

Set Test Availability Exceptions in Blackboard

When students require test accommodations for tests taken via Blackboard Learn, you can set up test availability exceptions to allow specific students and/or groups extra time, additional test attempts, and different test availability dates/times.

1. Access your course

1.1 Log into Blackboard

Log into Blackboard Learn at <https://learn.kent.edu> or through Flashline.

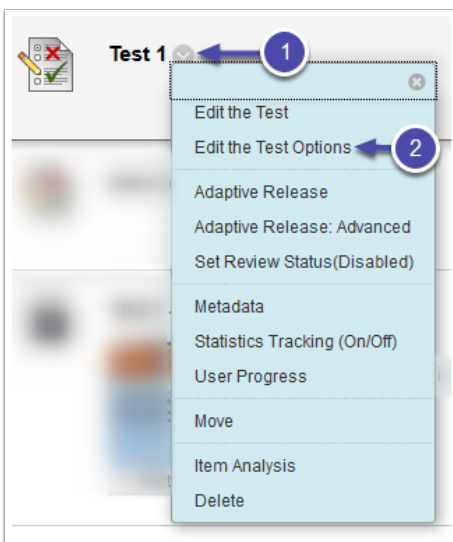
1.2 Enter your course

Click on the name of your course to access it.

2. Set Test Availability Exceptions

2.1 Access the test options page

Locate the deployed test. Click the **Action Link (drop-down arrow)** next to the test name and select **Edit the Test Options** from the menu.



2.2 Add user or group to exceptions

In Section 3: Test Availability Exceptions, click the **Add User or Group** button.

3. Test Availability Exceptions

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Add User or Group

2.3 Select user and/or group

A dialog box will pop up, showing a list of students and groups in your course. **Select the checkbox(es)** next to the student(s) or group(s) for whom you would like to create a test exception. Then click the **Submit** button in the bottom right corner.

<input type="checkbox"/>	User or Group	Username	Name
<input type="checkbox"/>		bb_demo_1562	Demo User
<input checked="" type="checkbox"/>		kbaer5_admin_demo	Test Student
<input type="checkbox"/>			Group 1
<input type="checkbox"/>			Group 2

Displaying 1 to 7 of 7 items | [Show All](#) [Edit Paging...](#)

[Cancel](#) [Submit](#)

Note: If you do not see a list of students in this window, set the search parameters to **Not Blank**, then click **Go**. If you cannot locate the desired user or group, you may also need to click the **Show All** button at the bottom of the page.

2.4 Set the options for user and/or group

The student(s) and/or group(s) you selected will now show up in the Test Availability Exceptions section. **Adjust the options** as needed for number of attempts, timer, and availability.

3. Test Availability Exceptions

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

[Add User or Group](#) [Remove All Exceptions](#)

Name	Attempts	Timer	Availability
Test Student	Unlimited Attempts	<input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> Auto Submit	

Note: To delete an existing test exception, click the X on the far right for the student or group you want to remove.

2.5 Submit

Click the **Submit** button on the Test Options page to save your settings.