

Accommodation Resource Guide for Students and Instructors

Academic Year 2023-2024

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Note of Introduction

Hello Instructors and Students of Keyano College,

The Accessibility Services Team of Keyano College has put together this guide to help with the next steps after receiving an accommodation letter. You will see in your accommodation letter that the accommodations are numbered with a brief description. You will also find the corresponding numbers in this guide with an explanation of what this accommodation will look like and, if applicable, what next steps might look like for you. This guide was created to facilitate clear expectations and guidance in receipt of an accommodation letter. For some accommodation, we will reach out to you, the instructor or student, to assist you with the next steps.

We divided the accommodation instructions into two main parts: *instruction-based* accommodations and *testing-based* accommodations. Instruction-based accommodations are accommodations that need to be implemented in the classroom. Testing-based accommodations might need to be implemented in the classroom too but are also handled by Testing Services, depending on the case, such as quizzes, tests, and exams. These two main parts have sub-chapters to make the list more comprehensible.

We want to encourage all instructors and students to reach out to the Accessibility Services Team if they have questions or concerns. We are here to support you!

Sincerely,

Your Accessibility Services Team

Accessibility.services@keyano.ca

[780-791-8934](tel:780-791-8934)

Instruction-Based Accommodations

Accommodations will take effect 3 business days after the date of issue unless otherwise notified by Accessibility Services. Accommodations cannot be retroactively applied.

1 – Provide course material for preview prior to class:

Class PowerPoint slides or lesson outline provided in advance (1-2 days) to allow for preview of material before the lecture. Posting course material on Moodle is sufficient.

NOTE: Minor changes may be made to the course material at the instructor's discretion, as appropriate before class time. Major changes should respect the 1–2-day timeline.

2- Copy of Notes:

Instructor Notes to be provided in advance (1-2 days). This can either be a digital or a hard copy at the instructor's discretion.

3- Considerations for Absences:

The student may be required to miss class time due to medical reasons. The student is responsible for acquiring missed material.

4- Note Taker:

The student requires an accommodation to reduce note taking demands. A note taker may be requested from your class by our department. You will receive a separate email from Accessibility Services requesting your support, if needed. This accommodation does not substitute attendance, unless previously discussed with Accessibility Services and communicated to the instructor.

5- Pre-Arranged Assignment Extensions:

The student requires extra time to complete assignments such as projects and presentations. The student may request alternate dates for submission with the instructor as far in advance as possible. There may be times when short notice is necessary. Instructors are not obligated to adjust previous penalties for late work if an accommodation letter is provided after-the-fact. This accommodation does not include testing situations such as tests, quizzes, mid-terms, and finals.

The timing to notify the instructor of the extension request is established by the instructor and needs to be clearly communicated to the student in writing (email) including the following information:

E.g., “you are required to provide 48 hours’ notice to request an extension.”

When an extension has been determined, please also confirm this in writing to the student:

E.g., “you have been provided with an extension of 1 week for assignment X.”

6- Preferential Seating:

The student must sit at a specific location in the classroom. A notice (Reserved Sign) may need to be put on the seat. We will reach out if we require your support to implement this accommodation.

In-Class Technology-Based Accommodations

The student may use technology as needed during class time. They will bring all necessary technology/equipment with them to class to support the accommodation plan. This is valid for:

7- Calculator**8- Dictionary****9- Thesaurus**

The student may need these tools in the classroom. Their use should not be limited.
NOTE: For evaluated assessments, please see "Testing-Based Accommodations"

10- Training:

We will reach out if we require your support to implement this accommodation.

11- Speech-to-text (Dictation Software):

The student will use Speech-To-Text for written responses in-class, including assignments. Accessibility Services will train the student on this software. Please reach out to us if you require assistance or support implementing this accommodation.

12- JAWS:

We will reach out if we require your support to implement this accommodation.

13- Text-To-Speech (Screen Reader Software):

The student will use Screen Reader Software to access written material in class (e.g., handouts, workbooks). Accessibility Services will train the student on this software. Please provide student with electronic copies of course material (course slides, handouts, etc.). Posting course material on Moodle is sufficient.

14-Audio-Recording (Virtual instruction may use Videorecording)

In person instruction: The student will use a recorder to audio record lecture.

