

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 screenshot shows a web application window titled "Exception Request" with a close button in the top right corner. The window is divided into two main sections. On the left is a sidebar with two tabs: "1. Basic Details" (which is active) and "2. Attach File". The main content area is titled "Step 1: Enter Exception Request Information" and includes a legend indicating that a red asterisk (*) denotes a required field. The form contains the following fields and controls:

- Title***: A text input field.
- Affected Entities**: A text input field with a grey background, accompanied by "+" and "-" buttons.
- Control**: A dropdown menu with a "+" button.
- Reason for Exception**: A large text area for providing details.
- Start Date**: A date input field with the value "2020-07-06" and a calendar icon.
- End Date**: A date input field with a calendar icon.
- Next Review Date**: A date input field with a calendar icon.
- Override Compliance Score**: A text input field followed by a percentage sign (%).

At the bottom of the window, there are three buttons: "Cancel" on the left, "< Back" in the center, and "Next >" and "Finish" on the right.

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](#).

Exception Request
[Close]

1. Basic Details

2. Attach File

Step 2: Optionally Attach File * = required

Add a Document or Link

Add a document

Document Location*
 No file chosen

Document Caption

Description

Expires On

Add a link to a document in repository

Add a web link

Add a Network Path

Added Documents and Links

▼

Name	Caption	Tags	Description	Uploaded By	Uploaded On	Size	Expires On	Version
No Documents found.								

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.