

ADA Accommodations Process for On-Campus Computer-based Testing



Student presents accommodation letter to the instructor.



Type of Accommodation(s) will determine the location where the student will take exam.

OR

Extended Time Only

Location: LSU Testing Center (OTES) @ Himes Hall

Other Accommodation(s)

Reader, Distraction-reducing environment, breaks, extended time, etc.

Location: ODS @ Johnston Hall

Instructor enters extended time in Moodle via the SmarterProctoring tool

Student first schedules exam **through ODS**

Student schedules exam in Moodle via the SmarterProctoring tool

Instructor approves Disability Services Exam Request form



Enter extended time in exam delivery software.

OR

If exam is to be given via **Questionmark software**

If exam is to be given in **other software:** Pearson, Wiley, Simnet, Cengage, etc.

Instructor sends a list of students with extended time to otes-testing@lsu.edu, (regardless of computer-based testing location)

Instructor makes adjustments in testing software (regardless of computer-based testing location)

OTES staff makes adjustments in Questionmark software on behalf of instructor