Policies and Procedures for Learning Center Test Administration

We are pleased to collaborate with you to provide testing accommodations for students with disabilities. The Learning Center can offer testing accommodations that are fair to students, faculty, and the institution. For additional information about test administration, contact the Assistant Director of the Learning Center at 285-5497.

Procedures for faculty

- Please provide the exam at least one day before it is to be administered. Paper exams will be requested, via e-mail, 2 business days before the student is scheduled to take the exam in the Learning Center. Daily requests/reminders will be sent until the exam is received.
- Please email the exam to lctesting@bsu.edu or hand-deliver it to the Testing Desk in NQ 350. (Exams should never be sent via Campus Mail and will not be returned via Campus Mail)
- Include the faculty member’s name, phone, campus address, the student’s name, and any pertinent information or instructions related to the administration of the exam (i.e. how much time the student should be given to complete the exam, if open book/notes/calculator/formula sheets are permitted, etc.).
- If you use online exams, you will need to ensure that the student gets extended time. Specific steps for Canvas can be found at www.bsu.edu/disabilityservices under Faculty Resources. For other questions regarding how to build accommodations into a Canvas exam, please contact Joel Whitesel (285-7200; jawhitesel@bsu.edu).
- Completed exams will be returned to the faculty’s departmental office by a Learning Center employee. A receipt, signed by the departmental representative who accepts the completed exam, will be obtained.

Faculty members are contacted by a representative of the Testing Desk once a student has made an appointment and indicated that the exam is to be administered via paper. Our secluded testing suite houses nine computers that offer LockDown browser and other adaptive programs and technology. Each individual testing booth is also equipped with educational monitoring technology and is designed to accommodate a student and proctor (reader and/or scribe).

Completed exams will be returned by a Learning Center employee to the appropriate main departmental office (not to a personal office). Any exam completed at/after 5:00 PM will be stored in a locked drawer in the Learning Center until it can be delivered the next morning. A receipt, signed by the departmental representative who accepted the completed exam, will be collected upon delivery.

Fall 2020: Testing accommodations will not be available through the Learning Center after Tuesday, November 24.
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Procedures for students

- Before scheduling an exam at the Learning Center, contact Disability Services to confirm eligibility and discuss appropriate accommodations.
- Students, not faculty, should schedule exams.
- Students should schedule the exam at least 2 business days ahead of the exam date (the Testing Desk is not open on the weekends) by calling 285-3779 or visiting NQ 350. The Learning Center may not be able to accommodate exams scheduled with less than 48 business hours’ notice!
- Students should take the exam when the rest of the class is scheduled to take it. Faculty must approve any exceptions. It is your responsibility to secure your instructor’s approval for exceptions or rescheduling of an exam time.
- Unauthorized aids, notes, phones, etc., will be reported to the instructor, and cheating of any kind will result in termination of the exam.
- All other university guidelines for test taking apply to the Learning Center’s exam administration.
- Test proctors may not explain or express opinions regarding the test. Clarification for specific purposes (directions, procedures, etc.) may be given.

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Tuesday, November 24.

Fall 2020 Testing Desk Hours of Operation and Contact Information

Monday-Friday: 8am-5pm (testing begins at 9AM)                  Phone: (765) 285-3779
NQ 350                                                               E-mail: lctesting@bsu.edu

Questions regarding eligibility for test accommodations should be directed to:

Disability Services
765-285-5293