How to Give Select Students Extra Time on a Blackboard Exam

1. Build your test as usual and deploy in a content area.
2. Click the drop down arrow next to the deployed test and select **Edit the Test Options**. The test options allow the instructor to set the testing criteria for the entire class:

![Edit the Test Options](image)

3. Scroll down the Test Options page until you see the section labeled **Test Availability Exceptions**. Students receiving test exceptions will receive testing criteria that varies from the rest of the class:

![Test Availability Exceptions](image)

4. Click the **Add User or Group** button to bring up a popup screen. Check the box next to the name of the user needing the exception and click **Submit**:

![Add User or Group](image)

5. Adjust the options as needed for that user that are different from the rest of the students.
   - **Attempts** may be Single Attempt, Multiple Attempt, or Unlimited Attempts.
   - **Timer** may be used to set the amount of time the user.
   - **Availability** may be used to set the time window for which the user may access the exam.
   - **Force Completion** requires the user or group to complete the exam in one sitting. In general, we recommend that you leave this UNCHECKED for all students.

![Test Availability Exceptions](image)
6. You can add additional students who have different exceptions by clicking the Add User or Group button again.

7. When you are finished adding exceptions, click the Submit button at the bottom.

8. Please note that if you set Adaptive Release rules in addition to Test Availability Exceptions, you may introduce a conflict that prevents the test from appearing to anyone.