

# Test Access Control - Test Availability Exceptions

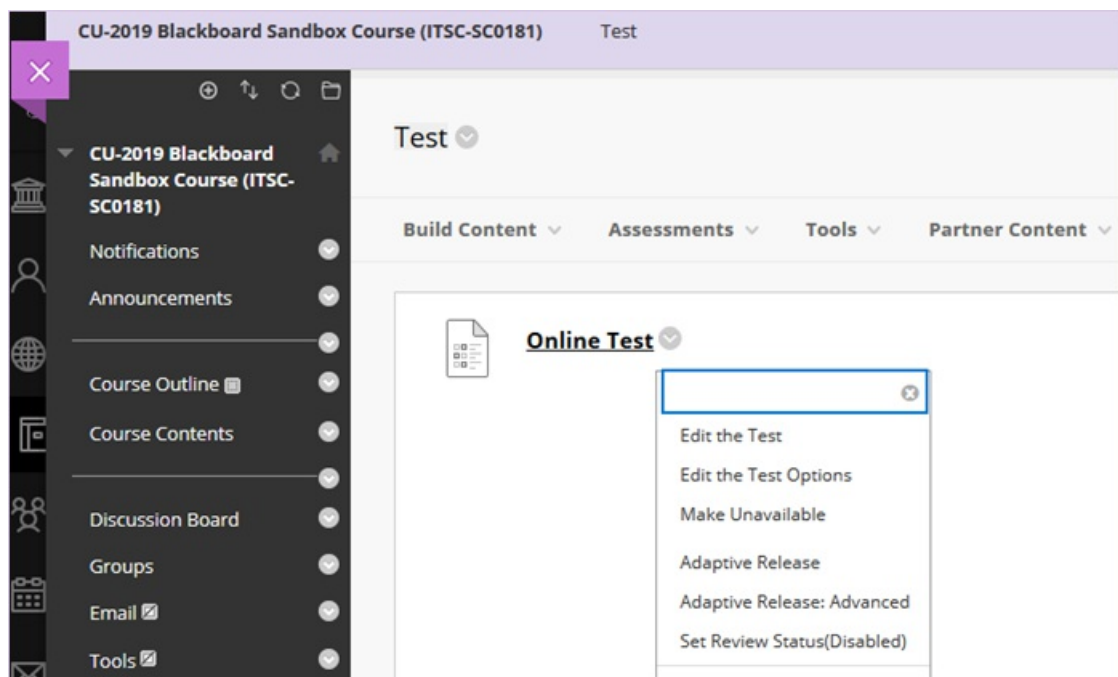
Last Modified on 16/08/2020 6:20 pm HKT

## Overview

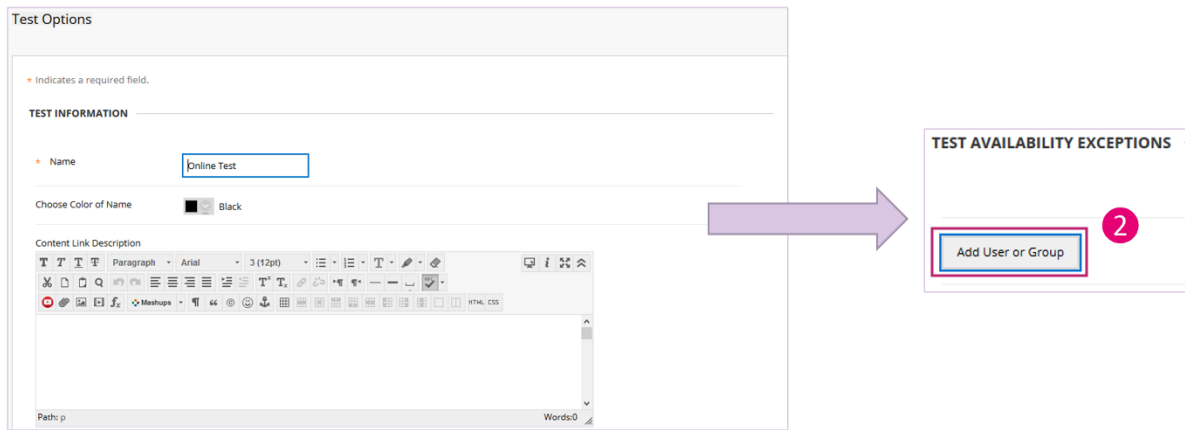
- Applicable to Test (and Survey) only
- For existing test availability settings, you can make exceptions for individual students or groups
- If the settings exist for a test or survey, you can create these exceptions:
  - Number of attempts
  - Timer
  - Availability: Date and time the test is available to the student or group
  - Force completion
  - Restrict location
- For details: Blackboard Help: [Test availability exceptions](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Test_and_Survey_Options)  
([https://help.blackboard.com/Learn/Instructor/Tests\\_Pools\\_Surveys/Test\\_and\\_Survey\\_Options](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Test_and_Survey_Options))

