## Add a Test Exception

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Test exceptions are used for students who need additional time to take a test or need to take the test at a different day/time than the rest of the class. For example, you could set an exception for a student who missed an exam.

1. Navigate to the content area which contains the test you'd like to add an exception for.
2. Click on the grey drop-down arrow next to the test name.
3. Click on Edit the Test Options (Figure 1).


FIGURE 1
4. Scroll down to the Test Availability Exceptions section, then click on Add User or Group (Figure 2).

```
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 whe n't part of the exception. If you have exception requirements, create new rules
within the Adaptive Reled attings.
    Add User or Group
```

FIGURE 2
5. Click on the check box next to each student or group which requires an exception (Figure 3). Then, click on the Submit button.

Add User or Group

Search: Any $\checkmark$ Not Blank $\checkmark$ Go

| $\square$ | USER OR GROUP | USERNAME | NAME |
| :---: | :---: | :---: | :---: |
| $\checkmark$ | $\Omega$ | ua_ccsu_odonnellm_previewuser | Matthew O'Donnell_PreviewUser |

FIGURE 3

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6. The students you selected will be added to the text exception list (Figure 4). From here, you can override several different options.
Note: Some options may not appear if you did not configure them, such as the timer.
a. Click on the drop-down menu under Attempts to pick how many attempts the user should be allowed.
b. Under the Timer section, you can change the amount of time a student has to take the test by changing the number in the text input field. The time unit is in minutes. You can also turn off the timer completely by unchecking the box next to the number. You can also turn Auto Submit on and off by clicking the check box beside it.
c. Configure when the test will be made available for the student by clicking on the calendar icon under Availability.
d. To remove the exception, click on the $\mathbf{X}$ icon at the far right.

7. Click Submit once you're done.

