

Reading the Memorandum of Academic Accommodations

Some academic adjustments are specific for the classroom, others apply to testing or to print materials, and some apply to all areas. Below is an explanation of all academic adjustments that may appear on an Access Plan Memo.

Computer with word-processing for all writing tasks: Computers are available in the BCL for testing. If there is an in-class writing assignment, the student may be allowed to complete the task outside of the classroom using one of the computers available in the BCL, or a student may choose to use a laptop computer or an AlphaSmart® keyboard inside the classroom. (AlphaSmart® keyboards may be borrowed from the BCL.)

Copies of power points, electronic presentations, instructor notes (if available), and blackboard images (if available): If you have prepared notes and/or overheads, please provide the student with copies of the notes at the beginning of class. If you have these available in digital format, discuss with the student whether they prefer a hard copy or an email attachment. If your notes and/or overheads are not available in digital format, but the student needs them in that format, the BCL can help you scan your hard copies and convert them into electronic copies. If you use a Smartboard or tablet technology, capture your “overheads” or whiteboard writing electronically for the student to use after class. These can be emailed to the student directly or uploaded to the Course Management System for general use. Students may also use tablets or smart phones to take picture of notes on whiteboards or blackboards.

Extended time for tests (1.5X or 2.0X): The Baker Center is available during the hours of 8:00 a.m. to 4:00 p.m. daily to help you provide this modification; however, you may provide the extended time yourself as well. Please note, though, that the student must NOT be required to move locations during the test (i.e. begin in the classroom and move to an alternate location when class time has ended). If you need help determining how to provide this modification for a student taking an evening exam or taking an exam at the extension centers, farm or Coltivare, consult with BCL staff.

Large print (including tests): In order for students with low vision to see print materials, the materials need to be enlarged. To produce an enlarged, hardcopy of your materials, enlargement can be done on the copy machine at Duplicating or by changing the font size in your electronic file and then printing the material. Electronic materials may also be enlarged using magnification software. These large format or digital versions of the printed material should be made available to the student at the same time that the general student population is receiving the materials. The student or the BCL can provide information as to the necessary enlarging percentage and/or font size.

Reduced distraction testing location: As noted above, the Baker Center is available to provide this modification during our regular hours. For classes at other locations or times, please contact the BCL for suggestions.

Note-taking assistance: Please help the student identify a good note-taker in your class who is willing to share a copy of his or her notes with the student. The BCL will provide NCR paper or a copy card to the student for making these copies. The BCL has a brochure for prospective note-takers.

may also use it for testing situations. This software is available to TC3 staff and students to put it on their personal computers as well.