

ClockWork Configuration: Accommodations

Accommodations

Please provide a list of your accommodations mark test booking related accommodations with an asterisk *), or attach your accommodations form:

- * Extra time (15 min/hour, 30 min/hour, 45 min/hour, 60 min/hour, 120 min/hour)
- * Private exam room
- * Use of a computer
- * Voice response system (JAWS)
- * Screen magnification (ZoomText)
- * Dragon
- * School issue calculator
- * Access to dictionary
- * Scribe
- * Reader
- * Wheelchair accessible table
- * CCTV
- Ok to tape record lectures
- FM hearing system in class
- Instructor to provide overhead copies
- Extensions on assignments
- May miss class
- Leniency with spelling
- Instructor to face class when speaking
- Use of a supportive chair

Letter of Accommodation (LOA)

The Letter of Accommodation is usually provided to the instructor and student. Please provide the wording for your LOA below, or attach your accommodation template document:

Date: #<date>#

Information contained in this letter is confidential.

To: Prof. #<instructor>#

Re: Accommodations for #<firstname># #<lastname>#;

Class: #<subject># #<course># Section: #<section>#

#<firstname># is enrolled in your course and has documentation of a qualifying disability on file with the Student Development Centre. He / she has been approved for the following accommodations:

#<accommodations>#

For your records, please record the date that you receive this letter in the designated blank at the end of the letter and file this letter in a place that will ensure the confidentiality of the student. If you have any questions or concerns, please contact our office. Thank you for your assistance.

Sincerely,

#<counsellorfirstname># #<counsellorlastname>#

#<counsellortitle>#

Student Development Centre

Email: #<counselloremail># Phone: #<counsellorworkphone>#

Received by: _____ Date of receipt: _____

Disability form

The disability form is used to provide information about the student's diagnosis and/or medical information. Please list the fields to include, or attach a document with your form:

- Disability case manager
- Physical
- Hard of hearing / Deaf / Deafened
- Visually impaired
- Acquired brain injury
- Chronic medical
- Learning disability confirmed
- Learning disability un-confirmed
- Attention deficit disorder
- Mental health
- MID
- Autism
- Type of documentation
- Documentation provided on (date)
- Funding comments
- Medical information

Letter delivery method

Please indicate the method you would like to use to deliver the Letter of Accommodation to the instructor:

- Print letters, give to student for delivery
- Email letters to instructor
- Letters accessible online by instructor and student, email link to professor

Accommodation permissions

Please list the names of the staff who are allowed to view and edit student accommodations:

- List staff names