

CREATING CUSTOM TEST TIME LIMITS FOR INDIVIDUAL STUDENTS

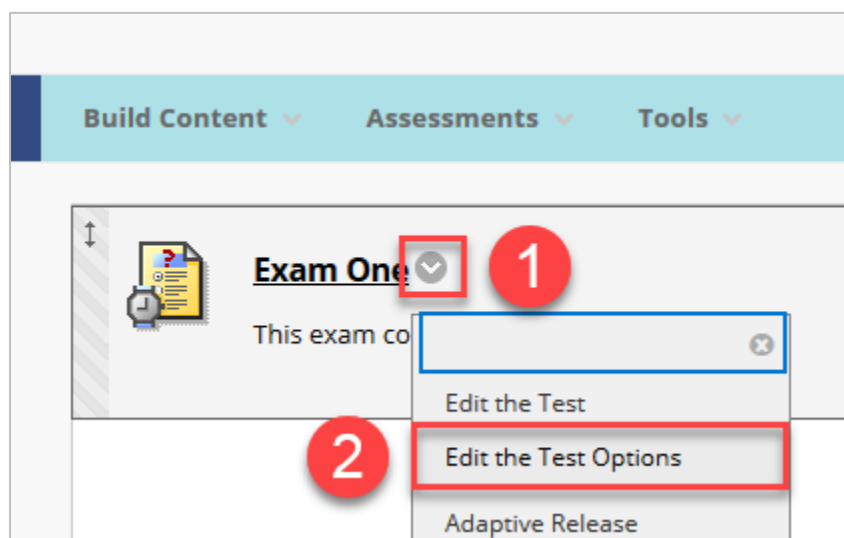
In a course, a student or group of students may require special accommodations for a test. Use Blackboard's **Test Availability Exceptions** test option to specify a custom time limit.

SETUP AND DEPLOY A TEST BEFORE ADDING ADDITIONAL TIME FOR A STUDENT

STEP 1 - EDIT THE TEST OPTIONS

To adjust the test settings, locate your test in a Blackboard course.

1. Click the **chevron** next to test's name
2. Click **Edit the Test Options**



STEP 2 - ADD STUDENT TO EXCEPTION LIST

On the next page, scroll down to **Test Availability Exceptions** to add a student to the test exception list.

3. Click **Add User or Group**

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
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4. Use the check boxes to add a student, or a series of students, to the test exception list
5. Click **Submit**

Add User or Group – Blackboard Learn - Mozilla Firefox
https://toro.csudh.edu/webapps/assessment/courseUserGroupSearch.jsp?runSearch=true&

Add User or Group

Search: Any Not Blank Go

☐	USER OR GROUP	USERNAME	NAME
☐			
☒		elmer	Elmer Fudd

Cancel
Submit

STEP 3 - SET CUSTOM TIME LIMIT

After adding the student to the exception list, the option to add a special time limit becomes available.

- Click the **timer text field** to enter a custom time limit

NOTE: ADDITIONAL CUSTOM TEST OPTIONS INCLUDE ATTEMPTS AND AVAILABILITY TIMES

TEST AVAILABILITY EXCEPTIONS

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Add User or Group
Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY
 Elmer Fudd	Single Attempt	☒ 60 ☒ Auto Submit	 

STEP 4 - SAVE AND SUBMIT

After adding the special time limit in the exceptions list, verify the settings and save.

- Click **Submit**

Click **Submit** to edit options for this test. Click **Cancel** to quit.

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Submit