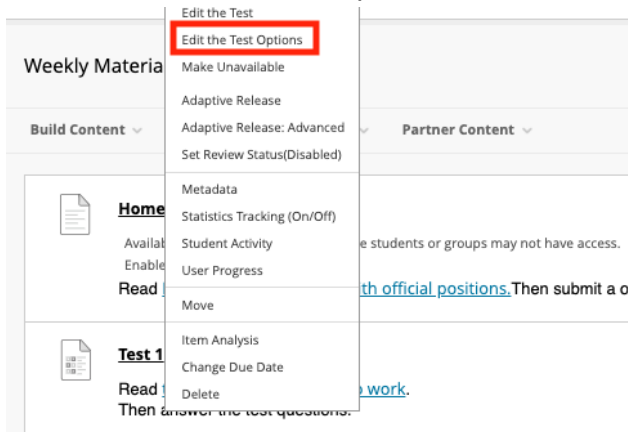# How to extend the time for tests in Blackboard

For students with the formal accommodation from the Office of Accessibility Services to receive double or time and a half on tests in Blackboard, follow these steps.

1. Navigate to the test in Blackboard.

2. To the right of the title of the test, click the down caret to expand the menu. Then, click "edit the test options."

3. Scroll down to test availability exceptions and click "add user or group."
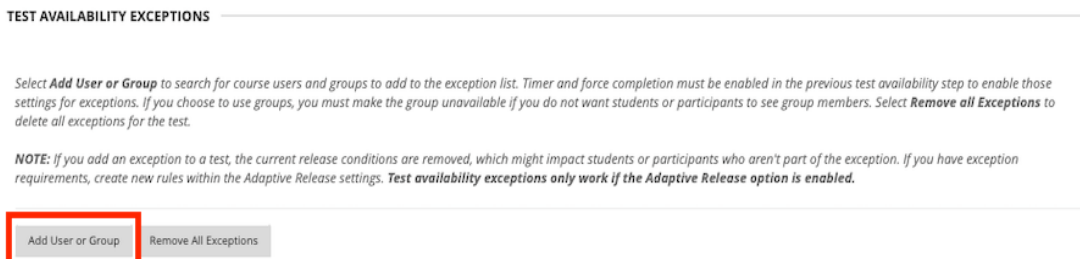
4. The list of students in your course will appear.
   Select the student you are extending time for and click "submit."
   Then, enter the number of total mins the exam time should be for this student. (This example is for an accommodation that is double time for an hour test).
   And click "submit."