

## Distance Education

### Scheduling Exceptions in Examity

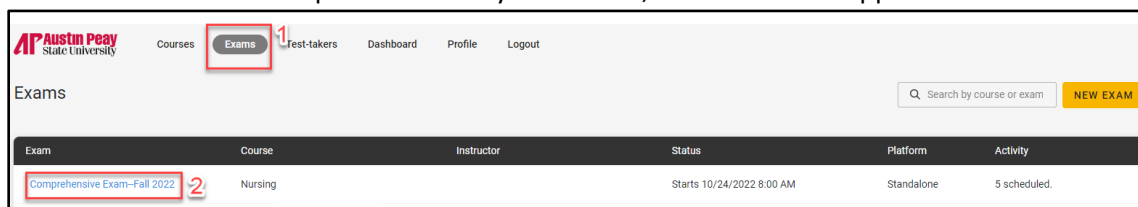
Scheduling exceptions allow you to set a unique exam window that is specific to a test-taker for a specific exam. The updated exam window will display to the test-taker when they schedule in Examity, and they will not be able to schedule outside of their set window. Each test-taker can have one exception per exam.

Scheduling exceptions outside the exam window reflected for the quiz in D2L Brightspace must be added to Examity and as **Special Access** to the quiz in D2L Brightspace under Availability Dates & Conditions. ***If the exception is not added in Examity and D2L Brightspace, the student will not be able to access proctoring, the quiz, or both.***

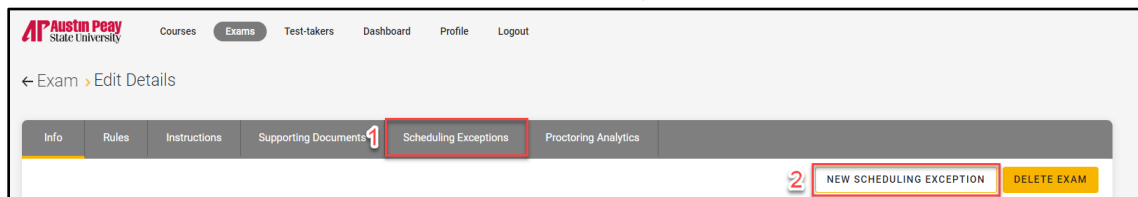
Students must schedule exams at least 24 hours in advance. Any exceptions must be approved by the instructor as a Scheduling Exception and APSU will be charged an additional fee for on-demand proctoring. If the 24 hours does not exceed the current exam window, set the start date/time as the earliest time the student can test and set the end date/time to match the regular exam window. This will ensure the student can test within 24 hours or through the remainder of the normal exam window if there was a need to reschedule.

### Create a Scheduling Exception

1. Select the Examity link within the applicable D2L Brightspace course.
2. Click on “Exams” at the top of the Examity dashboard, and choose the applicable exam.



3. There are two options to add a new scheduling exception: 1. Select the “Scheduling Exceptions” tab and then “NEW SCHEDULING EXCEPTION.” 2. On the “Info” tab, select “NEW SCHEDULING EXCEPTION.”



4. This will open a Scheduling Exception pop-up window.

#### Scheduling Exception

**!** Each test-taker can have one exception per exam.

Original Exam window : 03/31/2022 07:00 PM - 05/30/2022 07:00 PM

Affected Test Takers

Choose One or Multiple Names

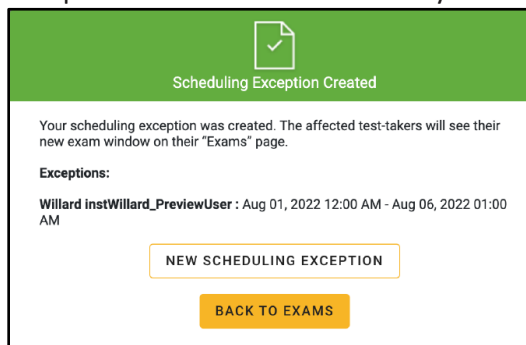
Revised Exam Window

Start date and time  End date and time

[Cancel](#)

