# Blackboard Test Availability Exceptions

The Test Availability Exceptions settings allow instructors to change these options for selected students for each test in Blackboard as needed:

* Allow additional time to complete timed tests and/or remove the timed or Auto-Submit requirements
* Allow multiple attempts when only single attempts are permitted
* Allow access to tests before or after they are available to the rest of the class

## Allow Additional Time

1. Make sure Edit Mode: is ON in the top-right corner 
2. Open the area where the test is located > click the down arrow icon to the right of the test title > Edit the Test Options
3. Scroll down to the Test Availability Exceptions section > Add User or Group
4. Check the box to the left of the student’s name > Submit

5. Check the box below the Timer option > add the extended time amount > uncheck Auto Submit, if necessary > Submit


## Allow Multiple Attempts

1. Follow steps 1 – 4 above
2. Select Multiple Attempts > enter the number of attempts allowed in the box to the right of Multiple Attempts > Submit

## Change Availability Dates/Times

1. Follow steps 1 – 4 above
2. Click the calendar icon below Availability > choose After: and/or Before: dates/times as needed > Save > Submit