

EKU ONLINE INSTRUCTIONAL DESIGN CENTER

GRANTING A TIME EXTENSION ON A TEST

Some students require accommodation for extended time on in-class and web-based tests and surveys in Blackboard. Meeting these accommodations in Blackboard is easy with features built-into the test settings. If you used timed tests in your course, follow this tutorial to grant a student a time extension on their test to meet their accommodations.

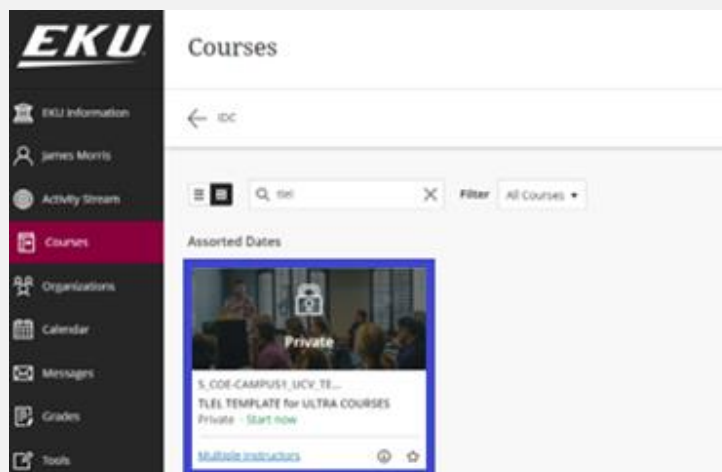
STEP 1

Log into Blackboard.



STEP 2

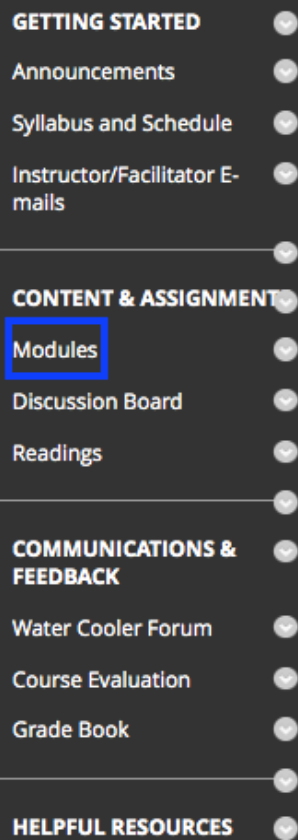
Select the appropriate course.



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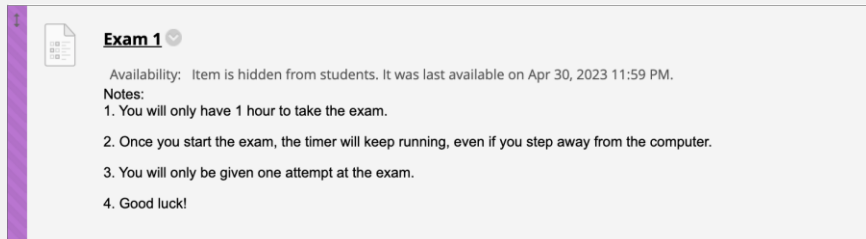
STEP 3

Navigate to the Content Area in the course's sidebar where your test is located. Most likely, it will be in your Modules Content Area.



