Faculty Quick Tips – Add a Blackboard Test Exception

How to: Add a student to a test as a Test Exception. This is used for students who need additional time to take a test or need to take the test at a different day/time than the rest of the class (e.g. missed an exam).

Steps to follow:

While Setting up Test Options:
1. Scroll down to TEST AVAILABILITY EXCEPTIONS
2. Click on “Add User or Group” (Figure 1)
3. Select the student(s) who need additional time or a different date for the exam
4. Click Submit
5. Adjust the options accordingly
   - Number of Attempts
   - Timer
   - Availability

After the test has been deployed:
1. Click on the Content Area where the test is located
2. Click on the Drop Down arrow next to the test
3. Click on Edit the Test Options (Figure 2)
4. Follow steps 2-5 from While setting up Test Options above

Figure 1

Figure 2