



## **Learning Center Testing Desk Policies and Procedures for Instructors**

- Learning Center testing space/proctoring services are reserved only for students who have registered with Disability Services
- The Learning Center Testing Desk honors testing accommodations determined by Disability Services. We do not determine/modify testing accommodations. Please contact Disability Services ([dsd@bsu.edu](mailto:dsd@bsu.edu) or 765-285-5293) with any questions about testing accommodations
- Please provide the test/special instructions in a timely manner. Paper tests will be requested via e-mail two business days before the student is scheduled appointment. Daily reminders will be sent until the test is received
  - Please send the test as an attachment to [lctesting@bsu.edu](mailto:lctesting@bsu.edu) or deliver to NQ 350
  - Tests should never be sent via Campus Mail
  - Please make sure to include any special instructions. Testing Desk staff will review these instructions with students before starting the test. Examples might include, but are not limited to special software/tools or use of notes/books
- Please make sure that your student is aware of any special software/programs or specific tools required for the test. It is the student's responsibility to arrive for the test with all necessary materials
- Please remember to program extra time, when appropriate, for students taking online tests. Contact Strategic Learning ([strategiclrn@bsu.edu](mailto:strategiclrn@bsu.edu) or 765-285-1763) with any questions about Canvas or online tests

All testing appointments should be scheduled by phone (765-285-3779) or in-person (NQ 350) at least two days in advance by the student. Instructors are contacted via e-mail once appointments are made. The Testing Desk will request a copy of the test (paper test) as well as any special instructions (all tests).

The Learning Center testing suite houses five individual testing booths and one larger testing booth that can accommodate four students. Each testing booth is equipped with educational monitoring technology (cameras). Testing Desk staff monitors live footage from the cameras and will report any suspicious activity to the instructor. The Testing Desk can provide access to this footage, if necessary.

Completed paper tests will be returned to main departmental offices (not personal offices). Any test unable to be delivered by 5:00 PM will be stored in a locked drawer in the Learning Center and delivered the next morning. A delivery receipt, signed by the departmental representative who accepted the completed test, will be collected upon delivery.

For additional information about Testing Desk policies and procedures, contact the Assistant Director of the Learning Center via e-mail ([jkmills@bsu.edu](mailto:jkmills@bsu.edu)) or phone (765-285-5497)

## Learning Center Testing Desk Policies and Procedures for Students

- Before scheduling a test at the Learning Center:
  - Meet with Disability Services to confirm eligibility and draft an accommodation letter
  - Talk with your instructor and make a plan for how to best complete the test
- Schedule your test **at least two days** before you plan to take it
  - By phone – 765-285-3779
  - In-person – NQ 350
  - All tests are required to be scheduled at least two days in advance – **no exceptions!**
  - The Learning Center Testing Desk is open Monday-Friday, 9:00AM-5:00PM
- Plan to take your test at the same time as the rest of the class. If you need to take the test at a different time, it is your responsibility to secure your instructor's approval
- Make sure to know the following information when scheduling your test:
  - Day/Time you'd like to take the test
  - Course (HIST 150, MATH 125, etc.)
  - Instructor's last name
  - Test format (paper or online)
- Bring your laptop and any other tools you might need to complete your test. It is your responsibility to make sure that you have all of the required materials (software, calculators, other resources, etc.). If you have any concerns about materials, please let the Testing Desk staff know when you schedule your test
- Any suspicious activity will be reported to your instructor

Day of exam:	Must schedule by:
Monday	Thursday @ 5:00PM
Tuesday	Friday @ 5:00PM
Wednesday	Monday @ 5:00PM
Thursday	Tuesday @ 5:00 PM
Friday	Wednesday @ 5:00 PM

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