Virtual instruction: The instructor is responsible for providing video-recordings (ZOOM/MS Teams Stream) to the student.

NOTE: The student has signed the Agreement to Record Lectures stating that the recordings are for personal use only. If your class involves personal discussion and self-disclosure from students, all notetaking (audio and pen/paper) may be stopped for the time of the discussion.

This accommodation does not substitute attendance, unless previously discussed with Accessibility Services and communicated to the instructor.

15- Braille:

We will reach out if we require your support to implement this accommodation.

16- Large Print – 20 Font:

We will reach out if we require your support to implement this accommodation.

17- Sign Language Interpreter

We will reach out if we require your support to implement this accommodation.

18- CART:

We will reach out if we require your support to implement this accommodation.

Furniture-based Accommodations**19- ORD:**

We will reach out if we require your support to implement this accommodation.

20- Specialized Seating (e.g., ergonomic chairs):

We will reach out if we require your support to implement this accommodation.

Personnel Required**21- Reader****22- Scribe****23- Educational Assistant:**

We will reach out if we require your support to implement any of these accommodations

NOTE: A person reader will only read verbatim and not offer any explanation or rewording of text. A person scribe will only write what the student dictates, verbatim. The student is responsible for punctuation and grammar. The homework scribe will not tutor the student; the homework scribe's role is to type and make note of what the student wants to record.

Testing Accommodations

Accommodations will take effect 3 business days after the date of issue unless otherwise notified by Accessibility Services. Accommodations cannot be retroactively applied.

The responsibility for implementing testing accommodation lies with the individual(s) who are proctoring the student and the student. Typically, this role is assumed by **Testing Services** (testing.services@keyano.ca)

Testing Services Invigilation: Student may write in Testing Services and was informed of the exam booking process. Students are aware that booking tests is their responsibility and that Testing Services require 3 working days' advanced notice.

Instructor-based Invigilation: If the instructor is invigilating the exam, the student will advise them of their intention to use their accommodations 7-calendar days before the exam date.

If the instructor cannot provide the requested accommodations, the student should book their exam in Testing Services. Please inform Accessibility Services if an accommodation invalidates a test or course outcome. Accessibility Services will work with you to find an alternate accommodation for the student.

24- Extended Time (25%, 50%, 75%, 100% (double)):

Please extend the time for tests and exams. Instructions for extending test time can be found in the quiz section of Moodle 101: Course Creation for faculty (see user and group overrides): <https://ilearn.keyano.ca/course/view.php?id=29749>

Extended time also applies for in-class Moodle quizzes. Quizzes and in-class assessments can be written in Testing Services. Please minimize missed instruction time for the student by having the quiz at the beginning or at the end of the class, when possible.

NOTE: If time is an evaluated test outcome, then accommodation of extra time cannot be used.

This accommodation is for testing situations only and does not include assignments and other deliverables.

25- Private Room

Virtual environment:

The student requires a private space for testing. If you are proctoring the exam using ZOOM, a separate ZOOM link may be required.

26- Large Room (distraction reduced environment)

Virtual environment:

The student requires a distraction reduced environment for testing. If you are proctoring the exam using ZOOM, a separate ZOOM link may be required.

Technology-based Testing Accommodations

Respondus Lockdown Browser or other exam invigilation software might interfere with the students' assistive technology. The student was advised to test their technology to ensure it is functional, given the invigilation method used. Please post a mock-copy of the exam on the MOODLE shell if applicable so the student can make sure everything works for the test day.

27- Text-to-Speech (Screen Reader Software):

The student will use screen reader software to access written material during a test. Let us know if you have questions in case you choose to invigilate.

28- Speech-to-Text (Dictation Software):

The student will use dictation software for written responses. Let us know if you have questions in case you choose to invigilate.

29 – JAWS:

Let us know if you have questions in case you choose to invigilate.

30- CCTV/Zoom-text:

Let us know if you have questions in case you choose to invigilate.

31- Word (with text-editing features):

The student may require the use of a word processor with spell-check.

32- WordPad:

Let us know if you have questions in case you choose to invigilate.

33- Audio Recording:

Let us know if you have questions in case you choose to invigilate.

