Adding a Test Exception in Bb LEARN

Adding a Test Exception in Bb LEARN allows instructors to place specific parameters on individual students in the course during an exam or quiz. For instance, a Test Exception can be used to adjust the time a student is allowed to complete the exam. Another example is when a student needs to take the test earlier or later than the rest of the class. Both of these scenarios can be accommodated using a Test Exception.

To add an exception to an exam, it must already be deployed in one of the course folder locations. Once the test is deployed, follow these steps:

1. Find the test in your Bb LEARN course shell.
2. Hover over the title of the test and click the drop-down arrow that appears to the right.
3. Choose “Edit Test Options” from the menu.
4. Scroll down to the section labeled “Test Exceptions” and click “Add Users.”
5. You will be presented with a class roster in a new window. Select the name or names of the student(s) you would like to add exceptions for and click “Submit” at the bottom of the window. NOTE: This can also be done for a group of students if you've configured student groups in LEARN.
6. Now you can edit the individual time settings for each student. Be sure to add a date range for each student in the Availability column by clicking the small calendar icon.

7. Once you are satisfied with your test options, including the exceptions, click “Submit.”

PLEASE NOTE: If you are adding an exception that has an availability start or end date that extends beyond the due date of the test, and the “Do not allow students to start if the due date has passed” option is selected, the exception WILL NOT work. That option must be unchecked in order for the exception to work properly.