

## Setting Test Availability Options: Creating an Extended Time Test for ADA Students and Opening a Test for Specific Students at a Later Date

The Blackboard upgrade in December 2013 introduces a functionality that allows instructors to set test availability exceptions. Instructors may use this feature to create an extended time test for ADA students, allow certain students to take a test at an earlier or later date, or grant multiple attempts for certain students. All of these can be done without the need to duplicate the test.

### STEPS TO CREATE TEST AVAILABILITY EXCEPTIONS

1. Navigate to the test in the Lessons/Content area.
2. Select the arrow-down menu next to the test, then select Edit the Test Options.
3. Set up your test according to DETL checklist. Set timer and dates for regular students.
4. Under #3. Test Availability Exceptions, click Add User or Group. A new window will open.
5. Select the ADA student(s) by checking the box by their names. Click Submit to get back to previous screen.
6. For each ADA student, check the box for timer and enter time and a half. Check the box for Auto Submit.
7. If a student is allowed to take the test at an earlier or later date, click on the calendar icon under Availability and enter the date and time.
8. Scroll to the bottom of the screen and click Submit.