Test Availability Exceptions

Test availability exceptions is a setting on the Test Options page, available after a test is added to a content area. This option allows instructors to select one or more groups of students and make a number of exceptions to the already established availability settings. Exceptions can be used to provide an accommodation to a disabled student, or provide accommodations for technology and language differences. Exceptions can be created for: Number of attempts, Timer, Availability

**Edit Mode:**

Make sure edit mode is ON. The edit mode is located on the top right side of your screen.

1. On the content page where you deployed your test, click the test’s action link and select *Edit the Test Options* on the drop down menu.
2. The Test Options page will display. Scroll down to the Test Availability Exceptions section. Click on the Add User or Group button.

![Add User or Group](image1)

3. In the Add User or Groups window, select the checkbox next to the specific user needing the exception. Hit Submit.

![Add User or Group](image2)

4. You will have a number of options to choose from. You can set the number of attempts, you can extend the time of the exam and the availability of the exam. (Please note, to set a time limit, you must have selected the Set Timer option on the Test Options page.)

![Test Options](image3)

5. To delete an exception, click the red X