STEP 4

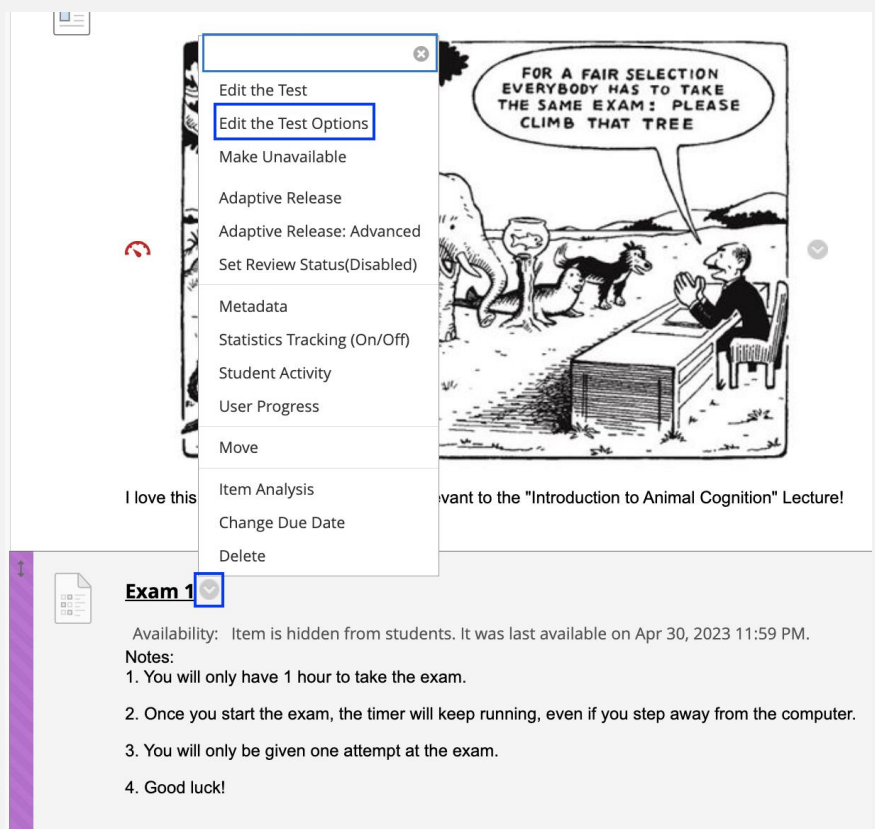
Navigate to the timed Test you need to create exceptions for. You will repeat this process for each of your timed tests.



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STEP 5

Hover your mouse over the down arrow and select Edit the Test Options.



The screenshot shows a user interface for editing a test. A dropdown menu is open, listing various options. The 'Edit the Test Options' option is highlighted with a blue box. Below the menu, the test title 'Exam 1' is visible, along with its availability status and a list of notes.

I love this ... want to the "Introduction to Animal Cognition" Lecture!

Exam 1

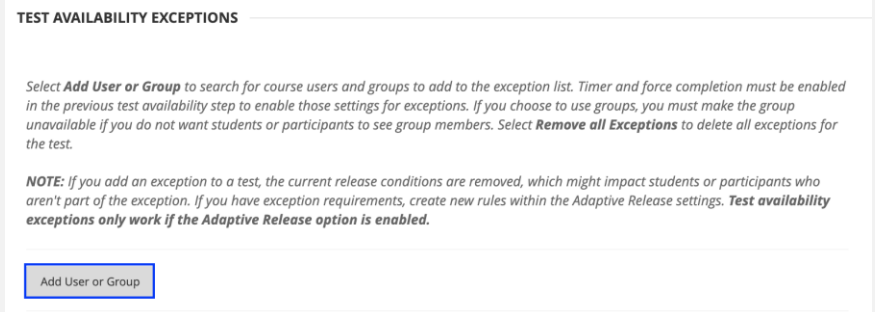
Availability: Item is hidden from students. It was last available on Apr 30, 2023 11:59 PM.

Notes:

1. You will only have 1 hour to take the exam.
2. Once you start the exam, the timer will keep running, even if you step away from the computer.
3. You will only be given one attempt at the exam.
4. Good luck!

STEP 6

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



The screenshot shows the 'TEST AVAILABILITY EXCEPTIONS' section. It includes instructions on how to add users or groups to the exception list and a note about the impact of exceptions on release conditions. A button labeled 'Add User or Group' is highlighted with a blue box.

TEST AVAILABILITY EXCEPTIONS

Select **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 or participants to see group members. Select **Remove all Exceptions** to delete all exceptions for the test.

NOTE: If you add an exception to a test, the current release conditions are removed, which might impact students or participants who aren't part of the exception. If you have exception requirements, create new rules within the Adaptive Release settings. **Test availability exceptions only work if the Adaptive Release option is enabled.**

Add User or Group

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STEP 7

Use the search button to find the student(s) you need to grant a time extension.

Click submit.

Add User or Group

Search Any Not Blank Go

No users or groups found.
Enter the Search Criteria above.

Cancel Submit

STEP 8

The selected students will now be shown in a list under Test Availability Exceptions for this test.

From here, you can make adjustments to their time based on their set accommodation.

You can also make adjustments to the number of attempts, forced completion, availability, and if the test will auto submit after the given time.

NAME	ATTEMPTS	TIMER	AVAILABILITY	OPTIONS
	Single Attempt <input type="text"/>	<input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion <input type="text"/>