34- CART:

Let us know if you have questions in case you choose to invigilate.

35- Braille:

Let us know if you have questions in case you choose to invigilate.

36- Large Print Text:

The student requires a large print text for testing. If you are doing your own printing, please print out a large print for the student (size may vary).

37-Ergonomic Mouse:

The student may need to use this tool for computer-based testing. They will bring the technology to the exam.

38- Ergonomic Keyboard:

The student may need to use this tool for computer-based testing. They will bring the technology to the exam.

39- iPad:

Let us know if you have questions in case you choose to invigilate.

40- Digital Recorder:

Let us know if you have questions in case you choose to invigilate.

41- Irlen's Coloured Overlays:

Let us know if you have questions in case you choose to invigilate.

Personnel for Testing Accommodations

42-Reader**43- Scribe****44- Sign Language Interpreter**

NOTE: A person reader will only read verbatim and not offer any explanation or rewording of text. A person scribe will only write what the student dictates, verbatim. The student is responsible for punctuation and grammar. A Sign Language Interpreter cannot offer any explanations either. Rewording might be needed when applicable. The personnel will be hired through Accessibility Services.

Tools

The student may use technology as needed during exams. They will bring all necessary technology/equipment with them to the exam for the accommodation plan. This is valid for:

45- Dictionary**46- Thesaurus****47- Basic Calculator**

Furniture

48- Height Adjustable Table:

Let us know if you have questions in case you choose to invigilate.

49- Ergonomic Chair:

Let us know if you have questions in case you choose to invigilate.

Changes to scheduled test and exam dates

50- Unforeseen circumstances may require immediate rescheduling of tests and exams

The student might require rescheduling of their tests and exams due to worsening of their symptoms. When a final exam must be rescheduled, Accessibility Services will collaborate with Health Services to defer the exam. If a midterm or test needs to be rescheduled, the instructor discusses an appropriate timeline with the student.

Frequently Asked Questions

For Instructors:

Can I share the accommodation letter with other students to explain changes in the classroom?

No. The accommodation letter and its contents cannot be shared with third parties unless agreed upon by the accommodated student.

What can I do if I am not too sure how to implement an accommodation?

You can reach out to your Accessibility Services Team.

Do I need to provide my student with the adaptive technology on the accommodation letter?

No, students are required to bring their own technology.

Do I need to train my student on how to use the adaptive technology?

No, students will be set up for training sessions with our Adaptive Technology Specialist.

What happens if I feel like the accommodation cannot be aligned with the course outcomes?

You can reach out to your Accessibility Services Team.

Will the accommodations change this semester?

It is possible for accommodations to be adjusted. This will be done on a case-by-case basis.

I am concerned about my students' privacy when it comes to recording in the classroom.

What can I do?

Students need to sign the Agreement to Record Lectures before they start this accommodation. They are not allowed to share recordings and cannot record personal discussions. They also will delete the recordings at the end of the course at the latest.

I suspect that one of my students might benefit from receiving services at Accessibility Services. What can I do?

You can reach out to your Accessibility Services Team.

I want to learn more about disabilities and universal design for learning. Who can I talk to?

You can reach out to your Accessibility Services Team.

For Students:

I feel like my accommodations are not working out. What can I do?

You can reach out to your Accessibility Services Team.

I need accommodations next semester as well. What should I do?

You need to schedule a session with your Access Strategist to re-activate your accommodations before the start of the new semester.

My accommodation allows me to record in the classroom. Can I share these recordings?

No, you will have to sign a waiver that you will not share the recordings and delete them when not needed any longer, or at latest after your course is finished.

I have testing accommodations. I have a mid-term/final coming up. What do I need to do?

You must book your exam with Testing Services and adhere to all timelines and cut-off dates.

I am still waiting for my documentation that was requested by Accessibility Services to come through and it is taking longer than I thought. What should I do?

You can reach out to your Accessibility Services Team.

Does Accessibility Services share my diagnosis with my instructor?

No, we do not disclose this information without your consent. Your instructor will only receive the accommodation letter.

I have a practicum/work placement in my program. What do I need to do to get accommodations for this?

You can reach out to your Accessibility Services Team. Please make sure to reach out at least 6 months beforehand.