## Steps:

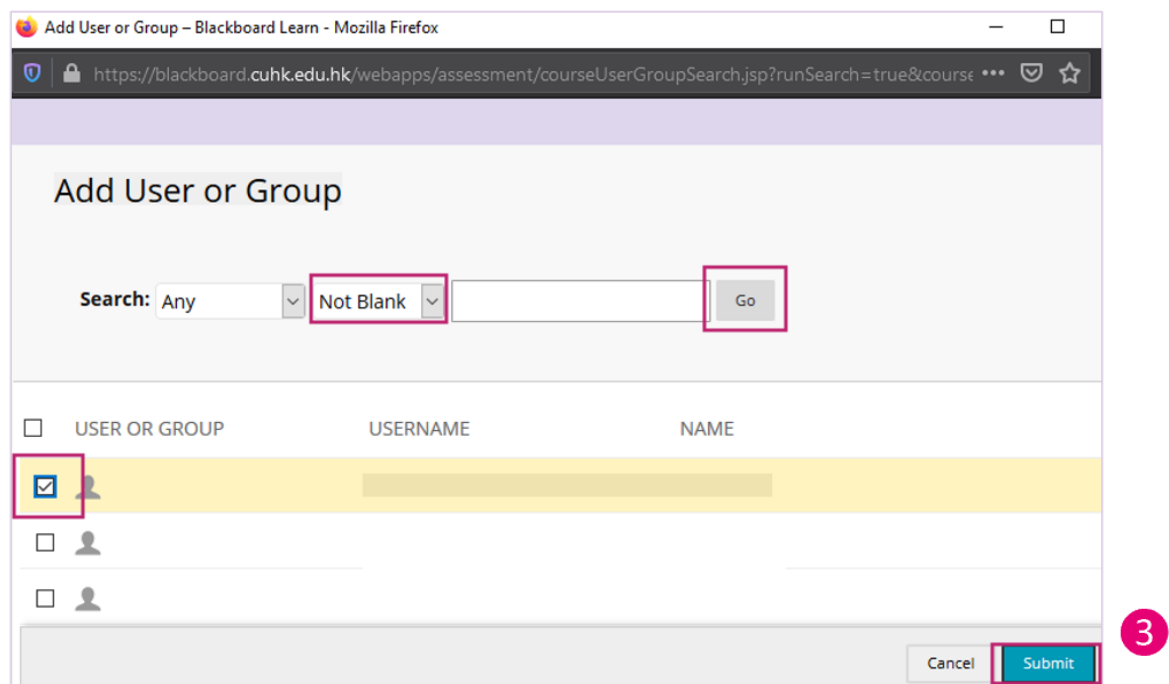
1. Access a Test's menu and select "Edit the Test Options".



2. On the Test Options page, scroll down and click "Add User or Group" under Test Availability Exceptions. You will then see a pop-up window.



3. In the pop-up window, select “Not blank” then click “Go”. Select the user(s) then click “Submit”.



4. Set the test availability exception for the student(s). Click “Submit”.

*Note: Please check if the exceptions would contradict with the existing settings (e.g. Availability in Test Exceptions VS “Due Date - Do not allow students to start the Test if the due date has passed”)*

