How to Allow One Student More Time for a Timed Test in Blackboard: Two Methods

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Method One

You may want to allow a student to take longer than the time limit for a timed Test or Quiz in your Blackboard course. When you set a time limit for a test, you can tell Blackboard to allow students to submit the test after the time limit is past. Blackboard will notify the instructor of the overtime in the Grade Center.

1. To allow students to submit past the time limit, in the Test Options make sure “Auto-Submit” is set to OFF.

![Auto-Submit Option](image)

2. If a student submits the test past the time limit, Blackboard will put an exclamation mark in the Grade Center for that student where the grade would normally be.

![Grade Center](image)

3. Click the double-down arrows in the cell to view the attempt.

![Grade Attempt](image)
4. Click the “Test Information” link. Blackboard will report how many minutes over the limit the student submitted the test.

This allows the instructor to change the grade based on the time the student exceeded the allotted time. Some instructors deduct one point per minute over, or similar scheme.

In the case that you have one student who needs to be able to take longer on the test, the easiest thing to do is to set the same time limit for everyone, and then just tell that particular student not to worry about the time limit (to just ignore it). After the student has submitted the test, click the double down arrow next to the exclamation mark in the Grade Center cell and submit his/her grade as-is with no changes or deductions. As usual, if anyone else gets an exclamation mark for going over the allotted time, you can deduct from the grade as you normally would.

**Method Two**

A second method is to create another test and set it to not be included in Grade Center calculations. Deploy that test and using Adaptive Release set a membership rule for just that student. That way only he/she will be able to see it. After the test has been taken you will need to copy the student’s score to the original test.

1. First you will need to create a copy of the test for the student(s) needing more time. To do so, go to Control Panel >> Course Tools >> Tests, Surveys and Pools and select the double down arrows next to the original test, as seen in item A. below.
2. The copy of the test will be renamed “Constructivist Theory (1)” in this case. In other words it keeps the original name and appends it with “(1)” creating a copy. If you would like to change this you will need to click the double-down arrows and select “Edit” as seen in Item B. below. In the field provided enter the new name and submit. The name will be changed (see C. below).

![Image A](image.png)

B.

3. Now you will need to set up the test in the content area where you deploy tests. First, you will click the double down arrows and “edit the test options”.

![Image C](image.png)
4. Under “Test Availability” (item 2) make the link available and Set Timer for the amount of time you believe will be appropriate

![Test Availability screenshot]

5. Set the date restriction as needed. Under item 4 be sure to **deselect** “Include this Test in Grade Center Score Calculations” and then click Submit.

![Self-assessment Options screenshot]

6. Finally you will set up an Adaptive Release rule with the students permitted extra time. These students will be the only ones for whom this test is visible.

![Contractivist Theory - More time screenshot]
7. On the next page deselect the check boxes for the date criterion in item 1. The rule will use the date restriction info you set in the Test Options screen, as seen in Step 4 on the previous page. Under item 2, Membership, you will need to "Browse" for the student(s) in the class needing extra time. In the resulting pop-up window Browse for their usernames and click the check boxes for the usernames you need. Next Submit. Note that commas will separate multiple names.

8. At this point the Adaptive Release rule has been set for the second test. Only the student selected for the membership rule will see the test.

9. After the student(s) take the test you will need to transfer his/her score from the second test to the actual test that is used in the Grade Center Calculations.

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