WHY WOULD YOU USE THIS FEATURE:
Some users require accommodations to complete an assessment, whether due to disability, language differences, or technology differences etc.. This feature allows instructors to select one or more users and provide exceptions for completing the assessment, such as extended time or multiple attempts.

HOW TO SELECT STUDENTS FOR EXCEPTIONS:
1. Open the “Edit the Test Options” tab by clicking on the arrow to the right of the assessment.
2. Scroll down to the Test Availability Exceptions box, and select Add User or Group.
3. Select which users to add the exception(s) to. You may also search by the student's name or UTCid. Click Submit.

4. You will then be taken back to the Test Option screen where the selected User(s) will appear under Test Availability Exceptions. Here, you may select which exceptions to make.

5. To allow a user multiple or unlimited attempts, select the option in the drop-down menu. If selecting multiple attempts, enter the number of attempts you wish to allow in the box to the right.
6. You may also adjust the **time limit** a user has to complete the assessment, as well as the **dates that it is available**. *Note: The assessment must be timed for all users to enact the time limit exception.*

7. The final option in exceptions is **Force Completion**. By selecting this option, you are allowing the user to exit the assessment and return to it at a later date. *Note: Force completion must be activated for all users to enable the Force Completion exception.*

8. To **remove a user from all exceptions**, select the red X on the far right side of the Test Availability Exceptions user box.