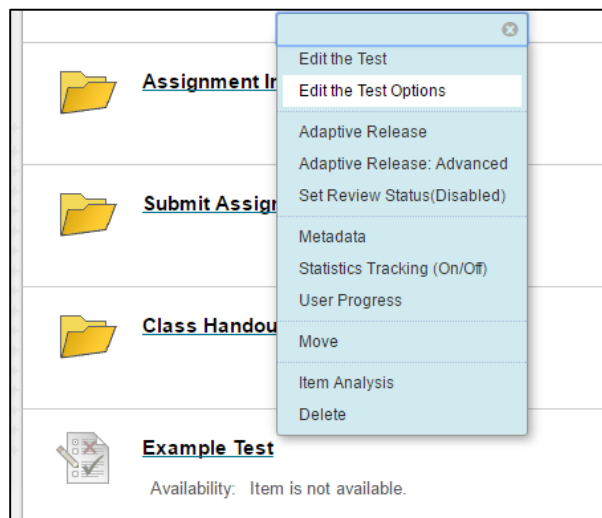
Tests: Availability Exceptions

Test exceptions can be set for individual users or groups. You can make test exceptions for the number of attempts, time allowed, and/or the date and time of availability. This setting can be used with a preview user to see what students will see when they begin the test, and to check that answers are set correctly.

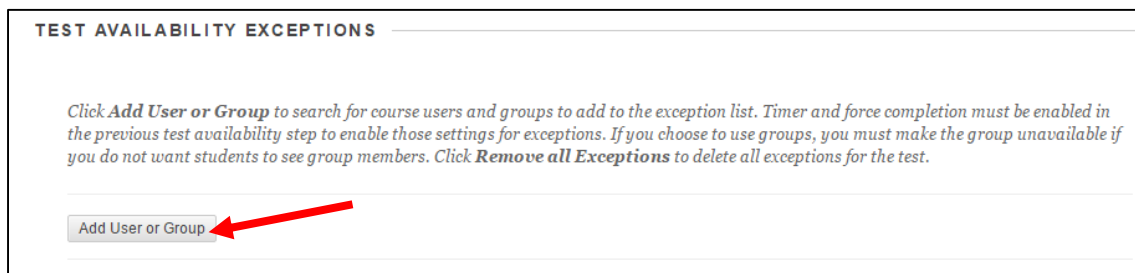
Make sure Edit Mode is ON



Hover over the title of the Test and click on the drop down arrow then select Edit the Test Options



In Test Options: Scroll to Test Availability Exceptions then click Add User or Group



Search for “contains” and the name of the user then select the check box(es) to the left of the row(s) with the user(s) or group(s) with the exception(s). Scroll down to click submit to save the user(s) or group(s) selected. You will be brought back to the Edit Test Options view.

***Note:** If you do not see the Submit button, make the window Full Screen.

Set any or all of the availability exceptions.

Multiple or Unlimited Attempts: This will give a student an additional attempt.

Note*This setting can also be used to set an availability exception for your Preview User for unlimited attempts. For more information about the Preview User, contact bbhelp@uml.edu.

Timer: Students with a documented need for accommodations may require more time.

This setting can only be made if the timer is set for the test. The timer is set in minutes. Auto Submit will automatically close and submit the test when time expires.

Date and Time: This setting allows users to take the test on a specific day and/or time.

Review other Test Options, such as Results and Feedback and Test Presentation. When finished click Submit to save.