



مركز التعلم الإلكتروني
The eLearning Center

EXCEPTIONS IN BLACKBOARD ASSESSMENTS

Guideline for instructors

August, 2025



How can I give the student another attempt in a test?

- **Give another attempt to all students:** In test Settings, you can choose to let all students submit more than one attempt. Change how the test's final grade is calculated.

Grading & Submissions

Grade category

Test

Attempts allowed

1

1

2

3

4

5

6

7

8

9

10

Unlimited

- **Give a specific student another attempt in a test:** In the submission page click on options next to student name and click **Edit setting**. Select the number of attempts allowed. For more details, please view this [video](#).

	Submitted	Complete	35 / 40	Posted	...
	Submitted	Complete	3		
	Submitted	Complete	3		

Feedback & Notes

Attempt Log

Add or edit exceptions

Add or edit exemptions



Selected student

Assessment due date

Date

Time

i When there's no due date for an assessment, there's no need to add a due date exception.

Be sure your show date occurs before the assessment due date and your hide date occurs after the assessment due date

☐ Access from

Date

Time

☐ Access until

Date

Time

Attempts allowed

1

i Your student will not be able to make any further submissions.

Cancel

Save

- **Clear student attempt [attempt permanent deletion]:** In the submission page click on the student's name to view his/her submission, click on the options on the top right corner, then select delete attempt. Note: Clearing an attempt is permanent and all data associated with that attempt will be deleted.

SYSTEM ABUSALLAH MOHAMMED ALABDULAZIZ ALABDULAZIZ

8/25/2018

SUBMITTED 8/6/25, 10:45 AM

RECEIPT: 23F083A718544AAD93B6BD47019584CC

36.2 / 100

<

>

...

Students

Questions

Grading Status

All Grading Statuses

1

MULTIPLE CHOICE (Auto-graded)

0 / 3

Please select the correct option:

Post grade

Override Final Grade

Exclude Attempt

Delete attempt



How can I change the Availability Time?

- You can make the test visible to students and set Release Conditions based on date and time.
- You can change the Release Conditions (date and time) during the test, but avoid hiding the test from students while they are taking it, as this will prevent the system from saving their attempts.

Test 1

Content and Settings Submissions (0) Student Activity Question Analysis

Release conditions

Visible to students

Hidden from students

Release conditions

☒ Date/Time

☒ Access from 8/6/25 10:41 AM

☒ Access until 8/6/25 11:00 AM

How can I extend Time in Tests?

If you need to extend the time for single student, you can do that only from the Roaster. However, keep in mind that extending the time from the roaster will allow extra for all assessments within the course. For more details, please view this [video](#). If you will increase the due date for all students, the due date should be within the conditional availability date/time.

How can I submit a test for a student if he clicked save draft?

It is not possible to view the results of a student who clicked “Save Draft” instead of submitting the test. In such cases, we must contact the company, submit a ticket with the details, and wait for their response to display the results.

The alternative solution is to grant the student an exception, which includes an additional attempt or extended access time, even if the test is hidden from other students. The exception overrides the settings applied to everyone else for this specific test only.

To prevent this issue from occurring, we recommend setting a timer and enabling the auto-submit feature so that drafts are automatically submitted when the time expires.



 **Time limit** 

Add time limit

minutes

Submission rules

☒ Work is automatically saved and submitted when time expires

☐ Students have extra time to work after the time limit expires

What not to do?

- Don't hide tests while running, use availability options instead.
- Don't edit test questions while test is running.