ADA Accommodations Process for On-Campus Computer-based Testing

1. Student presents accommodation letter to the instructor.

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

   - **Extended Time Only**
     - Location: LSU Testing Center (OTES) @ Himes Hall
     - Instructor enters extended time in Moodle via the SmarterProctoring tool
     - Student schedules exam in Moodle via the SmarterProctoring tool

   - **Other Accommodation(s)**
     - Reader, Distraction-reducing environment, breaks, extended time, etc.
     - Location: ODS @ Johnston Hall
     - Student first schedules exam through ODS
     - Instructor approves Disability Services Exam Request form

3. Enter extended time in exam delivery software.

   - If exam is to be given via Questionmark software:
     - Instructor sends a list of students with extended time to otes-testing@lsu.edu (regardless of computer-based testing location)
     - OTES staff makes adjustments in Questionmark software on behalf of instructor

   - If exam is to be given in other software:
     - Pearson, Wiley, Simnet, Cengage, etc.
     - Instructor makes adjustments in testing software (regardless of computer-based testing location)

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*LSU Testing Center is not elevator accessible - For students using wheelchairs, follow the "Other Accommodation(s)" process.
*ODS - Office of Disability Services testing office is located in 122 Johnston Hall and may be reached at 225-578-2613.