Create an Exception Request - Assessment

You can create an exception for an entity, a failed control, or any control that is not compliant. An exception for a failed control can be created on the **Assessment Details** page > **Control Results** tab or **Exception** tab, or on the **Home** > **Exceptions** page.

To create an exception:

1. Go to **Assessments** > **Assessments**.

2. Select an assessment to open the **General** tab on the **Assessment Details** page.

3. Click the **Control Results** tab, then select a control or subcontrol.

4. Click **New Exception** to launch the **Exception Request** wizard.

The Exception Request wizard.

5. Enter the exception information, then click **Next**.

6. **Optional**: Add a document from your desktop, link to a document in the repository, or URL. For more information, see Exception Request Attachments.

The Attach File section of the Exception Request wizard.

> ⓘ If you cancel the attachment, it will appear to cancel the entire exception request. Wait a few moments and the exception request will appear without the attachment.

7. Click **Finish** to exit the wizard and to add an exception on **Home** > **Exceptions** page.