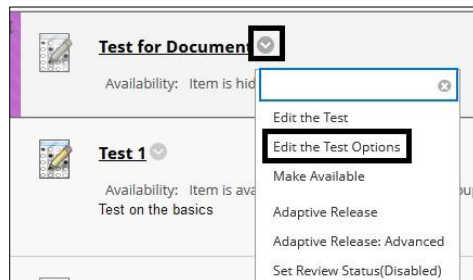# Test Availability Exceptions

Instructors can make exceptions for individual students or groups who have a need for different test accommodations.

There are four types of exceptions available to instructors:
- Number of Attempts
- Timer
- Date/Time availability
- Forced Completion

To access the Test Availabilities settings, make sure that Edit Mode is ON.

1. Access the content area where the test is deployed, for example Tests and Quizzes. Select the grey down arrow next to the name of the test. Select **Edit the Test Options**.

2. On the **Test Options** page, scroll down to **Test Availability Exceptions** and select **Add User or Group** button.
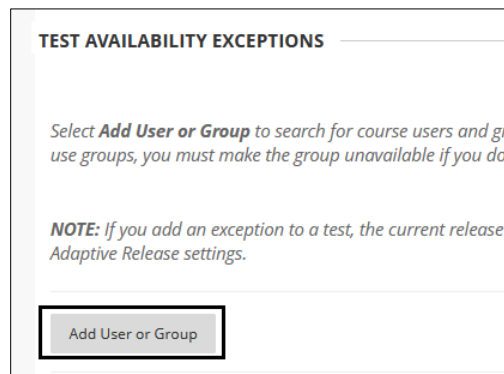
3. On the **Add User** page, select the box to the left of each student's name that you want to add to the exceptions list. Select **Submit** to save selections.

Note: If you have a Due Date set, you must **Deselect** the box that states "Do not allow students to start the test if the due date has passed" under the main settings of the test. Even with adding a student to the test exceptions, this setting will override the test exceptions.

4. The selected students will be listed on the Test Options page where the number of attempts, timer, date/time availability and force completion can be set for each student or group. Select **Submit** to save the exceptions.

For more information access Test Availability Exceptions

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu