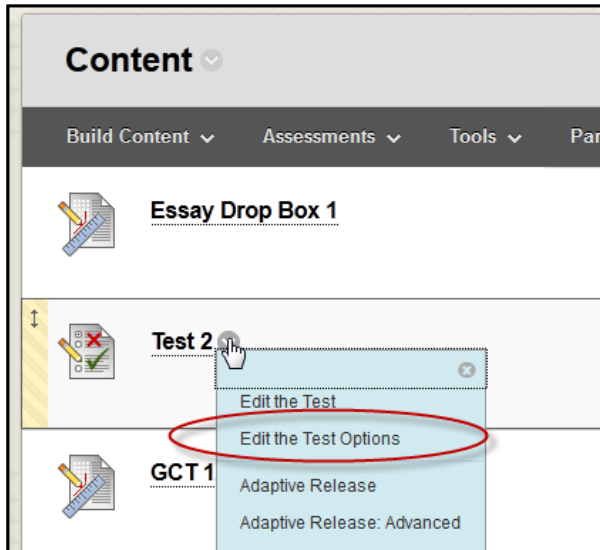
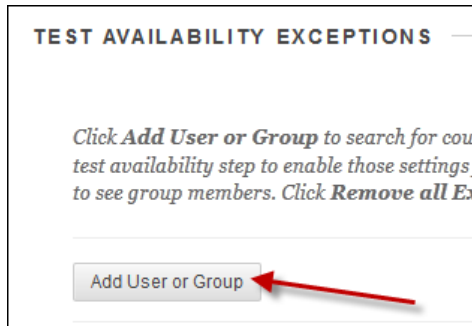


Setting Test Availability Exceptions

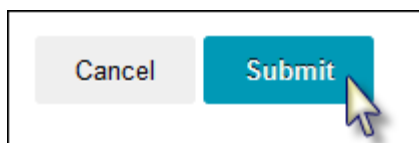
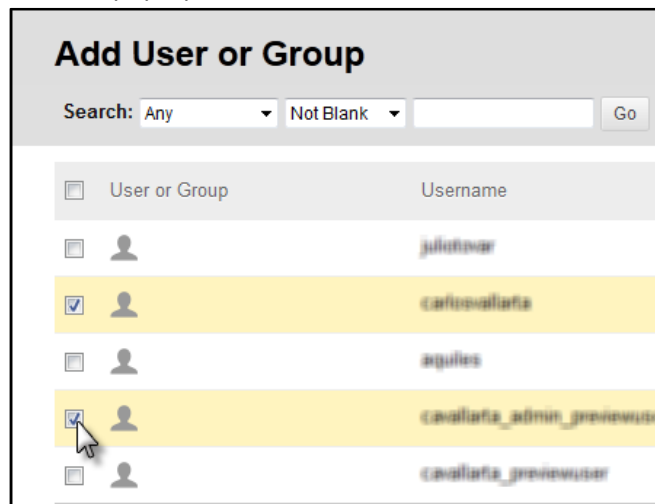
1. In the Content area go to your Test's contextual menu and select **Edit the Test Options**.



2. Scroll down to **Test Availability Exceptions** and click on the **Add User or Group** button.



3. In the pop-up window, click the checkbox next to the student or group and click **Submit**.



4. The same settings from the original test will come over to the exceptions settings. The **Attempts, Timer, Date and Time Available** can be changed for each individual student that needs the exception.

Note: There is no need to extend the Test's original Date and Time. Make the changes in this section.

(Example: You can set different Availability Dates and Times for different students.)

The screenshot shows the 'Exception' settings form for a student named 'Student Carlos Valdez'. The form has four tabs: 'Name', 'Attempts', 'Timer', and 'Availability'. The 'Attempts' tab is selected, showing 'Single Attempt'. The 'Timer' tab shows a timer set to 60 minutes. The 'Availability' tab is highlighted with a red circle and a hand icon. A modal dialog box is open over the 'Availability' tab, showing 'After' and 'Until' date and time fields. The 'After' field is set to 'DATE' and 'TIME', and the 'Until' field is also set to 'DATE' and 'TIME'. The dialog box has 'Clear', 'Cancel', and 'Save' buttons.

(Example: You can set a different amount of time for different students.)

The screenshot shows the 'Exception' settings form for a student named 'Student Carlos Valdez'. The 'Timer' tab is selected and highlighted with a red box. The timer is set to 120 minutes. The 'Auto Submit' checkbox is checked. The 'Availability' tab shows 'After: 11/13/2017 11:59 PM' and 'Until: 11/15/2017 11:59 PM'. A red arrow points to the '120' value in the timer field.

5. If Due Date is selected and the due date has passed, make sure that the checkbox for *Do not allow students to start the Test if the due date has passed* is NOT checked. Otherwise, the exception will not work.

The screenshot shows the 'DUE DATE' section of the exception settings form. It includes a text field for the due date, a date picker, and a time picker. The due date is set to '02/01/2016' and the time is set to '01:00 PM'. Below the date and time fields, there is a checkbox labeled 'Do not allow students to start the Test if the due date has passed.' and a text description: 'Students will be unable to start the Test if this option is selected.' A red speech bubble with the text 'Leave unchecked.' points to the checkbox.

6. Click Submit.

The screenshot shows two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box and a mouse cursor pointing to it.