Request Global Exceptions

This section explains how to request global exceptions for entities that are out-of-compliance with a control or subcontrol and you want to override the questionnaire and check results in the compliance and risk scores. The RiskVision solution applies the exception to all assessments with the entity-subcontrol pair. Setting an exception at the control level propagates the override to the subcontrols. If the questionnaire contained a subcontrol only, the global exception applies. You can also create an exception for a finding to override the finding's risk score. In order to request an exception, you must have Exception View and Exception Request permissions.

To request Local exceptions, that is, exceptions for a particular assessment, use the questionnaire. Stakeholders can access the questionnaire from
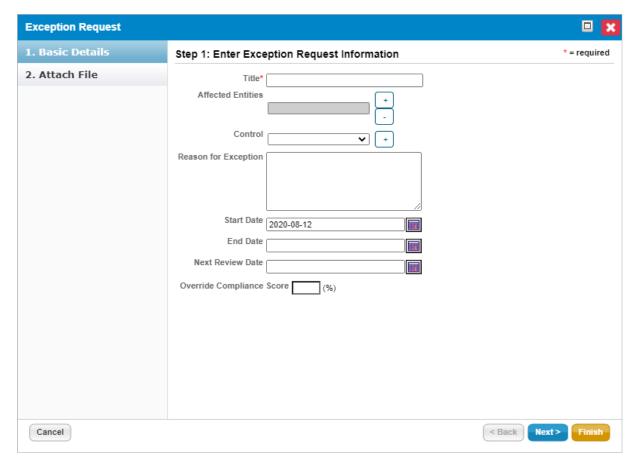
Folder	Sub-Folder	
My Exceptions	By Stage	Review Sign-Off Closed
	By Type	Control Vulnerability
	My Exceptions Delegated To Others	
	My Undelegated Exceptions	
All Exception	By Stage	Review Sign Off Closed
	By Type	Control Vulnerability
	All Delegated Exceptions	
	All Undelegated Exceptions	

Note:

1. The folder name under the **By Stage** depends on the workflow stage names

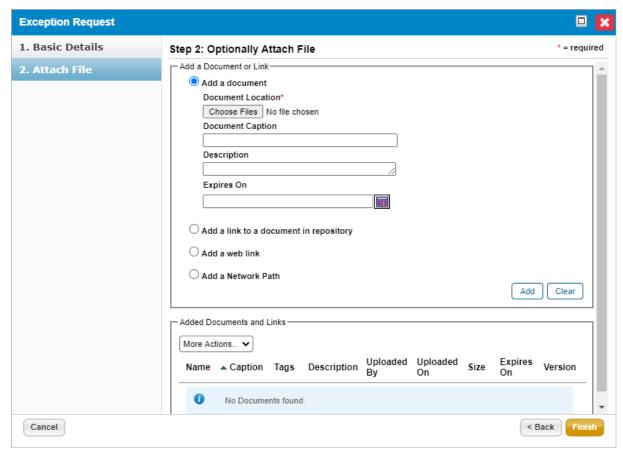2. All Exception folders are available only if users have the object Mange permission privilege.

To request an exception:

1. Go to **Home** > **Exception Requests.**

2. Click **New**. The **Exception Request** wizard appears.

The Exception Request wizard.

3. In the **Basic Details** wizard page, enter the exception information. For more information, see Exception Request Basic Details.

4. Click **Next** to continue.

5. **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.

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

The exception has been created, but not requested. Go to the workflow page and submit the exception request. See Managing Your Exception Requests