



Accommodation Guide for Students and Instructors

Academic Year 2021-2022

Accessibility Services

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So you received an Accommodation Letter....

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 on your accommodation letter that the accommodations are numbered. You will find the corresponding numbers in this guide with an explanation of what each 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 accommodations, 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 as well, but are also handled by Testing Services, depending on the case, for 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:

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 discretion of the instructor, as appropriate prior to class time. Major changes should respect the 1-2 day timeline.

2- Photocopy of Notes:

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

3- Considerations for Absences:

The student may be required to miss class time due to medical reasons. It is the responsibility of the student to acquire missed material. Often this accommodation is paired with audio/video-recording in order to provide the student with the missed lesson.

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. Alternatives to this may be the provision of audio/video-recording of your class lectures including closed captions and/or transcripts if using ZOOM or MS Teams.

5- Pre-Approved Extensions/Flexible Due Dates:

The student requires extra time to complete assignments such as projects and presentations. The student discusses the extension with the instructor prior to the due date in order to agree on an alternate date and time to submit the assignment.

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:

E.g. The student was be required to sit somewhere specific 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

Student may require the use of these tools in the classroom setting. Their use should not be limited.

NOTE: For evaluated assessments, please see “Testing-Based Accommodations” below.

10- Training:

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

11- Speech-to-text (dictation):

The student will use Speech-To-Text for written responses in-class, including assignments.

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 (Read and Write):

The student will use Text-to-speech software to access written material in class (e.g. handouts, workbooks).

Please provide student with electronic copy of course material (course slides, handouts, etc.). Posting course material on Moodle is sufficient.

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

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

The student may require lectures to be audio recorded, especially when absent. Accessibility Services can provide the instructor with an audio recorder for them to manage the recording. Alternatively, a student in the class can be designated to audio record on the student’s behalf when absent. Audio recordings can be shared via Moodle to the specific student.

NOTE: Please advise if you have any questions with this accommodation.

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

NOTE: An audio recording agreement was signed by the student stating that the recordings are for personal use only. If your class involves personal discussion and self-disclosure from students, all note-taking (audio and pen/paper) may be stopped for the time of the discussion.

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:

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

21- Reader

22- Scribe

23- Educational Assistant:

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. Reader and scribe sessions are always recorded, and the recordings are kept on file for a semester after the course ends.

TESTING ACCOMMODATIONS:

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

Testing Services Invigilation: Student may write in Testing Services (online or in-person) and was informed of the exam booking process. Student is aware that booking tests is their responsibility and that Testing Services requires 7-calendar days advanced notice.

- The cut-off date for booking Accommodated Final Exams for the FALL 2021 semester is the **26th of November 2021. This was communicated to the student.**

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

The student should consult with the instructor about the format of tests and exams to determine if the accommodations can be implemented in the virtual environment.

If the instructor is unable to provide the requested accommodations, then the student should book their exam in Testing Services. Students have the option of in-person or online invigilation through Testing Services. To request virtual invigilation the student should specify: "Online invigilation required" on the Testing Services booking form.

NOTE: 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 if they are longer than 20 minutes before accommodations. 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.

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 (Read & Write):

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

28- Speech-to-Text (Dictation):

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 to use 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- Irlens 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**

NOTES: 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. Reader and scribe sessions are always recorded, and the recordings are kept on file for a semester after the course ends. A Sign Language Interpreter cannot offer any explanations either. Rewording might be needed when applicable.

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

Process to initiate this accommodation.

1. The student contacts the Learning Strategist if they are unable to take a test/exam for disability-related reasons, which were determined during the intake appointment.
2. The Learning Strategist will contact the instructor and Testing Services indicating that the test needs to be rescheduled.
3. It will be the student's responsibility to reschedule the exam with the instructor. The Learning Strategist will assist with rescheduling at the student's request.

Frequently Asked Questions

For Instructors:

Can I share the accommodation letter with other students to explain possible 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 (see the end of the document for contact information).

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 accommodations 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 a waiver 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 Learning 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 have to book your exam with Testing Services, if needed. Please do so 7 business days before the exam, and latest on November 26th for your final exam for the fall semester.

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.

Important Dates for the 2021-2022 Academic Year and How to Reach Us

November 15th: Last date to meet a Learning Strategist for new accommodations in credit-based programs (excluded: trades, LINC, Continuing Education, Power Engineering)

November 26th: Last date to book exams through Testing Services for the Fall 2021 semester.

You can reach out to your Accessibility Services Team by

- Emailing accessibility.services@keyano.ca,
- Calling 780-791-8934
- Visiting the receptionist in CC-167 at the Clearwater Campus (next to the Office of the Registrar and across from the Library).