Add a Test Exception

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.
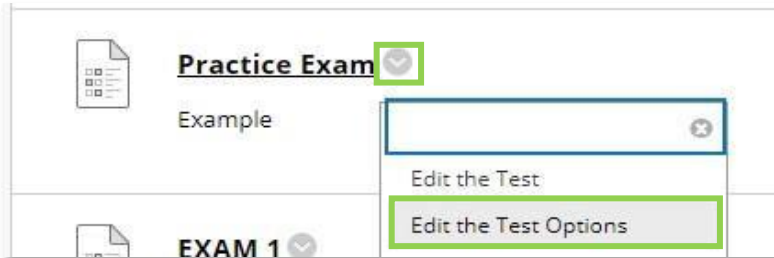3. Click on **Edit the Test Options** (Figure 1).

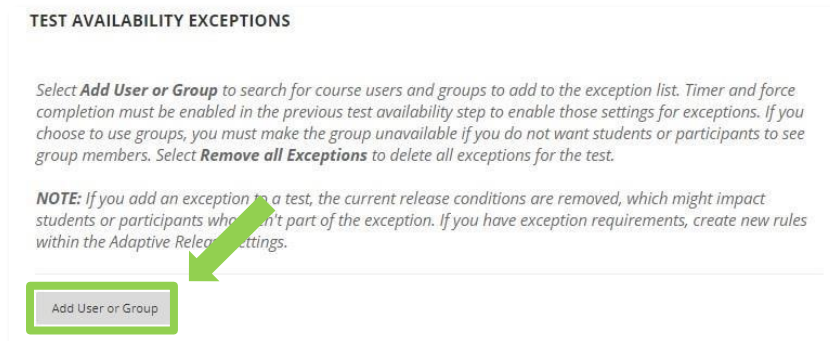4. Scroll down to the **Test Availability Exceptions** section, then click on **Add User or Group** (Figure 2).

5. Click on the **check box** next to each student or group which requires an exception (Figure 3). Then, click on the **Submit** button.
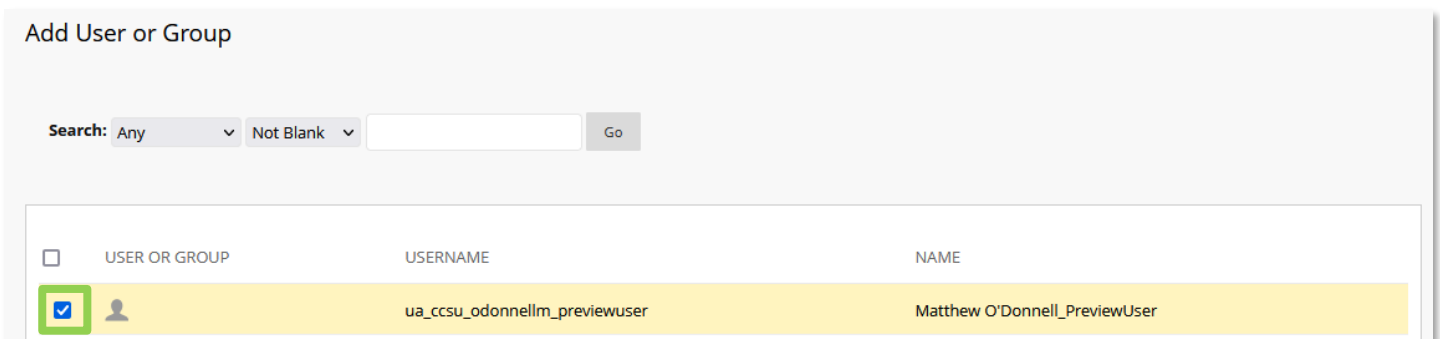
6. The students you selected will be added to the **text exception list** (Figure 4). From here, you can override several different options.

   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 **X icon** at the far right.
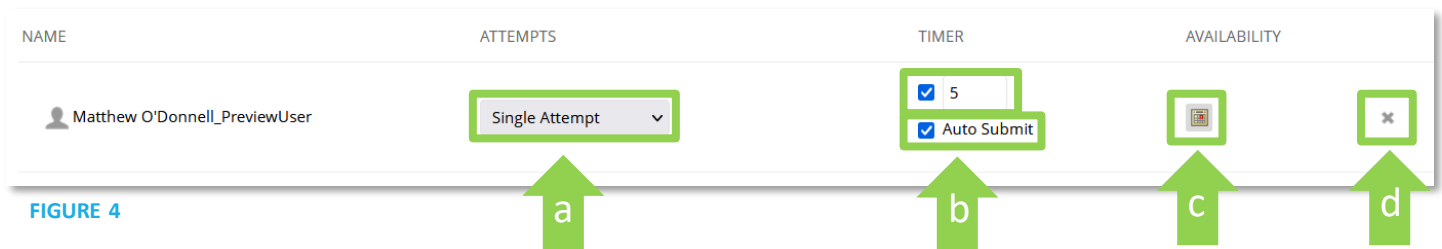
NAME	ATTEMPTS	TIMER	AVAILABILITY	
👤 Matthew O'Donnell_PreviewUser	Single Attempt ▾	☑ 5 ☑ Auto Submit	📅	✖

FIGURE 4

   a   b   c   d

7. Click **Submit** once you're done.