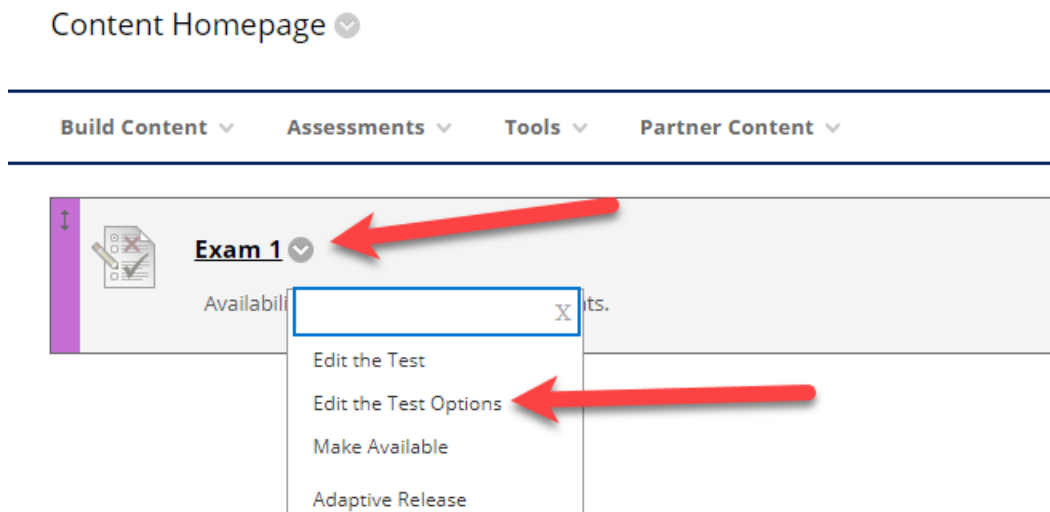


Blackboard Exams: Setting Testing Accommodations

Within Blackboard exam settings, you can facilitate various testing accommodations, including extending test time for individual students, deploying an exam at a different time for individual students, as well as other settings.

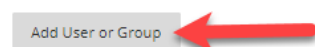
1. Find the exam in Blackboard (you must have already linked to exam somewhere within Blackboard. Click right arrow icon next to the exam and click on Edit the Test Options. You can do this in various ways, including via Content Homepage – Assessments – Test – Select the test you created, and click on Next)






2. Find the “Test Availability Exceptions” section. Click Add user or group to add the specific student(s) that you want to extend the exam time for. You will see a list of your students in a new window. Click on the checkbox next to the students you want select and then click on submit.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. In the availability step to enable those settings for exceptions. If you choose to use groups, you must remove group members. Click **Remove all Exceptions** to delete all exceptions for the test.*






3. The students you selected will appear in the “Test Availability Exceptions” section. Here you will have various options to customized for each student.

NAME	ATTEMPTS	TIMER	AVAILABILITY
 Will D. Cat	Single Attempt	<input checked="" type="checkbox"/> 60 <input type="checkbox"/> Auto Submit	 

- a. Attempts: The default setting is set for Single Attempt. If you want, you can change that option to Multiple or Unlimited Attempts. Simply click on the dropdown arrow to select the number of attempts.
- b. Timer: To adjust the test time for that student, adjust the minutes within that box. Please note: please keep auto-submit unchecked. Enabling this setting will automatically submit the test when the time limit expires. The Auto-Submit feature can be unnerving for students when their tests automatically closes and submits. Please note that by leaving this unselected, the submissions are still time stamped so you may still see if they went over the times limit.
- c. Availability: If you want to make the exam available for the student at a different time than the other students, click on calendar icon next in Availability column. Then, select date/time.



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.

NAME	ATTEMPTS	TIMER	AVAILABILITY
 Ankit Desai	Single Attempt	<input checked="" type="checkbox"/> 60 <input type="checkbox"/> Auto Submit	 

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take the assessment after the due date.

After:  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until:  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Once you have finished setting your Test Availability Exceptions setting, click on Submit.