

# Accommodation Resource Guide for Faculty, Staff, and Students

2024-2025

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## Note of Introduction

To Faculty, Staff, and Students of Keyano College,

This resource guide facilitates and outlines clear expectations and guidance for faculty, staff, and students in receipt of an accommodation letter. Accommodation letters include approved accommodations and are numbered for convenience, reference, and include a brief explanation.

Academic accommodations are divided into two subsections:

- 1) *Instruction-based* accommodations  
Accommodations that are implemented in the classroom or virtual learning environment.
  
- 2) *Testing-based* accommodations  
Accommodations that may be implemented in the classroom or virtual learning environment, but also invigilated by Testing Services.

For reference, the Academic Accommodation Policy and Procedure can be accessed from the Keyano College website.

Link:

We encourage faculty, staff, and students to contact Accessibility Services if they have questions or concerns. We are here to support you!

Sincerely,

Your Accessibility Services Team

Email. [Accessibility.Services@keyano.ca](mailto:Accessibility.Services@keyano.ca)

Phone. (780) 791-8934

## Instruction-Based Accommodations

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Instruction-based accommodations include, but are not limited to:

- In-class technology-based
- Furniture-based
- Personnel required

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

### General In-Class

**1 -- Provide Course Material for Preview Prior to Class**

Course materials and resources to be provided in advance (1-2 business days) to allow for preview of material before the lecture. Posting course material on Moodle is sufficient.

Note: As appropriate before class time, minor changes may be made to the course material at the instructor's discretion. Major changes should respect the 1-2 business day timeline.

**2 -- Copy of Notes**

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

**3 -- Considerations for Absences**

The student may miss class time for protected reasons. The student is responsible for acquiring missed course material.

**4 -- Note Taker**

A peer note taker will provide class notes for an assigned course. This accommodation does not substitute attendance and is not guaranteed to be obtained. Accessibility Services will request support by providing a PowerPoint slide to be posted on Moodle, seeking a volunteer peer note taker.

**5 -- Pre-arranged Assignment Extensions**

The student may request alternate dates for assignment submission with the instructor as far in advance as possible. There may be times when short notice is necessary. The instructor will determine a reasonable timeframe to request an assignment extension

and communicate this information to the student via email. When an assignment extension has been granted, the instructor will confirm the due date with the student via email.

This accommodation does not include tests, quizzes, mid-terms, or final exams.

Note: Instructors are not obligated to adjust previous penalties for late assignments submitted prior to the date of issue stated on the accommodation letter.

**6 -- Preferential Seating (e.g., Location, Furniture)**

The student must sit at a specific location/chair/desk in the classroom. If the student requires an ergonomic chair, Accessibility Services will place a 'reserved' sign on the location/chair/desk indicated.

## Technology-Based In-Class

The student may use technology, as needed, during class time. They will bring the necessary technology and/or equipment to class to support the accommodation plan.

**7 -- Calculator**

The student may require the use of a calculator in the classroom. It is the student's responsibility to bring this tool to class.

**8 -- Dictionary**

The student may require the use of a dictionary in the classroom. It is the student's responsibility to bring this tool to class.

**9 -- Thesaurus**

The student may require the use of a thesaurus in the classroom. It is the student's responsibility to bring this tool to class.

**11 -- Speech-to-Text (Dictation Software)**

The student will use dictation software for written responses in-class, including in-class assignments. Training on this software is a prerequisite for use during exams and tests. Students are required to obtain training from Accessibility Services to use this software during exams and tests.

**13 -- Text-to-Speech (Screen Reader Software)**

The student will use screen reader software to access written materials in class (e.g., handouts, workbooks). The student will require electronic copies of course material (course slides, handouts, etc.). Posting course material on Moodle is sufficient. Students

are required to obtain training from Accessibility Services to use this software during exams and tests.

**14 -- Audio Recording (Virtual Instruction may use Video Recording)**

*In-person Instruction:* The student will use a recorder to audio record lectures.

*Virtual Instruction:* The instructor is responsible for providing video recordings to the student following the lecture.

Note: The student is required to sign an Agreement to Record Lectures Form and will follow the rules applicable to recording in the classroom. If the class involves personal discussion and self-disclosure from students, all notetaking (audio and written) may be stopped for the duration of the discussion. This accommodation does not substitute attendance.

**15 -- Braille**

Any class required materials are to be printed in Braille, unless otherwise advised by Accessibility Services.

**17 -- Sign Language Interpreter**

American Sign Language (ASL) and Virtual Remote Interpreting (VRI) available. This accommodation required 6 months advanced notice.

## Personnel Required

The student may require additional in-person support during class time.

**21 -- Reader**

An in-person reader will only read documents verbatim and will not offer any explanation or rewording of text.

