Accommodating students who require modified test options like extra time or alternate days.

This tutorial will show you how to create an assessment for students who need a different time allowance for a test than the rest of the class. The most common scenario is for a student or students who have registered with the Accessibility Resource Center and have requested that they be given extra time to take a test.

1. Edit the Test Options

In order to use the Test Availability Exceptions tool, your test must be deployed in a content area first so you can view and edit the test options. Once this is done, locate the test inside the course and edit the test options using the dropdown menu.

2. Add a user or group exception

Scroll down to the 3rd step when viewing the test options, titled “Test Availability Exceptions”. Click on the option “Add User or Group”.

![Screenshot of test options menu with “Edit the Test Options” highlighted.](image)
3. Select the specific student(s) or groups

Here you will see the names of your students in a list – click the checkbox next to the name of the student(s) or group in question. You can also use the search field towards the top to look for a specific name. Click “submit” at the bottom of the page once you are done.
4. Describe the exception

At this point you are able to edit options such as number of attempts, date availability, timer, auto submit, and force completion. In order to allow the student in question extra time for the test, edit the date availability and/or the timer. Again, these options count as exceptions to the test options set for the rest of the students in the course.

Please keep in mind that TLP does not recommend you use the Force Completion option due to the problems it causes with half-finished tests. Read more.
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 are available in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group available to all the students you want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

<table>
<thead>
<tr>
<th>User or Group</th>
<th>Name</th>
<th>Attempts</th>
<th>Timer</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Demo User</td>
<td>Multiple Attempts</td>
<td></td>
<td>Auto Submit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Due Date**

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked Late.

- **Due Date**: 08/01/2013 11:59 PM
- Enter dates as mm/dd/yyy. Time may be entered in any increment.

- Do not allow students to start the Test if the due date has passed.
  - Students will be unable to start the Test if this option is checked.

---

**Related information**

- Configuring Respondus for Blackboard Learn
- Accommodating students who require modified test options like extra time or alternate days.
- Grading Multiple Attempts
- Putting existing test questions into a randomized Question Set