

How Do I Give a Single Student More Time on an Assessment?

In your Blackboard course, instructors may need to set a time limit for completing an assessment, such as a test or quiz. However, it may be appropriate to allow a single student more time than their classmates to complete the assessment.

Setting a General Time Limit

1. After creating an assessment, **add** it to a content module, such as Course Materials.
2. **Click** the button to the right of the test name, and select "Edit the Test Options".
3. **Scroll** down to "Set Timer" under Test Availability.

***Note:** It is a best practice to keep force completion off as this setting may submit the quiz before the student intends if the internet temporarily disconnects. In the "Set Timer" area, add the time for the class as a whole. The "Test Availability Exceptions" section can be used to provide additional time to individual users or the modify number of attempts.*

Modifying Test Availability Exceptions

1. **Scroll** down to "Test Availability Exceptions" and click "Add User or Group".





TEST AVAILABILITY EXCEPTIONS ———



2. **Select** the student(s) you would like to allow different test availability settings.
3. To the right of the student's name, **modify** the number of attempts, time limit, and/or availability dates for each student selected.

3. 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 want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

User or Group	Name	Attempts	Timer	Availability	Force Completion
	TestTime1.5	Single Attempt ▾	<input checked="" type="checkbox"/> 45 <input checked="" type="checkbox"/> Auto Submit		<input type="checkbox"/>
	TestTime2	Single Attempt ▾	<input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> Auto Submit		<input type="checkbox"/>