



# FORT HAYS STATE UNIVERSITY

## LEARNING TECHNOLOGIES

*Forward thinking. World ready.*

## Extend Test Times for Selected Students

To extend time for an individual student and also allow the other students to take the test at the same time, you need to adjust the settings in under the **Test Availability Exceptions**.

**Test Availability Exceptions** allows you to set the set differently for students who need extra time, extra attempts and extra availability dates to take the test. This is how you allow student who have a disability to take extra time in the tests.

**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.

Name	Attempts	Timer	Availability
Ahmed Lachheb_PreviewUser	Multiple Attempts ▼ 2	<input checked="" type="checkbox"/> 50	<input type="checkbox"/> Available

**DUE DATE**

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked **Late**.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.  
Students will be unable to start the Test if this option is selected.

After:

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until:

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

### Instructions:

1. On the Test, select Edit Test Options from the drop-down next to the Test.
2. Click Add User or Group and select the student(s) who you like to benefit for the exceptions
3. Change the attempts. Timer and availability dates as you desire

For more information about Test options in Bb, please visit:

[https://help.blackboard.com/enus/Learn/9.1\\_2014\\_04/Instructor/110\\_Tests\\_Surveys\\_Pools/020\\_Test\\_and\\_Survey\\_Options](https://help.blackboard.com/enus/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/020_Test_and_Survey_Options)

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email [bbsupport@fhsu.edu](mailto:bbsupport@fhsu.edu).