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Introduction

Exemptions can be used on Brightspace for students that have a legitimate, approved reason for not submitting an assessment, to differentiate from a blank grade due to failure to submit, or a failed assessment.

If you are using a **Calculated Grade Item to combine sub-component grades**, an exempted item is excluded from the calculated score.
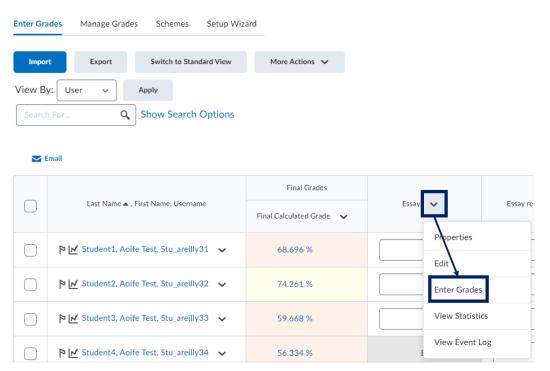
Method

1) Go to Assessment in the module toolbar and then select Grades from the dropdown menu.

2) This will open a new page displaying all the graded assignments and class list; navigate to the column with the assignment you wish to apply the exemption(s) to and select the downwards arrow and then Enter Grades from the dropdown menu.
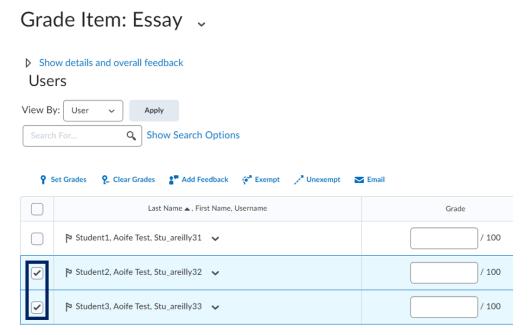
3) This will open another new page with information on just this assignment; locate the name(s) of the student(s) you wish to apply the exemption to and check the box next to their name, which will highlight them.
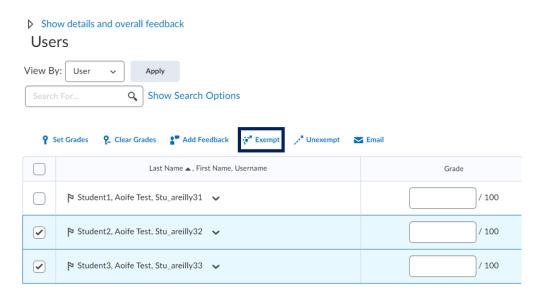
Grade Item: Essay ⌄

▷ Show details and overall feedback

Users

View By: [User ⌄] [Apply]

[Search For... 🔍] Show Search Options

📍 Set Grades   📍 Clear Grades   👥 Add Feedback   ⚙ Exempt   ↗ Unexempt   ✉ Email

☐	Last Name ▲ , First Name, Username	Grade
☐	⚑ Student1, Aoife Test, Stu_areilly31 ⌄	[ ] / 100
☑	⚑ Student2, Aoife Test, Stu_areilly32 ⌄	[ ] / 100
☑	⚑ Student3, Aoife Test, Stu_areilly33 ⌄	[ ] / 100

4) From the toolbar above the class list, you then select

Exempt to apply an exemption to the selected student(s).

Grade Item: Essay ⌄

▷ Show details and overall feedback

Users

View By: [User ⌄] [Apply]

[Search For... 🔍] Show Search Options

📍 Set Grades   📍 Clear Grades   👥 Add Feedback   ⚙ Exempt   ↗ Unexempt   ✉ Email

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☑	⚑ Student2, Aoife Test, Stu_areilly32 ⌄	[ ] / 100
☑	⚑ Student3, Aoife Test, Stu_areilly33 ⌄	[ ] / 100

You can reverse this process if necessary by selecting the

student's name again and then **Unexempt**.