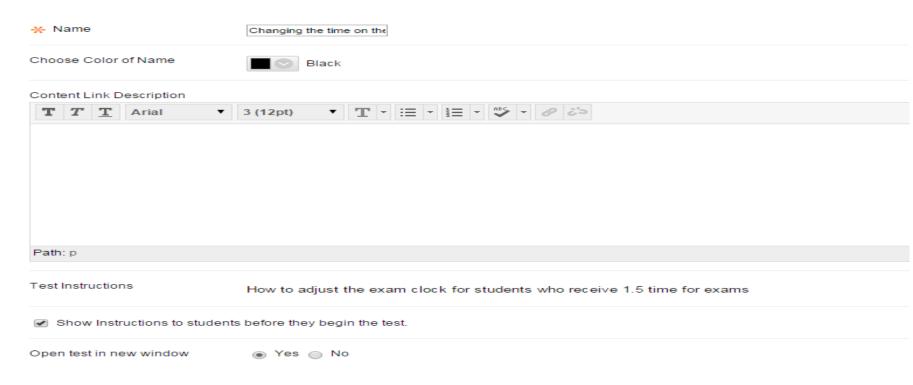
# How to adjust the exam clock in Blackboard for students receiving 1.5 time on exams

# **Test Options**

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. More Help

\* Indicates a required field.

### TEST INFORMATION



When building your exam in Blackboard you have a variety of test options.

Make the link available	
Add a new announcement for th test	is ⊚ Yes ⊛ No
Multiple Attempts     Allow Unlimited     Number of Attem	
Score attempts using	Last Graded Attempt ▼
☐ Force Completion Once started, this test must be c	ompleted in one sitting.
60 Minutes  Auto-Submit  OFF  ON  OFF: The user is giv	Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.  The option to continue after time expires.  The option to continue after time expires.  The option to continue after time expires.
Display Until 01/06/2015	ime may be entered in any increment.  11:40 AM  ime may be entered in any increment.
Password  Require a password to access to	his test

You can specify the standard length of time and the date window that the test is available.

### TEST AVAILABILITY EXCEPTIONS

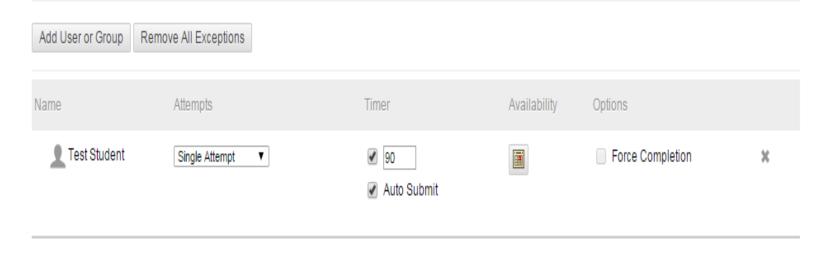
Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completest availability step to enable those settings for exceptions. If you choose to use groups, you must make the group ut to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

Add User or Group

Students approved for extended time can be put into a group you apply test availability exceptions to. Click on the Add User or Group button and select those students who have provided Academic Adjustment Forms showing that they are eligible for 1.5 time and add them to the group. You can specify 1.5 time for those students by adding 50% to the clock. If the rest of the class gets 60 minutes those in the exception group will receive 90 minutes. Important, please make sure the Force Completion box is **not** checked.

## TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.



Once you select the students eligible for 1.5 time and add them to the exceptions list you can set their 1.5 time. Checking off the Auto Submit box ensures that when time expires the exam is submitted.

IE DATE				
DE DATE				
Set the date the assessment i	s due. Optionally, do not allo	w students to take a test once the d	ue date has passed.	
Submissions are accepted af	ter this date, but are marked	Late.		
☐ Due Date ☐  Enter dates as mm/dd/yyyy. I	ime may be entered in any incr	rement.		
	to start the Test if the due date to start the Test if this option is so			
LF-ASSESSMENT O	PTIONS			
If this test is a self-assessment after it was hidden, all prior		he scores in the Grade Center. NOTE	: If an instructor decides to i	nclude the test in the Grade Cen
✓ Include this Test in Grade ( Grade Center items excluded for ther weighted items are not, §		also excluded from weighting. Also no be skewed.	te that if some weighted items	are included in calculations and
	mpletely from the instructor and t structor will not be able to see a reversed later without deleting	he Grade Center my student grades, view answers, agg all attempts.	regate results, or download res	sult details. To protect student
OW TEST RESULTS	AND FEEDBACK TO	STUDENTS		
Test results and feedback are events selected.	e available to students after t	hey complete a test. Set up to two r	ules to show results and feed	back. Rules occur based on the
When (i)	Score per Question (1)	Answers (1)	Feedback (i)	Show Incorrect Questions (i)
After Submission ▼		☐ All Answers ☐ Correct ☐ Su	bmitted	

Fill in the rest of the test options. If you need additional assistance, please contact Distance Learning at 860-343-5756.