

GUIDELINES FOR FACILITATING COMMON ACCOMMODATIONS

Tests/Exams

- We strongly recommend putting all term-test and quiz information (including date, time, length, and format) in the course syllabus. Students must register with Accommodated Testing Services (ATS) *at least 14 days* before the scheduled test to use their accommodations; therefore, instructors must announce test dates (including time and format) **more** than 14 days in advance.
- ATS will contact you by e-mail to acquire testing information around 7 days prior to each quiz, test, and exam for which one or more of your students have registered for accommodations.
- Invigilators must relay any changes/updates to the test to ATS as well to ensure that students writing at ATS are provided with this information in a timely manner.
- Invigilators should also be prepared to answer phone calls from ATS in case a student writing with accommodations has questions about the test.

Assignment Extensions

- Students with this accommodation on their Letter of Accommodation (LOA) are entitled to up to 7 days of extension past the original deadline. Students are not required to provide additional information around why they need the extension; their LOA is proof of validity.
- Students email their LOA to their instructor to request the extension and do not need to file a petition.
- Students should not be denied an extension unless there is a legitimate academic integrity concern (e.g., answers to a problem set being released before the requested extended deadline; preparation for a lab needing to be complete before participating, etc.). You are welcome to contact a student's Accessibility Advisor should you have questions or concerns (email is on student's LOA).
- Students may not always be able to receive extensions on group projects due to the potential impact on other students. However, instructors can grant an extension at their own discretion.
- Students are recommended to request in advance of the deadline. Due to the unpredictable nature of disability, they may not be able to ask until the day of or even after the deadline. Students should still be granted an extension if the new deadline is within 7 days of the original. If there is a request initiated for a new deadline more than 7 days past the original deadline, a student should be referred to their Accessibility Advisor.

Confidentiality

- A student is never required to share medical or disability information with instructors. Please do not ask students questions about their medical or disability issues, as students may feel compelled to share despite discomfort.
- You are not expected to determine the validity of a student's accommodation request. If you have any concerns, you are welcome to contact a student's Accessibility Advisor (email is on the student's LOA). We're here to help!

Helpful Links:

- [Accessibility Services and Demystifying Academic Accommodations](#)
- [Accommodated Testing Services](#)
- Accessibility Features and Tips by platform:
 - [Quercus](#); [PowerPoint](#), [Word](#), [Teams](#); [Zoom](#); [Adobe Acrobat](#)
- [Centre for Teaching and Learning](#)

*Please note: this cheat sheet is not exhaustive and should not be used as a sole reference for dealing with accommodations in the classroom. You are always welcome to reach out to a student's Accessibility Advisor for clarification.