How to exempt a mark from the Grade Center

Sometimes a student is exempt from an assessment due to a previous attempt or recognition of prior learning. Consequently the weighting of the assessment is redistributed to the other tasks. If the weighting is to be redistributed equally to the remaining assessment tasks this can be done in Blackboard using the Exempt Grade function which will remove that assessment from the student’s Final Mark calculations.

For non equal redistributions the Final Mark will need to be calculated and submitted to Student One as a change of grade. As the Final Mark in the Grade Center will not be accurate no Final Grade should be entered.

This process describes how to:
- Apply the Exempt Grade feature for a student

**Step 1 – Access the Grade Center**
- From the Control Panel, click on the grey arrow for quick access to the Full Grade Center

• This will display the class list and assessment task columns

**Step 2 – Apply the Exemption**
- Identify the row with the student’s name and the cell in the column for the assessment item that will not have a grade entered (the task for which the student has an exemption).
- Hover your mouse over the student’s assignment cell
- Click on View Grade Details

• Click on Exempt Grade
• The exemption will now apply.
• When viewing the student’s grade in the Grade Center you can see which assessments have been exempted by the striped blue and white square in the appropriate cell.