Test Availability Exceptions in Blackboard

In the “Test Settings” area of Assessments, Blackboard has added a tool called Test Availability Exceptions, which may be of use to you in two common situations:

1. If a student has received an accommodation from the Office of Disability Services and is permitted to have time and a half in duration for assessments.
2. If you need to provide a different range of availability dates for one or more students which differ from the rest of a class in an assessment.

This tool can only be used if you are delivering an assessment (test or quiz) to students online when the test has been created using the Assessment tool in Blackboard.

To set up a Test Availability Exception for one or more students:

1. Go to the Assessment in your Blackboard course which requires the Test Availability Exception. With the Edit Mode ON option, select the “item options” from the drop down menu icon (the chevron in the gray circle)

2. From the drop down menu item options, select Edit the Test Options
3. Scroll down the Test Options until you reach the Test Availability Exceptions feature. Select Add User or Group. The roster of your class will then be available from the next screen which appears. Select one or more students who will require either extended time for a test or an availability period which differs from the rest of the class.

4. In the example below, I have added Test student 1 to the list of Test Available Exceptions. Note that in the example below, all students in the class EXCEPT Test student 1 are permitted to
only 30 minutes duration for the assessment. Test Student 1 is now permitted alone to have 45 minutes.

5. In the example below, Test Student 1 has been set up with BOTH extended duration of time AND an extended availability period. The due date for all other students in this class for this assessment is May 6, 2015, but Test Student 1 has until May 14, 2015 to begin his/her attempt at this test.

IMPORTANT! If any students have been given “until” availability dates beyond the date entered into the Due Date area, the selection box below Due Date which reads “Do not allow students to take the Test if the due date has passed” MUST be DE-SELECTED (as in the screen shot below). Selection of this box will prevent the student with the extended availability period from beginning his/her test.
Don’t forget to select “SUBMIT” to save all of your new test settings!