Tutorial on How to Make a Test Exception:
How to make an exam available to particular students.

1. This task is often necessary after a test availability time has lapsed and a student needs access or for when particular students need additional time or exceptions for a test. First, locate the test in the course for which you’d like to offer an exception.
2. Select “EDIT THE TEST OPTIONS” from the dropdown menu.
3. Scroll down to “3. Test Availability Exceptions” and click “Add User or Group”.
4. Check the box next to each user or group for which you’d like to make an exception.
5. Click “Submit”.
6. Modify the settings for the user, group, or users.

7. After you set up the exceptions scroll down and click “Submit”.

![Test Availability Exceptions diagram]

- Modify number of attempts
- Set up a timer
- Make exam available during specific dates
- Force completion on or off