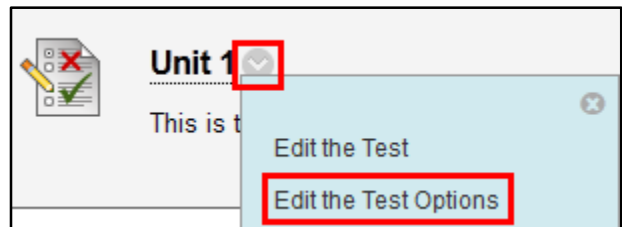## Test Availability Exceptions

The test/survey exception feature allows the instructor to select one or more students, or groups of students and make an exception to the test timing and/or date delivery based on the student's needs. Exceptions are added to the same version of the quiz.
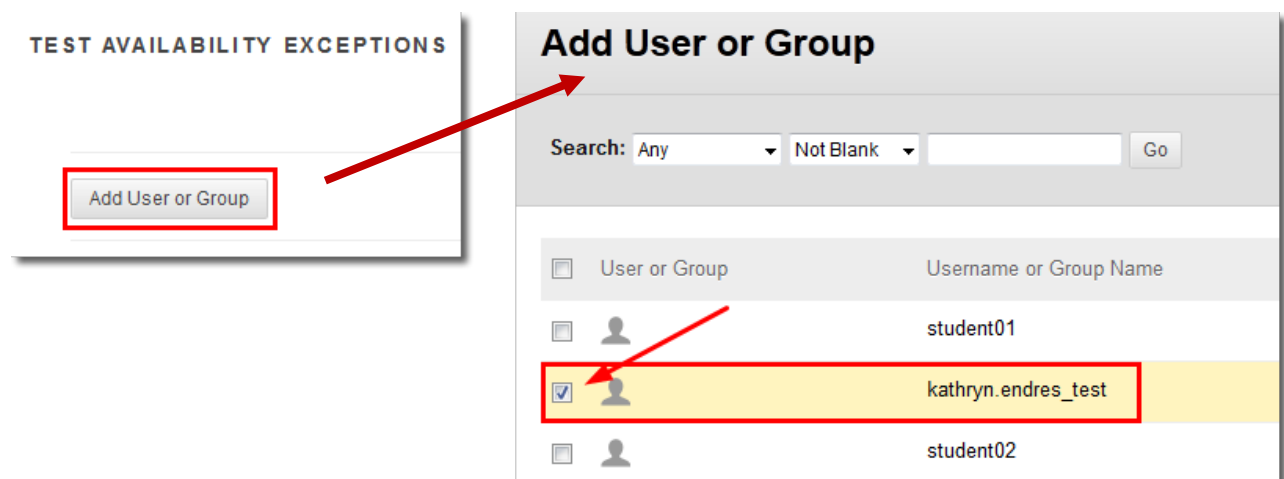
Test Availability Exceptions may be added during the deployment of a test or after a test is deployed and completed. The most permissive settings for the students is granted. For example, students will get the greatest number of attempts, longest availability of time, and so on.

Applying Exceptions

- Go to **Test Options**. Test options are set at the time of deployment or can be edited after deployment.

- Scroll down to the **Test Availability Expectations** portion of the screen.
- Select the **Add User of Group** button. Another window with a list of the student's names will appear.
- Select the appropriate name and select **Submit**.

The Test Exceptions area of the screen will change to include the names selected. Timer options will mirror the current settings.

Per the students' needs, changes can be made to the following:
- Attempts
- Timer – number of minutes
- Availability – dates and time

Remove Exceptions

Notice the red X and the Remove All Exceptions in the upper portion of the Exception feature. These options can be used to remove exceptions per student or per the test.