



Making Test Availability Exceptions

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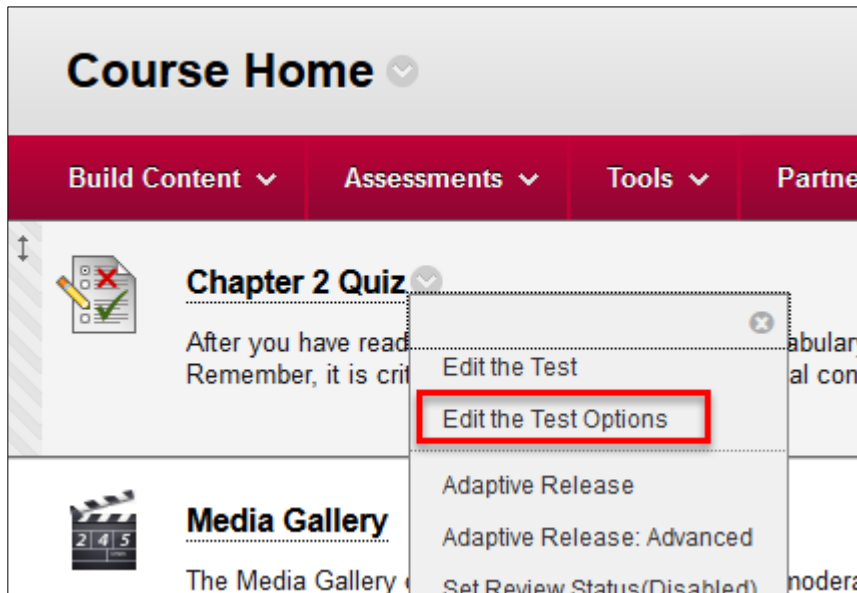
For tests, quizzes or exams, you can easily:

- **Extend the due date for an individual student**
- **Open the test earlier than the rest of the class**
- **Extend the time limit**
- **Add more attempts**
- **Turn Auto Submit on or off**

Start with Edit Test Options

Mouse over the right side of the title until you see the drop-down menu.

Click **Edit the Test Options**





From the **Text Options** screen, scroll down to **Text Availability Exceptions**.

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field. Cancel

TEST INFORMATION

* Name

Choose Color of Name Black

Content Link Description

After you have read the material and studied the vocabulary list, you will build on them!

Path: p Words:41

Open test in new window Yes No

On the Test Options page, scroll down to Test Availability Exceptions



Note: *Test Availability* settings come first. **Display After** and **Display Until** control the visibility of the test for the whole class.

Display After

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

Display Until

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

Here are your display controls for the whole class



Click Add User or Group

TEST AVAILABILITY EXCEPTIONS

*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.*

Click here to set up special accommodations

Add User or Group

Search:

<input type="checkbox"/>	User or Group	Username	Name
<input type="checkbox"/>			Group A
<input type="checkbox"/>			Student 01
<input type="checkbox"/>			Student 02
<input type="checkbox"/>			Student 03
<input type="checkbox"/>		student_04	Student 04
<input type="checkbox"/>		student_05	Student 05
<input type="checkbox"/>		student_06	Student 06

Displaying 1 to 8 of 8 items



Display Dates/ Times - These dates and/ or times can be earlier or later than the display dates for the rest of the class—or the other students in the exceptions list. You can set After or Until or both. Click Save.

Student 05 Single Attempt 15

DUE DATE

Set the date the assessment is due. Opt

After:

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

Until:

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

Clear Cancel Save

NOTE: What might cause a problem for extending Display Until Dates

If you have used the “Do not allow students to start the Test if the due date has passed” option, that will keep you from assigning an extended **Display Until Date** for individual students.

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

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

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

If you are using this option and need to assign some **Test Availability Exceptions**, you must:

1. Turn off the **Due Date “Do not allow...”** option
2. Set a **Display Until** date that is the same as your due date for the whole class, otherwise the rest of the students will be able to still take the test.
3. Use the **Test Availability Exception** section to control access for the individual student(s).