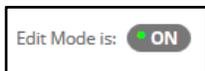


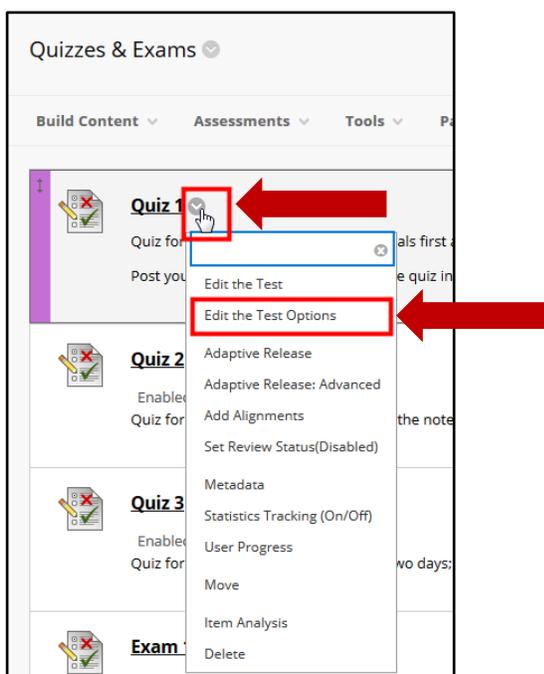
Setting Test Availability Exceptions

When deploying tests, instructors can select one or more groups or users and make a number of exceptions to the test availability settings. Test Availability exceptions allow instructors to make special exceptions to the time limit or test availability for students who need additional time, or need to take a makeup exam. This process replaces the need to create a duplicate exam and use Adaptive Release to release the exam to students. To make exceptions for a group, you must first create the group using **Control Panel > Users and Groups > Groups**.

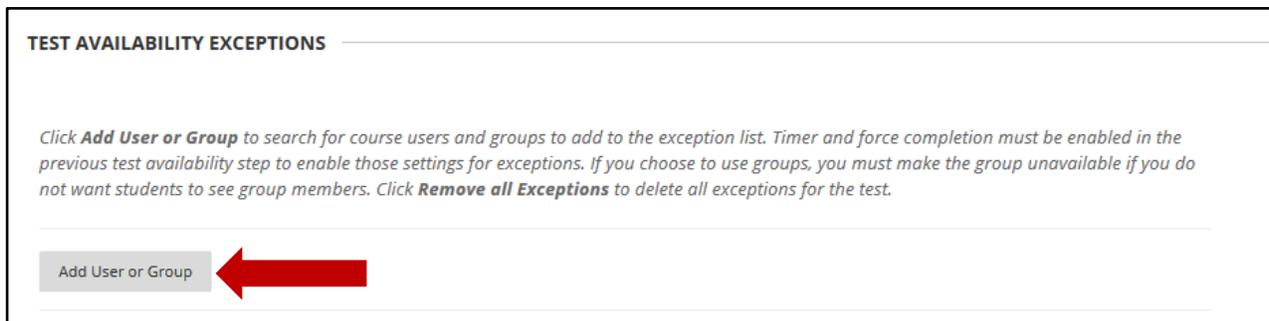
1. Make sure the **Edit Mode** is **ON**.



2. On the content page where you deployed your test, click the option menu to the right of the test and select **Edit the Test Options**.



3. The **Test Options** page displays. Scroll down to the **Test Availability Exceptions** section. Click the **Add User or Group** button.



Setting Test Availability Exceptions

4. In the **Add User or Group** window, click a checkbox to select an option in the **User or Group** column and click the **Submit** button.

The screenshot shows the 'Add User or Group' window. At the top, there are search filters: 'Search: Any' (dropdown), 'Not Blank' (dropdown), a text input field, and a 'Go' button. Below this is a table with columns: 'USER OR GROUP', 'USERNAME', and 'NAME'. The table contains two rows: one for a user named 'John Doe' with username 'student01', and one for a group named 'Student Group 1'. A red arrow points to the checkbox in the 'USER OR GROUP' column for 'Student Group 1'. At the bottom right, there are 'Cancel' and 'Submit' buttons. A second red arrow points to the 'Submit' button.