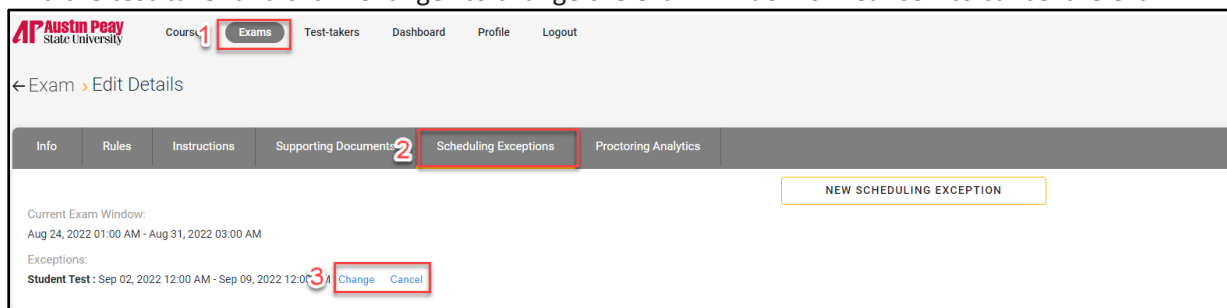
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5. Select “Choose One or Multiple Names” and check all the names for the test-taker(s) who will share the new scheduling exception. You can only add one scheduling exception timeframe at a time, but you can add multiple test-takers to the same window.
6. Use “Start date and time” and “End date and time” to select the new exam window that will be applied to all of the selected test-takers. The selected test-takers will only be able to schedule their exam during this window, so make it wide enough to accommodate the exam duration and exam buffer time.
7. Click “SUBMIT EXCEPTIONS” to save your changes. The selected test-takers will see their new exam window immediately.
8. Click “NEW SCHEDULING EXCEPTION” to create another scheduling exception window for the same exam or “BACK TO EXAMS” to exit. Important reminder: scheduling exceptions are per student per exam. If you are allowing a student alternative exam windows for all exams, you will need to enter a scheduling exception for each exam in Examyty and as **Special Access** in D2L.



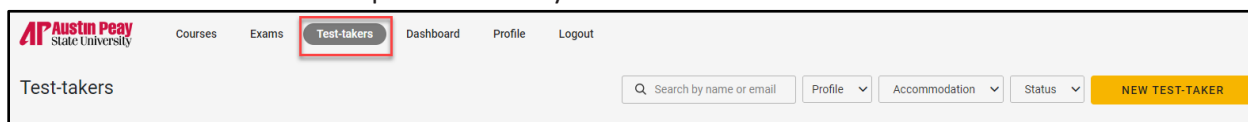
### View, Change, or Delete Scheduling Exceptions by Exam:

1. Click on “Exams” at the top of the Examyty dashboard, and select the exam for which you wish to adjust scheduling exceptions.
2. Go to the “Scheduling Exceptions” tab.
3. Find the test-taker and click “Change” to change the exam window or “Cancel” to cancel the exam window.



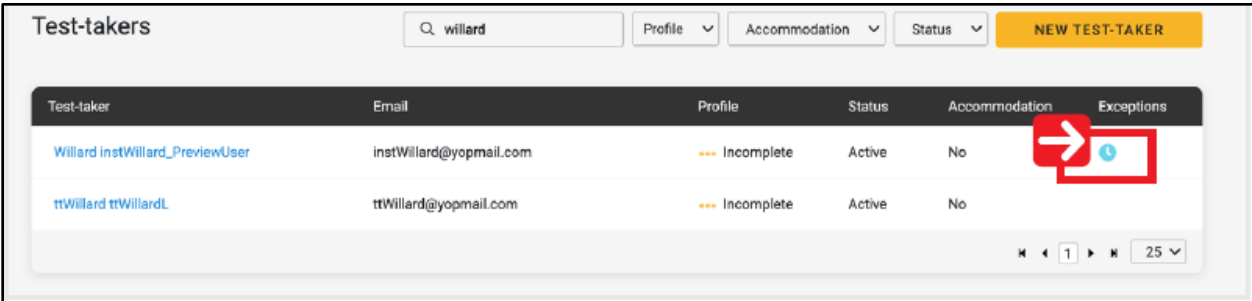
### View, Change, or Delete Scheduling Exceptions by Test-Taker

1. Click on “Test-takers” at the top of the Examyty dashboard.

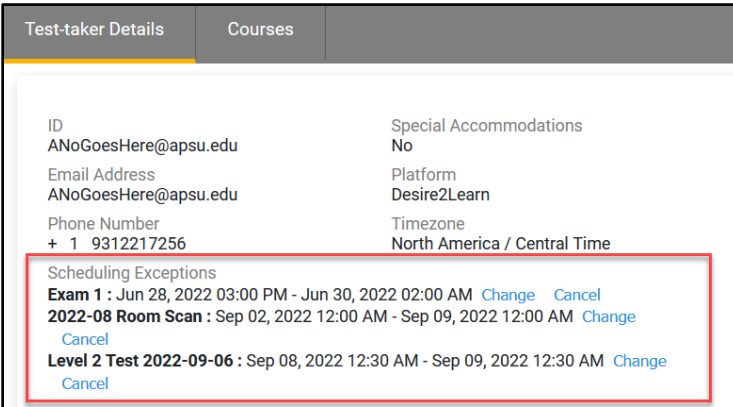


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- Test-takers with scheduling exceptions will have a blue clock icon in the “Exceptions” column. Click the icon to view the student’s exceptions.

