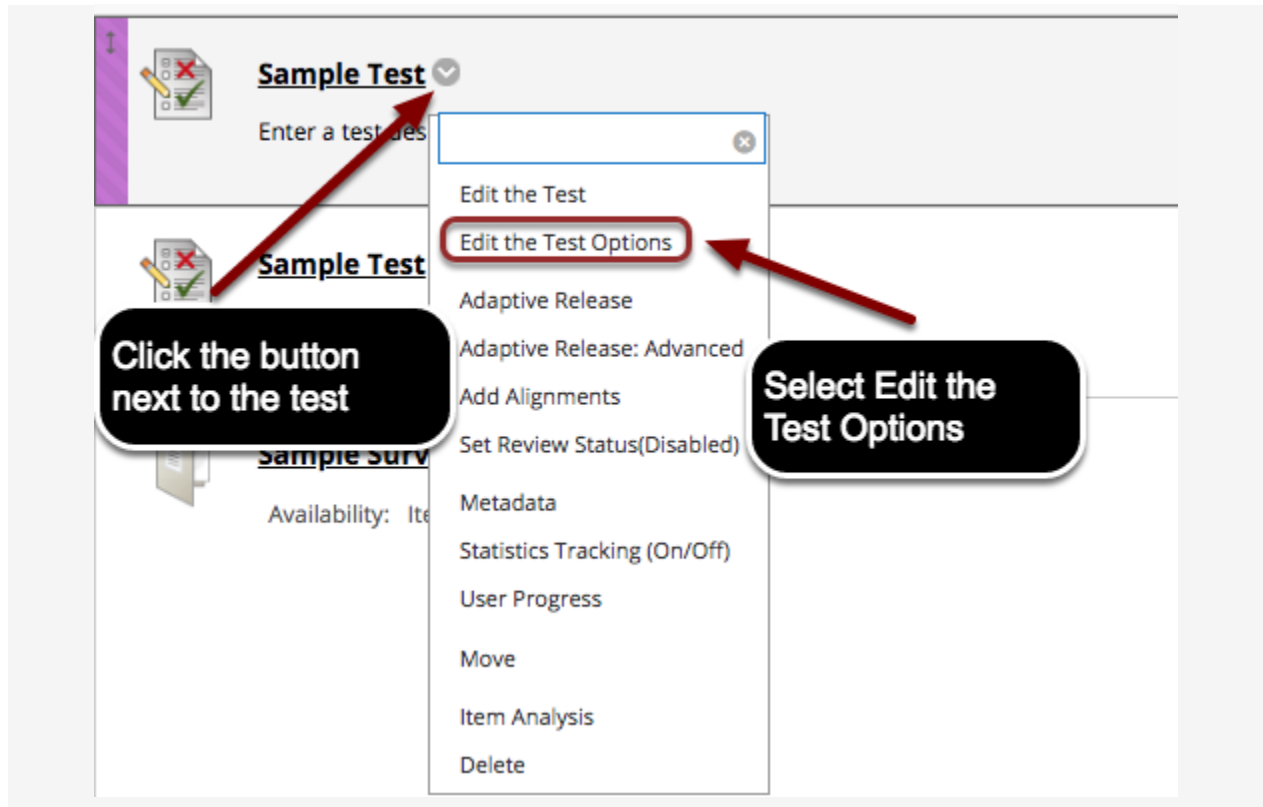


Setting up Test Availability Exceptions

Test Availability exceptions allow instructors to make special exceptions to the time limit or test availability for students who need additional time, or need to take a makeup exam. This process replaces the need to create a duplicate exam and use Adaptive Release to release the exam to students.

Accessing the Test Options



To access the test options, locate the exam you would like to add exceptions for. Hover over the name of the test, and click the chevron button that appears next to the test and select **Edit the Test Options** from the menu that appears.

Setting up Test Availability Exceptions

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 have selected "Do not allow students to start the Test if the due date has passed." in the Due Date options below, students will not be able to access the test even if you create an availability exception for them. You will need to remove the restriction in order for them to access the test.



Scroll down to **Test Availability Exceptions** and click the **Add User or Group** button.

Selecting User

Add User or Group

Search: Any Not Blank Go

<input type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>		demostudent	Demonstration student
<input type="checkbox"/>		awalter6	Anthony Walters
<input type="checkbox"/>		faculty2	UT Online2
<input type="checkbox"/>		faculty31	UT Online31
<input type="checkbox"/>		faculty30	UT Online30
<input type="checkbox"/>		faculty32	UT Online32
<input type="checkbox"/>		faculty6	UT Online6
<input type="checkbox"/>		faculty5	UT Online5
<input type="checkbox"/>		faculty4	UT Online4

Use the checkboxes to select users

Click Submit

Cancel Submit

You will now see a screen labeled Add User or Group, which lists all the of users and groups in your course. To add users or groups, check the boxes next to the names of the users you wish to create exceptions for. When finished, click the **Submit** button

Applying Exceptions

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 have selected "Do not allow students to start the Test if the due date has passed." in the Due Date options below, students will not be able to access the test even if you create an availability exception for them. You will need to remove the restriction in order for them to access the test.**

The screenshot shows the 'TEST AVAILABILITY EXCEPTIONS' interface. At the top, there are two buttons: 'Add User or Group' and 'Remove All Exceptions'. Below this is a table with columns: NAME, ATTEMPTS, TIMER, AVAILABILITY, OPTION, and a delete button (X). The first row contains the following data: NAME: 'Demonstration student'; ATTEMPTS: 'Single Attempt'; TIMER: '60' with 'Auto Submit' checked; AVAILABILITY: a calendar icon; OPTION: 'Force Completion' checked; and a delete button (X). Red arrows and numbered callouts (1-6) point to each of these elements in order from left to right.

[Zoom: Applying Exceptions](#)

The students selected in the previous step will now be listed under **Test Availability Exceptions**

1. **Name:** The student's name will appear here.
2. **Attempts:** Select the number of attempts allowed for the student
3. **Timer:** Enter the time limit in minutes allowed for the selected student, and check Auto Submit to have the test submit automatically.
4. **Availability:** Click on the calendar icon to specify the availability of the exam for the student if the student would be taking the exam at a different time than the rest of the class.
5. **Force Completion:** Click here to enable or disable force completion for the user (not recommended)
6. Click the X button to delete the student from the list of exceptions

When finished, scroll down to the bottom and click the **Submit** button.