

SHERIDAN INSTITUTE OF TECHNOLOGY & ADVANCED LEARNING
Accessible Learning Services - Accommodation Form

Student: Elmer Fudd **SID:** 31T **Program:** **Year in Program:**

Educational accommodations are provided to equalize opportunities for students with disabilities to meet the essential requirements of their program. These recommendations have been prepared in consultation with the student and have been substantiated using appropriate documentation.

CONFIDENTIAL

Important-the information on this form is confidential. Confidentiality ensures a student's right to privacy. Disclosure of this information is not permitted to any other person within, or outside the college, without written, informed consent of the student. This form is prepared in accordance with the Canadian Charter of Human Rights and Freedoms, the Ontario Human Rights Code, the Human Rights Commission's 'Guidelines for Accommodating Persons with Disabilities'.

If you have any questions or concerns please contact Accessible Learning Services.

Accommodations: (for more information on any of the following, see page 2&3).

For Class/Lab:

- * Notetaking Support
- * May require faculty's assistance in finding a suitable notetaker
- * Tape record lectures
- * Extensions on assignments

For Tests/Exams:

None

Advisor/Counsellor
Jacinda Frazer

Student signature

Wednesday August 25, 2010
Date

Expiry date

Explanatory Notes of All Accommodations

For Class/Lab

Notetaking Support:

1. Copies of faculty's presentations/handouts/overheads
2. May require faculty's assistance in finding a suitable notetaker
3. Tape record lectures

Peer Notetaker: Faculty may aid student in finding a suitable classmate to share notes with student by making an anonymous announcement to class. This may be required if student is unable or uncomfortable finding a peer on their own.

Copies of Faculty presentations/handouts/overheads:

Faculty to provide copy of power points, overheads and other handouts in advance of class in electronic format.

Tape record lectures: Student may ask permission from faculty to tape record lecture and ask to place recorder at faculty's podium. Student is not permitted to share recording and must destroy material at end of course. Faculty may ask student to stop recording at given points in class. Tape recording is not allowed unless student is present in class. However, if student requires breaks to leave class, tape recording may continue.

Absences:

1. No penalty for classes missed
2. Student will notify faculty of disability-related absences
3. Student should not be required to provide doctor's notes
4. Student may have to make special arrangements in advance for missed presentations

No penalty for classes missed:

Students who miss classes for reasons related to their disability should not be penalized for not being present to participate.

Student will notify faculty of disability-related absences: Student to provide notice to faculty of their absence in advance as much as this is possible or as soon as possible after a class has been missed.

Student should not be required to provide doctor's notes for disability-related reasons: Students who miss classes for disability-related reasons should not need to pay for the cost of doctor's notes ongoing. If the missed class is not for disability-related reasons, faculty may ask for relevant explanation and/or documentation.

Student may have to make special arrangements in advance for missed presentations: Students who have disability-related absences may be required to re-schedule presentations. Exams which have been granted an extension should be written with ALS instead of the Assessment Centre which charges for make-up exams. Students may not have opportunity to follow test booking process and may require help from Professor and ALS Advisor to coordinate arrangements.

Short breaks as required: N/A

Sign Language interpreter: To be arranged by ALS office. See Sign Language Interpreter handout.

Computerized Notetaker: To be arranged by ALS office. See Sign Language Interpreter handout.

Use of personal FM System: To be arranged by ALS office. See FM System handout.

Extensions on assignments: Students should communicate early with faculty for their need to obtain an extension on an assignment. One week in advance is advised.

Priority seating: Student will discuss her/his needs with faculty.

Ergonomic seating: Faculty should ensure student has access to the ergonomic chair.

Extra time to complete in-class assignments: Extra time may be given in class or by allowing student to complete at home or in ALS office.

Consideration for spelling/grammar difficulties: Marks not to be deducted for spelling and grammar unless it is a requirement of the course.

Alternatives to presentations: Student to speak with faculty to arrange for alternative methods of delivery.

Clarification of information on overheads, charts, lecture material and assignments: Student will discuss his/her individual needs with faculty.

For Tests

Extended time (standard x 1.5): Extra time will be class test or exam time x 1.5.

Extended time (standard x 2): Extra time will be class test or exam time x 2.

Student may write in ALS or in class: Students with disabilities have a choice of locations to write their tests to ensure they are best accommodated. Some may choose to write in class if faculty are able to accommodate. Others may write in ALS by providing faculty with Test Envelope in advance of test. One week notice is advised.

Separate Room: Student may write in a separate quiet room. To be arranged by ALS office.

Sign Language Interpreter: To be arranged by ALS office.

Reader: ALS staff member will read aloud test questions to the student. The student will then write their own answers.

Scribe: ALS staff member will write student's dictated answers verbatim. Student is required to inform scribe on punctuation, grammar and sentence structure.

Clarification: ALS staff member will reword questions while ensuring no hints to the answers are given.

Short breaks as required: If writing in ALS, student is not permitted to leave office. Time spent on breaks is not counted toward total test writing time.

Use of stand alone computer: Student will be allowed to use MS Word. No internet access is allowed to ensure the academic integrity of the test is not compromised. (Unless otherwise specified by faculty.)

No more than one long test per day or long tests split into 2 parts: Student will approach faculty to make alternate arrangements in advance. Student will still be required to write at least one of those tests or part of test on originally scheduled day.

Use of appropriate Formula Sheet: See attached guidelines.

Use of appropriate Memory Aid Sheet: See attached guidelines.

Spelling support:

1. Use of spelling dictionary - ALS will provide a spelling dictionary which does not include definitions.
2. Correct spelling provided - Faculty or ALS staff may provide spelling
3. Access to a spellchecker - Student may have access to a spellchecker on a stand alone computer.
4. No penalty for spelling difficulties - Marks not to be deducted for spelling and grammar unless it is a requirement of the course.

Student may have to make special arrangements in advance for missed exams: Students who have disability-related absences may be required to re-schedule exams. Exams which have been granted an extension should be written with ALS instead of the Assessment Centre which charges for make-up exams. Students may not have opportunity to follow test booking process and may require help from faculty and ALS office to coordinate arrangements.