



Questions regarding eligibility for test accommodations should be directed to:

Disability Services

765-285-5293

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, instructors, and the institution. For additional information about test administration, contact the Assistant Director of the Learning Center at 765-285-5497.

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 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 or as scanned files.
- Include the instructor's name, phone, campus address, the student's name, and any pertinent information or instructions related to the administration of the exam.
- Please remember to set the appropriate amount of extra time for students taking exams via Canvas. Specific steps for Canvas can be found at www.bsu.edu/disabilityservices under Services and Resources. For other questions regarding how to build accommodations into a Canvas exam, please contact Joel Whitesel (765-285-7200; jawhitesel@bsu.edu).
- Completed exams will be returned to the instructor's main departmental office (not to a personal office) by a Learning Center employee. A receipt, signed by the departmental representative who accepts the completed exam, will be collected.

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).

E-mail notice is provided to the instructor when an appointment is made. If the instructor does not approve of the appointment time, the instructor should contact the student and encourage the student to reschedule. Students who reschedule appointments without being prompted by the instructor are responsible for making sure that the instructor approves of the revised appointment times.