**22 -- Scribe**

A person scribe will be provided by Accessibility Services. A person scribe will only write what the student dictates, verbatim. The student is responsible for punctuation and grammar.

## Testing & Exam Accommodations

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**Testing Services** is responsible for invigilating accommodated exams. Students may write in Testing Services and are informed of the exam booking policies and procedures. Students are aware that it is their responsibility to book exams 3 business days in advance. Please inform Accessibility Services if an accommodation invalidates a test or course outcome.

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

### General Testing & Exams

**24 -- Extended Time (25%, 50%, 75%, 100% (Double))**

Please extend the time for tests and exams. 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 extended time cannot be used.

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

**25 -- Private Room**

The student requires a private space for testing.

*Virtual Environment:* If exams are proctored using ZOOM, a separate ZOOM link may be required.

**26 -- Large Room (Distraction Reduced Environment)**

The student requires a distraction reduced environment for testing.

*Virtual Environment:* If exams are proctored using ZOOM, a separate ZOOM link may be required.

## Technology-Based

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

The student will use screen reader software to access written material during a test. If a test is paper based, a digital copy will be required. Students are required to obtain training from Accessibility Services to use this software during exams and tests.

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

The student will use screen reader software to access written materials during tests or exams. The student will require electronic copies of tests or exams. Students are required to obtain training from Accessibility Services to use this software during exams and tests.

**31 -- Word (With Text Editing Features)**

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

**35 -- Braille**

Any class required materials are to be printed in Braille, unless otherwise advised by Accessibility Services.

**37 -- Ergonomic Mouse**

The student may need to use this tool for computer-based testing. The student is responsible for bringing this to the exam. This will be provided by Accessibility Services and available at Testing Services.

**38 -- Ergonomic Keyboard**

The student may need to use this tool for computer-based testing. The student is responsible for bringing this to the exam. This will be provided by Accessibility Services and available at Testing Services.

**41 -- Irlen's Coloured Overlays**

The student requires Irlen's Coloured Overlays for use with class materials. Accessibility Services will provide Irlen's Coloured Overlays, and it will be the student's responsibility to bring it for use during tests.



## Personnel Required

**42 -- Reader**

A in-person reader will be provided by Accessibility Services. A person reader will only read verbatim and not offer any explanation or rewording of text.

**43 -- Scribe**

A in-person scribe will be provided by Accessibility Services. A person scribe will only write what the student dictates, verbatim. The student is responsible for punctuation and grammar.

**44 -- Sign Language Interpreter**

American Sign Language (ASL) and Virtual Remote Interpreting (VRI) available. This accommodation required 6 months advanced notice. A Sign Language Interpreter cannot offer any explanations of text. Rewording might be needed when applicable. The personnel will be hired through Accessibility Services.

## Tools

**45 -- Dictionary**

The student may require the use of a dictionary in tests and exams. It is the student's responsibility to bring this tool to the exam.

**46 -- Thesaurus**

The student may require the use of a thesaurus in tests and exams. It is the student's responsibility to bring this tool to the exam.

**47 -- Calculator**

The student may require the use of a calculator in tests and exams. It is the student's responsibility to bring this tool to the exam.

## Furniture-Based

**48 -- Preferential Seating (e.g., Furniture)**

The student may require a specific chair/desk for use during tests and exams. Accessibility Services will provide the required furniture (e.g., Height adjustable table, ergonomic chair) for the student at Testing Services for use during exams.

**50 -- Cue Sheet/Memory Aid**

It will not exceed one 8.5" X 11", one-sided sheet of paper with either handwritten or computer written notes. At the discretion of the instructor, a cue sheet may or may not include the use of acronyms, short phrases, pictures, schematic diagrams, formulas, names, definitions, tables, sample questions, key terms/words charts. If remembering

the information on the cue sheet is deemed to be an essential learning objective or outcome of the course, it should not be allowed. For example, if the learning objective or outcome of the course is to know the formula, it should not be allowed on the cue sheet; however, if the learning objective or outcome of the course is to demonstrate the ability to apply the formula, then it could be allowed on the cue sheet.

The cue sheet must be submitted to the instructor to be reviewed and approved by the instructor well in advance of the exam, as the instructor decides the learning objectives or essential requirements of the course. Instructors can choose to remove memory triggers that are deemed to be essential learning objectives for the course. The instructor must approve the cue sheet and sign it to be able to use it for the exam. Once the student completes the exam, the test and the cue sheet will be returned to the instructor.

**51 -- Print Paper Copies of Exams**

The student may choose to write the exam on paper while utilizing reader software. The instructor will provide paper copy of exam to Testing Services.

### Changes to Scheduled Test and Exam Dates

**52 -- Unforeseen Circumstances May Require Rescheduling of Tests and Exams**

The student may require rescheduling of their tests and exams for protected reasons.