5. The **Test Availability Exceptions** section now shows the selected user or group.

The screenshot shows the 'TEST AVAILABILITY EXCEPTIONS' section. It includes a paragraph of instructions: '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.' Below the text are two buttons: 'Add User or Group' and 'Remove All Exceptions'. A red arrow points to the 'Add User or Group' button. Below the buttons is a table with columns: 'NAME', 'ATTEMPTS', 'TIMER', and 'AVAILABILITY'. The table contains one row for 'John Doe'. The 'ATTEMPTS' column shows 'Multiple Attempts' (dropdown) and '2'. The 'TIMER' column has checkboxes for '90' and 'Auto Submit', both checked. The 'AVAILABILITY' column shows a calendar icon and the text 'After: 01/31/2018 12:00 PM' and 'Until: 01/31/2018 11:59 PM', with a close button 'x' to the right.

Note: You must first set all test options for the entire class (Multiple Attempts, Timer, and Availability).

Setting Test Availability Exceptions

6. If desired, adjust the number of **Attempts**.



NAME

ATTEMPTS

John Doe

Multiple Attempts 2

7. You can also adjust the Timer. This feature is very useful for special accommodation requests. If the Auto Submit button is selected, the test will be submitted automatically after the time for the test expires.



NAME

ATTEMPTS

TIMER

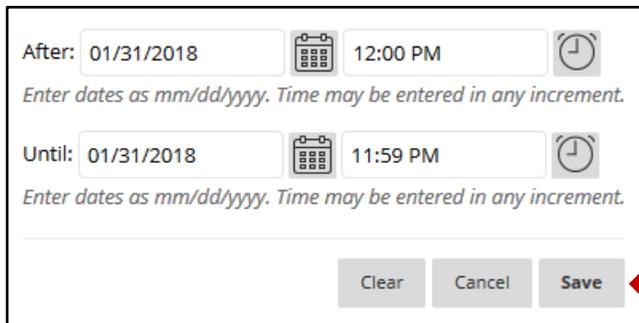
John Doe

Multiple Attempts 2

90

Auto Submit

8. To set the test Availability for the exception, click the **date icon** . The date and time picker displays. Select the dates and times and then click the **Save** button.



After: 01/31/2018 12:00 PM

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

Until: 01/31/2018 11:59 PM

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

Clear Cancel Save

Setting Test Availability Exceptions

9. The **Availability** dates for the exception display.

NAME	ATTEMPTS	TIMER	AVAILABILITY
John Doe	Multiple Attempts <input type="text" value="2"/>	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto Submit	After: 01/31/2018 12:00 PM Until: 01/31/2018 11:59 PM <input type="button" value="x"/>

Note: Compare the exception availability dates with the availability dates for the entire class and make sure they are set as intended.

Display After 01/31/2018 12:00 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 01/31/2018 12:30 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password
Require a password to access this test. (If you're using Respondus Lockdown Browser for this test do not change this field.)

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception. Availability dates must be enabled in the previous test availability step to enable those settings for exceptions. If you do not want to make the group unavailable if you do not want students to see group members. Click **Remove All Exceptions** to remove all exceptions for the test.

NAME	ATTEMPTS	TIMER	AVAILABILITY
John Doe	Multiple Attempts <input type="text" value="2"/>	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto Submit	After: 01/31/2018 12:00 PM Until: 01/31/2018 11:59 PM <input type="button" value="x"/>

Availability dates for the entire class

Availability dates for the exception

10. To delete an exception, click the **X** button. A confirmation window displays. Click the **OK** button.

AVAILABILITY
After: 01/31/2018 12:00 PM Until: 01/31/2018 11:59 PM <input style="border: 2px solid red;" type="button" value="x"/>

Are you sure you want to delete this exception?