



DISABILITY RELATED GUIDANCE FOR DISTANCE LEARNING

Exam Types and Accommodations

- **Timed Exams:** sets of problems or questions that a student must complete in a limited amount of time. These exams administered online will require adjustments to the allocated time for students with “extra time on timed exams” accommodations noted in the Accommodation Letter. These include breaks if approved (see below).
 - Some students are qualified to receive **Breaks during Testing Time**, which are usually 5-10 minutes in length and typically allocated at 5 minutes per every 30 minutes, unless otherwise specified in this letter. These breaks need to be counted into the overall test allocation time to ensure they are provided.
 - Example – if the course is 1 hour, and the student is accommodated for 2x for timed exams, with breaks not being counted, faculty should allot 2.5 hours as an accommodation.
- **Self-paced Exams:** These might include take home exam formats that are designed for a student to manage their own time. Some self-paced exams may require additional time if there are any finite time aspects. Faculty should consult with Accessibility Services in this situation.
- **Reduced Distraction Environment:** the student should be able to take an exam in an environment that is reasonably quiet and low stimuli. The environment is not required to be a silent setting. Tools that may help further reduce distractions for students may include noise cancelling headsets, ear plugs, etc.
 - **Online Guidance:** Faculty must work with student to ensure they have access to a reduced distraction environment. This may include changing examination times or method (i.e. not a live video/recording of students taking exam) of administration to allow student access to a reduced distraction environment.
 - **Example:** Faculty could extend examination times, so a student can coordinate with their roommate. For tests taken synchronously, faculty should ensure that any other students in a virtual room have turned off their microphones.
- **Private Testing Environment:** the student should be able to take the exam in a private, reasonably quiet and low stimuli room. Faculty can be in the online room to proctor a test/quiz. However, faculty must not create distractions.
 - **Online Guidance:** Faculty must work with student to ensure they have access to a private room for testing (Accessibility Services will assist with this also). This may include changing examination times or method of administration to allow student access to a private room (i.e. extending examination times, so student can coordinate with roommate/families).

Course Participation

- **Accessible Documentation:** any instructional materials provided to the class/student should be done in an accessible format.
 - Do not just take photos or make copies of books/articles/PDFs. Photocopies need to be in clear format (i.e. not over copied and dark) in order for students with visual impairments to be able to access them.
 - Work with Haggerty Library to assist in finding original documentation if photocopies are too dark

- Work with Accessibility Services if you need assistance in increasing font size or moving documentation to accessible formats.
- **Audio Recording:** Some students have accommodations that permit them to record audio during courses. Per regulations, students with disabilities who are unable to take or read notes have the right to record lectures only for their personal study purposes.
 - Faculty may choose to record the class (audio and/or audio and video) and make this available for all students as a way to allow students who have an accommodated need to use Distance Learning.
 - Faculty may choose the pedagogy of their class, and are encouraged to work with their Department Chair or Dean to develop an *equitable means of access* for students who cannot participate in class due to personal or health factors related to COVID-19. Examples include:
 - Record each class for students to view asynchronously (recommended to allow full access to students who may have missed class due to quarantine or health issues).
 - Allow students to attend class via Zoom
 - Develop an alternative format for class that is online only (e.g. peer discussions, recordings of faculty lecture only). **This option must address the same learning objectives obtained by students who participate in class.**
- **Class Breaks:** a student may need to leave class briefly during live lectures or course work to take short breaks for management of a disability. Breaks longer than this will need to be discussed between faculty and the student to ensure that the student is making up all material that was missed. Participation points may need to be considered differently with this accommodation.
- **Class Arrivals/ Departure:** a student may need to occasionally arrive to a live lecture or course a few minutes late, or leave a few minutes early to manage a disability. Faculty should be prepared to have students enter and leave the online platform without being penalized. Like Class Breaks, participation points may need to be considered differently with this accommodation.
- **Disability (or Health) Related Absences:** Faculty should consult with their Department Chair or Dean to identify and rethink how a student will access missed presented materials, assignments, participation, etc.

Delivering Online Courses

- Contact John Futterer for assistance with developing remote learning opportunities.
- Work to choose technology that suits the needs of your classroom
- Review course materials to ensure they are accessible for all students
 - Include captions for movies or images
 - Contact Accessibility Services for assistance with CART (real time transcription) or ASL interpreting – this can be provided for Zoom as well.
 - Include Accessible Videos and Audio Closed Captioning to pre-recorded media
 - John Futterer or Accessibility Services can assist in sourcing this
- Allow online office hours as possible for remote students. Consider allowing text/chat features for those who need assistance on video calls during Zoom office hours.