



Library: ADA Exam Accommodation Space & Scheduling Policy

General:

- The Library provides some of the designated spaces for students with ADA accommodation, as approved by the Student Affairs Department, to take their exams. *Please note that any non-ADA exam requests will not be accommodated.*
- Programs are responsible for submitting a request for an ADA exam **at least 2 days** prior to the test date, and the Library manages space reservations. USAHS faculty or program leadership can request Library space for an ADA exam session using the [Library ADA Exam Accommodation Space Request Form](#). Student requests for scheduling will not be accommodated.
- Library staff will send a confirmation to the requestor, within 24 hours, either confirming the reservation or indicating that the Library ADA space capacity is full. Some campus Libraries have limited testing space and may receive more ADA accommodation requests than they can support.
- If Library testing spaces are full, it is the responsibility of the program to identify and secure an alternate testing space on campus. Faculty may work with designated program staff to arrange appropriate accommodation if the Library is booked.
- Library staff DO NOT actively monitor the students while they are taking exams. [Exam Soft](#) or [Respondus](#) exam security features must be enabled. Students should follow Testing Guidelines provided by program leadership.
- Library staff may provide exam passwords and supplemental materials such as scratch paper, if requested.
- The Library will only allow scheduling for written exams (not practicals, skills checks).



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- **Campus Testing Rooms Specific Information:**

CAMPUS	# Library Testing Seats	Notes
Austin	9	Private Testing Rooms
Dallas	0	NA
Miami	20	1 Testing Room with 20 seats
San Marcos	7	Private Testing Rooms
St. Augustine	18	1 Testing Room with 16 seats and 2 Private Testing Rooms

- **Students**

- Students are expected to arrive on time for their examination. It is recommended that they arrive 10 minutes before their examination time.
 - If a student is more than 10 minutes late, the exam session will be cancelled.
- Faculty are responsible for setting expectations for the testing environment and emphasizing academic integrity.

Scheduling:

- **ONLY USAHS faculty or program leadership** can schedule exam sessions.

Student requests for scheduling will not be accommodated.

- Request Information:
 - Student(s) names, USA email address(es), ADA accommodations
 - Exam start and end times
 - Password



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- Exam Hard Copy
 - With exams, faculty are encouraged to have a paper copy of the exam ready, if technology fails.
 - Faculty support for exporting exams can be found at bbhelp.usa.edu
 - Support requests may be made via the [Individual Course Support Form](#)
- Scheduling must occur at least **2 days** prior to the examination date.
- If the examination time falls outside of the Library staff regular working hours or during lunch hour, a Library staff member may not be present in the Library during the exam.
 - If a Library staff member is out of office during an exam time, the Library staff will notify faculty when confirming booking.
 - If this is a concern or you have questions about when a Library staff member will be available on a specific exam day, please contact your campus librarian.
- If any changes are needed, please email libraryada@usa.edu ASAP with your campus notated in the subject line.
 - Any change requests that occur within 24 hours of the examination time may not be accommodated.

Troubleshooting:

- **Technical:**
 - Students are required to bring their personal computers equipped with the necessary hardware and software.



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- In the event of a technical issue, the paper copy of the exam (which should have been provided at the day of the exam) will be given to the student.
- Providing the correct password is the responsibility of the faculty
- Faculty must provide a way to be contacted, immediately, if any issues affecting the test taker (Teams, email, phone number).
- **Exam Soft issues**
 - Faculty is required to set appropriate examination times that include the accommodation time.
 - Students are required to upload their exam after finishing.
 - It is the faculty's responsibility to emphasize the importance of the students uploading their completed exam.
 - If the student has any issues uploading their completed exam, they must reach out to their faculty member.
 - The Library staff have no access to Exam Soft and will not provide any troubleshooting assistance.