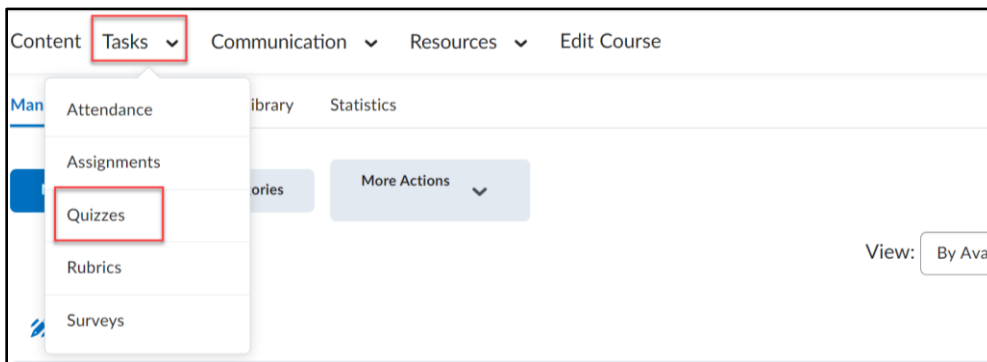


- Scheduling Exceptions are listed together and sorted by exam. Locate the one you want to edit. Click “Change” to update the scheduling exception or “Cancel” to delete the scheduling exception. If you cancel the scheduling exception, the test-takers will see the original exam window.



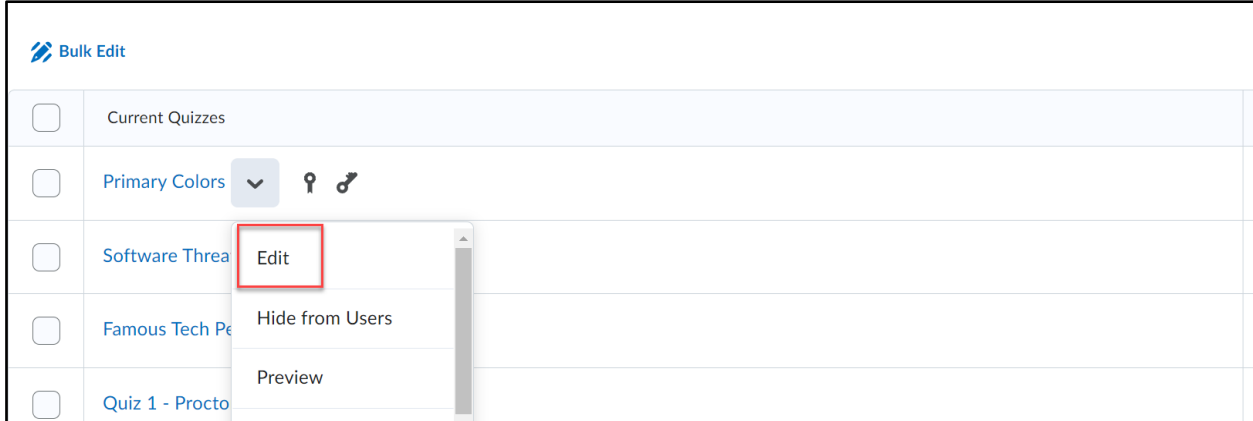
## Special Access in D2L Brightspace

- Open the course in D2L Brightspace.
- Select “Tasks” and the “Quizzes.”

