

Classroom Accommodations:

The Counselor for Disability Services coordinates assignments of classroom assistants (interpreters, note takers, assistants, etc.) before the beginning of each term when possible. If the student cannot be accommodated in the classroom or needs additional assistance, please contact the Counselor for Disability Services at Ext. 471 or 778-7871.

Note taker/Scribe: An individual assigned to assist a student by recording class lecture notes or student's spoken words. Students are hired for this position.

Physical Assistant in Lab: An individual assigned to help perform manual tasks in a lab setting under direction of the student who needs assistance.

Tape Recording: Recording classroom lecture using a tape recorder.

Sign Language Interpreter(s): A person who translates spoken English into American Sign Language (ASL) and vice versa for students with significant hearing loss or deafness. A student using an interpreter should be allowed to choose classroom seating which is most appropriate for the student's particular need.

Clear view/Lip-reading: The process of viewing the speaker's lips to facilitate communication. Requires an unobstructed view of the speaker.

Early access to Course Syllabus: Providing the student with a course syllabus prior to the beginning of the term. A student who needs class materials in alternate format (taped texts, Brailled texts, large print materials, etc.) or who requires additional time to complete reading or writing assignments will benefit from having early access to course requirements. Early access to the course syllabus allows the accommodation process to begin early and reduces chances of delays in services.

Large Print Handouts: Enlarging written material on a standard photocopier or word processor to facilitate reading for a student with various processing or sensory impairments.

Closed Captioning: Encoding the dialogue and sound effects of a video or film into text form, which can be read across the bottom of the screen much like the subtitling in a foreign film.

Brailled Materials: Transcribing materials manually or via special computerized equipment from English into Braille format for those who are blind or visually impaired.

Tape Recorded Textbooks: Recording written articles or textbooks into tape to allow the student to listen to material rather than read it. These may be ordered by seeing the counselor for Disability Services.

Visual Media: Using graphics or other visual methods, such as transparencies or handouts, to supplement class lecture and spoken information

Priority Seating: Allowing the student to choose the class seating arrangement which is most appropriate for them in light of their disability.

Accessible Furniture: Providing classroom furniture which is most appropriate for the student in light of their disability and which allows them to fully participate in classroom activities.

Test Modifications

The Counselor for Disability Services encourages each student to discuss testing modifications with instructors. If the student cannot be accommodated by the instructor or needs special assistance or equipment, please contact the Counselor for Disability Services at 778-7871 or in Round BLDG M300, Room 317.

Extended Time: Additional time given to complete a test. Length of extension varies according to the student's needs and documented disability. The standard time extension is "time and a half." Double or triple time can be requested if the need is verified by the disability documentation. Un-timed tests, however, are not recommended.

Distraction-free Environment: An environment free from noise and other distractions (phones, loud talking, operating machinery) that might interfere with the testing process.

Large Print Tests: Enlarging tests to provide the student with visual access to the test.

Tests on Tape: Tape recording test questions so the student can listen to the questions. This might include allowing the student to tape record answers.

Orally Administered Tests: Administering test orally to the student and allowing the student to provide oral responses.

Alternative Test Design: Changing test format or design to allow the student to demonstrate mastery of course material while minimizing the interference of their disability. For example, one might use a multiple choice test design instead of an essay design.

Reader: Individual assigned to read test directions and/or test questions to the student with a disability.

Scribe: Individual assigned to record test responses of the student with a disability but who does not offer assistance with content of test responses.

Individual Test Proctor: Individual assigned to personally administer a test to the student.

Voice Calculator: A calculator that provides voice output of mathematical data and mathematical processes.

Computer Usage: Use of a personal computer during testing allowing the student to use a spellchecker, word processing capabilities, or special assistive software required for their specific disability needs.