Test Exceptions in Blackboard

What is this? You can easily set up a test to give special need students longer time, extended availability, or other accommodations.

1. Click the arrow next to the test/quiz/exam.

2. Select “Edit Test Options”.

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3. Scroll down to “3. Test Availability Exceptions”. Then click “Add User or Group”.

3. Test Availability Exceptions

Click Add User or Group to search for course users and groups. Must be enabled in the previous Test Availability step to enable. You must make the group unavailable if you do not want students to delete all exceptions for the test.

![Add User or Group button]

4. A pop-up window appears where you can choose the students to whom the exceptions will apply. Check the checkbox for the student who needs extended test time or prolonged accessibility. Then click the Submit button at the bottom right.

![Add User or Group window]

5. You can allow more attempts, increase the number of minutes for the timer, or disable “Auto Submit” by unchecking the checkbox for “Auto Submit”.

![Timer and Attempts settings]

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6. Click the calendar icon under Availability to change the test availability.

7. If you choose “Force Completion” for other students, you can uncheck the checkbox under “Force Completion” for the special need student. Click the red cross icon on the far right to remove the entire entry.