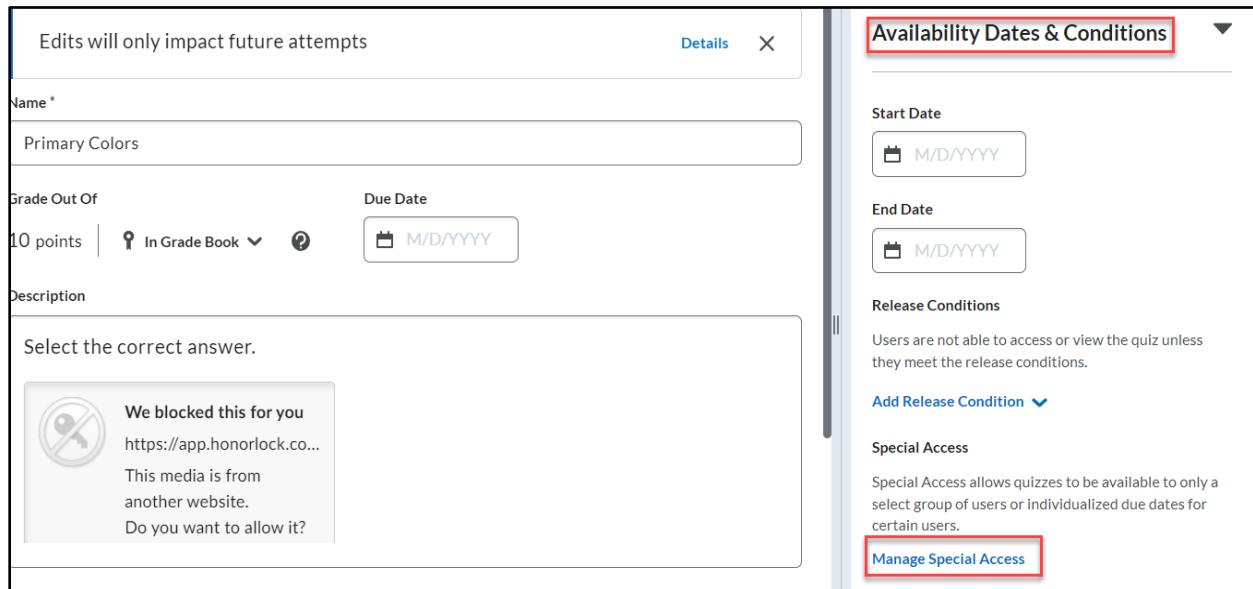


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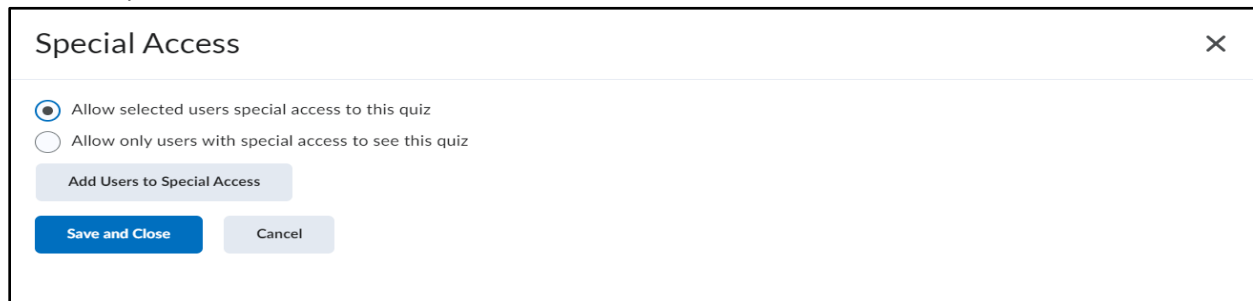
3. Use the drop-down arrow next to the applicable quiz to select “Edit.”



4. Under “Availability Dates & Conditions,” select “Manage Special Access.”



5. A Special Access pop-up window will open. Select “Allow selected users special access to this quiz” and “Add Users to Special Access.”



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6. Update the exam window and other special access settings (timing, attempts, etc.) as needed.

Add Special Access to Quiz - Primary Colors

### Properties

Due Date

Has Due Date

9/14/2022 5:02 PM

Availability

Has Start Date

9/7/2022 12:02 PM


Has End Date

9/14/2022 5:02 PM

Timing

No changes  Recommended Time Limit  Enforced Time Limit

**Save** Cancel



7. Select the student(s) receiving the special access and “Save.”

Add Special Access to Quiz - Primary Colors

<input type="checkbox"/>	Examity (DO NOT INACTIVATE OR DELETE) Examity (DO NOT INACTIVATE OR DELETE) (Id: Examity)
<input checked="" type="checkbox"/>	Test Student_29 (Id: Test.Student_29)
<input type="checkbox"/>	Test Student_30 (Id: Test.Student_30)
<input type="checkbox"/>	Test Student_27 (Id: Test.Student_27)
<input type="checkbox"/>	Test Student_28 (Id: Test.Student_28)

**Save** Cancel

8. When done adding special access, “Save and Close.”
9. When done editing the quiz, “Save and Close.”