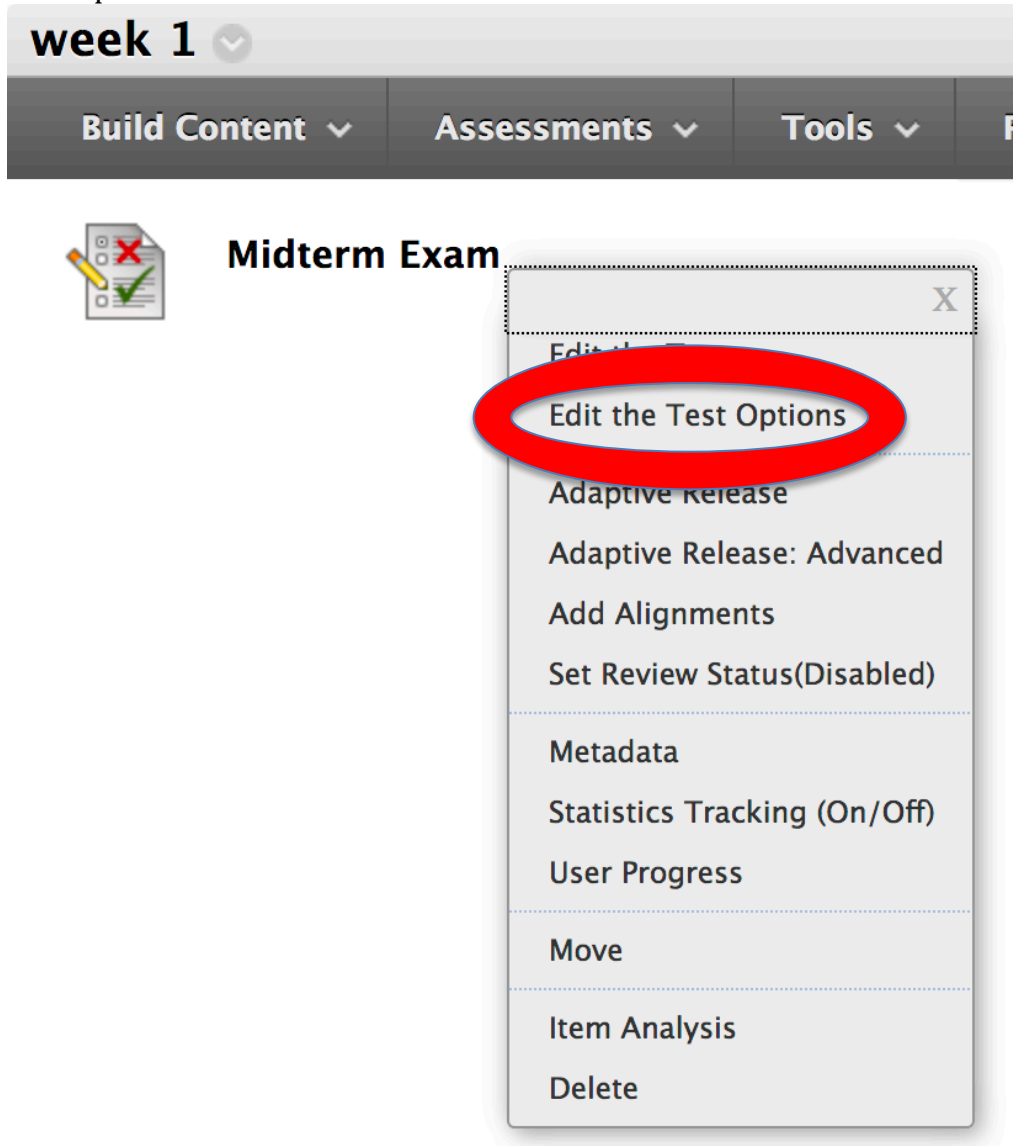


Creating an Extended Time/Make-Up Exam in Blackboard

Often it is necessary to create exceptions for an exam's settings. For example, a student may need an extended time exam, or you may need to allow a student to take a make-up exam. Blackboard now allows for test settings to be altered to accommodate these situations. Extended Time/Make-Up exams created in this fashion will have their scores appear in the original exam's Grade Center column.

Follow the steps for creating and deploying a test. (See the FRC tutorial "Creating Tests in Blackboard" for detailed instructions on how to do this.)

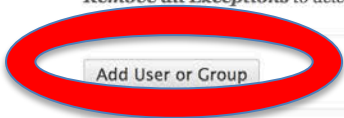
Locate the exam you wish to modify, and click the chevron next to it to reveal its options. Choose "Edit the Test Options."



This will reveal the Test Options dialog. Scroll down to #3, Test Availability Exceptions, and click Add User or Group.

3. 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.*



This will open the Add User or Group dialog box.

Add User or Group

Search: Any Not Blank





<input type="checkbox"/>	User or Group	Username	Name
<input checked="" type="checkbox"/>		bb_demo_114590	Demo User
<input type="checkbox"/>		004cit_s	Student Fictitious

Displaying 1 to 2 of 2 items |

Select the student who needs the extended time or make-up exam. In this example, Demo User is chosen. Press Submit. The selected student(s) will now appear under the Test Availability Exceptions item.



3. 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
 Demo User	Single Attempt 	<input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> Auto Submit	 

By clicking under Attempts, you can now give the selected student a Single Attempt, Multiple Attempts, or Unlimited Attempts.

If you choose Multiple Attempts, a box will appear that will allow you to enter the desired number of attempts.

Name	Attempts
 Demo User	Multiple Attempts  <input type="text" value="2"/>

Under the Timer Heading, you can enter the amount of time the student will have to complete the exam. You can also choose Auto Submit if desired. **NOTE:** for the Timer option to be available under Test Availability Exceptions, it must have been set up for the exam under the Test Availability settings.

Timer
<input checked="" type="checkbox"/> <input type="text" value="10"/>
<input checked="" type="checkbox"/> Auto Submit

Clicking the calendar icon under Availability will open a dialog, which will allow you to determine a date/time availability range for the selected student. Select the appropriate dates/times and click Save.

Timer Availability

10

After: 11/08/2017 11:59 PM

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

Until: 11/15/2017 11:59 PM

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

Clear Cancel Save

3. 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 Remove All Exceptions

Name	Attempts	Timer	Availability
Demo User	Multiple Attempts 2	<input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> Auto Submit	After: 11/08/2017 11:59 PM Until: 11/15/2017 11:59 PM

Once you have set up the Test Availability Exceptions, the students or groups you have selected will appear with the exceptions you have selected.

Scroll down to Test Option #8, Submit, and press the Submit button. Your test options have now been edited.

8. Submit

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel Submit

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

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