

Exceptions in Blackboard Tests for Students with a LAP

Blackboard Quick Guide

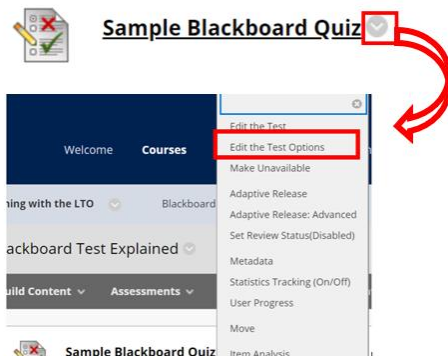
Blackboard Tests offer a choice of setting up different parameters for individual students or groups. This choice is called **TEST AVAILABILITY EXCEPTIONS** and is available as you set up the **Test Options**. The exceptions are available for the following:

1. **ATTEMPTS**: Number of attempts;
2. **TIMER**: Time on a test;
3. **AVAILABILITY**: The time window of test availability (from and to);
4. **OPTIONS**: Whether to force completion (unless you force completion, students can go in and out of their test attempt, for example if they momentarily lost connection: that does **not** stop the timer).

IMPORTANT! You will only have the options of adding exceptions if the parameters above are already set. For example, unless you set up the time window of test availability, the choice of changing it will not show in Test Availability Exceptions.

We are assuming that you already have the test set up for the rest of the class and would like to add exception for a student with a LAP.

1. Navigate to your test, click on the drop-down arrow and select **Edit the Test Options** from the menu:



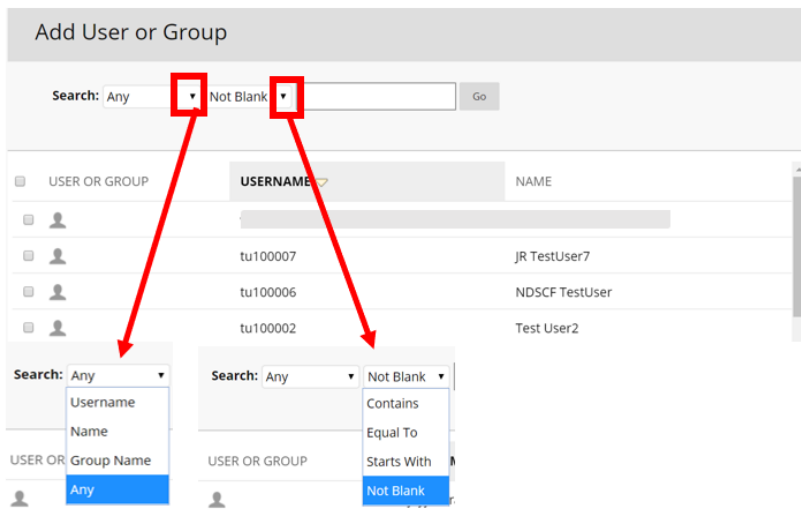
2. Scroll down to Test Availability Exceptions and click on **Add User or Group** button:

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.



- If you only have a few students needing exceptions, just scroll down the list of users and put ticks next to student names. Doing it this way will give you an opportunity to individualise exceptions for each student.
If there is a large number of students needing exceptions, you also have an option to pre-create a Blackboard group combining all of them and select a whole group (in this case all students in a group will have the same exceptions).
In a large class, you may need to use drop-down arrows (please see below) to search for a name.





Once you finished picking out the students, scroll down to the end of the form and click on **Submit** button on bottom right:

Cancel Submit

- Set up your exceptions in relation to ATTEMPTS, TIMER, AVAILABILITY and OPTIONS.
Should you need to add more students, simply click on **Add User or Group** button again. To remove already added user, click on the little **x** sign on the right.

TEST AVAILABILITY EXCEPTIONS

Add User or Group Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY	OPTIONS	
 Test User2	Single Attempt	<input type="checkbox"/>		<input type="checkbox"/> Force Completion	