

So a student shows me an accommodation card.. now what??

The following accommodations may be listed on the student's card:

- **Extended time and/or a quiet environment for tests**

What do I do?

Students are able to get extended time on tests and a quiet environment in the Haskell Hall Assessment Center. If a student requests extended time, he/she is allowed ***double time***. Follow the procedures for Make-up Testing provided by the Assessment Center. It is the student's responsibility to remind instructors that he/she would like extra time. The instructor then sends the test, along with a completed "***Proctored Test Instructions***" form (available under faculty resources on the website), to either HK B25 or testingcenter@lc.edu. *Please be aware that, in order to receive extended time, a student may need to take their test either on a different day or at a different time, depending on the class schedule of the student.*

This policy also applies to web-blended and online courses. Instructors may contact Mary Lou Watson for assistance in Blackboard. mlwatson@lc.edu or 468-2600

- **Tests read aloud using the screenreader - please read carefully because changes have been made.**

What do I do?

Follow the same procedure as above. Be sure that you indicate on the "Proctored Test Instructions" form that the student will be using the screenreader and receives extra time.

In the past, instructors were sending the tests in a variety of file formats, some not compatible with our screenreader program. This is no longer the case.

Please also be aware that, in order to receive extended time when using the screen reader, a student may need to take their test either on a different day or at a different time, depending on the class schedule of the student.

- **Volunteer Note taker**

What do I do?

For students who benefit from a volunteer note taker, we ask your help in locating a volunteer in this class willing to share a copy of class notes.

The following announcement may be useful if you need to request volunteers from the entire class:

Student Development and Counseling is looking for a volunteer in this class willing to share a copy of class notes with another student. This is an excellent community service and an opportunity to help improve your own learning techniques. If you are interested or would like more information, please see me at the end of class today.

If a reliable volunteer cannot be located during the first week of classes, please let our office know so other arrangements can be made.

- **Enlarged tests and/or handouts**

What do I do?

All of our campus photocopy machines have ledger paper available. Please enlarge tests and handouts to the largest possible magnification, usually around 140%. If you need assistance, please see your division assistant or contact our office.

- **Scribe for testing**

What do I do?

If a student is unable to write, it is the student's responsibility to inform you and contact our office for an appointment to have a scribe available.

- **Accessible furniture**

What do I do?

If the student has made his/her need known to our office, special furniture is placed in the classroom prior to the beginning of the semester. Please let Barbara Cadle at 468-4211 know if requested furniture is not in place. Faculty should not move accessible furniture from one classroom to another.

***** If you have ANY questions regarding a student and his/her accommodations, please contact: Student Development and Counseling at 468-4211.**