How to Provide Extended Time for Tests in Blackboard

Meeting students’ accommodations for extended time on tests or retaking a test after it has been closed is easy to set up with the feature **Test Availability Exceptions** in Blackboard. Instructors build their tests as usual, but in deploying tests, they can make a number of exceptions to a single student or a group of students in a test’s availability settings.

Under **Test Options -> Test Availability Exceptions**, instructors can provide accommodations for number of attempts, time duration, availability, and force completion. Additionally, settings may be updated at any time and more than one student can have unique availability exceptions added.

Once the test is deployed to a content area, edit the settings by selecting the action link next to the title of the test. Select “Edit the Test Options.” To add an exception:

1. Select “Add User or Group” under the **Test Availability Exceptions**.

2. From the available users in the list select the user(s) or group(s) to add to your test exception.
Quick Start Guide: Test Availability Exceptions

3. The selected users or groups will appear as shown below.

4. Using the provided controls, adjust the Attempts, Timer, Availability, and Force Completion settings to suit accommodations.

If necessary modify the remaining test options found on the Test Options screen. Then click Submit to save your exception.
Quick Start Guide: Test Availability Exceptions

5. Test exceptions can be removed by using the provided controls.

6. Should an instructor need to change the accommodation settings for a test again they can do so by returning to where the test is deployed and repeating the steps listed above.

- Select the test Action Link.
- Select Edit the Test Options -> Test Availability Exceptions settings and make adjustments.
- Click on Submit.

It’s as simple as 1 – 2 – 3!

Need more help or information?

Contact the Learning Management System Services of TCC Learning Technologies: http://www.tcc.edu/academics/learningtechnologies/support.html