

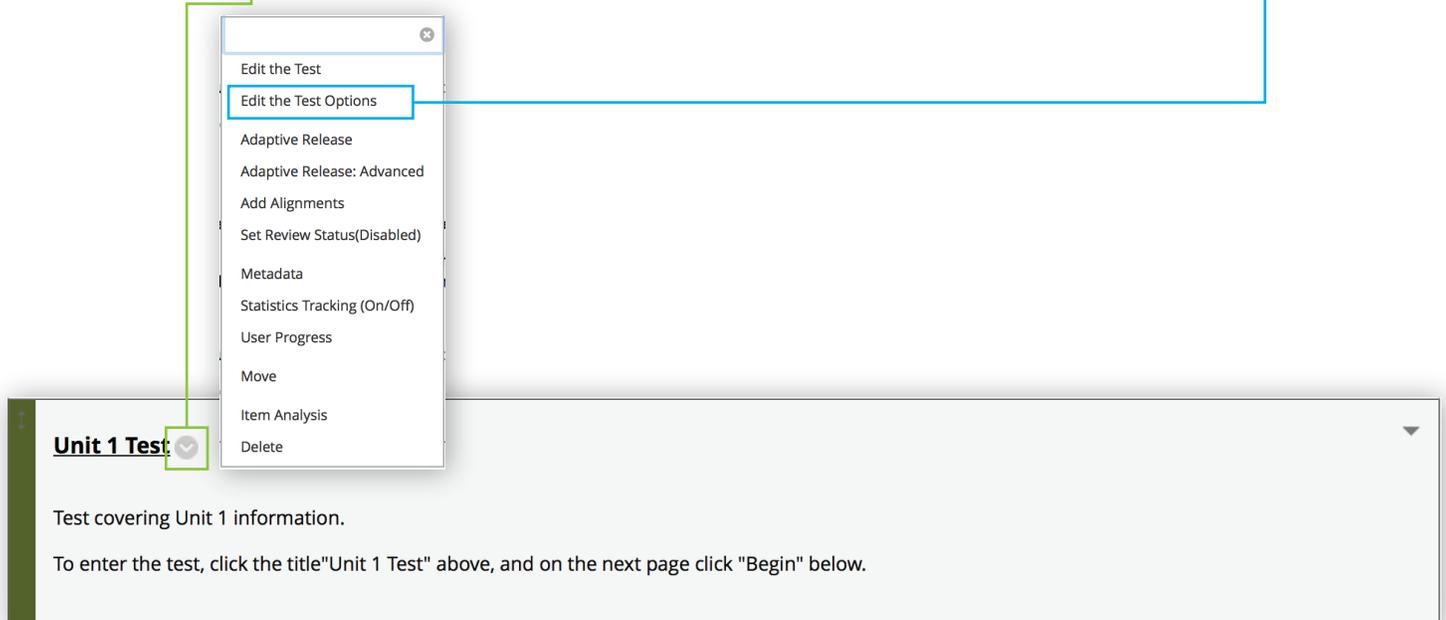
# BLACKBOARD HOW TO GIVE STUDENTS MORE TIME ON EXAMS

You may want to allow a student to take longer than the time limit for a timed Test or Quiz in your Blackboard course.

To accomplish this, set a time limit for the test for everyone, and then use the **Test Availability Exceptions** section of the Test Options to add a timer exception for a particular student.

Start by locating the requested test within the unit.

Click on the **gray arrow** next to the name of the test, then select **Edit the Test Options**.



The screenshot shows a Blackboard interface with a test titled "Unit 1 Test" in a dark green sidebar. A dropdown menu is open next to the test title, listing various actions. The "Edit the Test Options" option is highlighted with a blue box. A blue line connects this option to the text "Edit the Test Options" in the instruction above. A green box highlights the downward arrow next to the test title, with a green line connecting it to the text "gray arrow" in the instruction above. The main content area of the test shows the text: "Test covering Unit 1 information." and "To enter the test, click the title 'Unit 1 Test' above, and on the next page click 'Begin' below."

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On the Test Options page, scroll down to the **Test Availability Exceptions**. Click on the 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.

Add User or Group

From the available users in the list select the user(s) or group(s) to add to your test exception. Then click Submit.

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### Add User or Group

Search: Any Not Blank  Go

<input type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>	User or Group:	Username: alicia.uhde	Alicia Uhde
<input checked="" type="checkbox"/>	User or Group:	Username: bb.mkraft_previewuser	Michelle Kraft_PreviewUser

Displaying 1 to 2 of 2 items

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You will be returned to the Test Availability Exceptions section. Using the provided controls, adjust the **Attempts**, **Timer**, **Availability**, and **Force Completion** settings to suit accommodations.

Then click Submit to save your exception.

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Add User or Group Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY
Michelle Kraft_PreviewUser	Attempts: Unlimited Attempts ▾	Timer: <input checked="" type="checkbox"/> 90 <input type="checkbox"/> Auto Submit	Availability: 

The student may return to the test and complete it as usual.