Accessible Learning Services

Online Accommodations Guide for Students

This guide will help you access your approved accommodations according to your Accommodation Letter.

**Testing Accommodations**

You can use your Accommodation Letter for online tests just as you would for in-class tests. Be sure that your professor has a current copy of your Accommodation Letter, if you need help sending your Accommodation Letter please email als@mohawkcollege.ca.

**Extra Time**

Prior to each test, confirm with your instructor that your extra time, as stated on your Accommodation Letter, has been added to your online test.

**Clarification**

Ask your instructor for the best method of contact if you require clarification throughout your test. (eg. email, phone).

**Medical Breaks**

If you require medical breaks throughout your test, as stated on your Accommodation Letter, notify your instructor and request your test duration or format account for these breaks.

**Memory Aids, Formula Sheet**

Similar to an in-person test, provide your instructor your memory aid or formula sheet at least 3 days in advance for approval.

**Additional Resources (e.g. calculator, scrap paper, music, etc.)**

Notify your instructor of any resources you are planning on using during your test as indicated on your Accommodation Letter if it is not permitted for all students during tests.
**Reader or Scribe**

If you require a reader or scribe, please connect with Accessible Learning Services (als@mohawkcollege.ca) for Assistive Technology options that may work for you.

**Assistive Technology (Kurzweil, Dragon, Read and Write, Large Print, etc.)**

Contact Accessible Learning Services (als@mohawkcollege.ca) for support with your Assistive Technology.

For assistance or clarity with your testing accommodations, please email the Testing Centre at your campus:

Fennell - alternativetesting.fennell@mohawkcollege.ca  
IAHS - disabilitytesting.iahs@mohawkcollege.ca  
Stoney Creek - alternativetesting.stoneycreek@mohawkcollege.ca

**Online Course Accommodations**

You can use your Accommodation Letter for online courses just as you would for in-class courses. Be sure that your professor has a current copy of your Accommodation Letter. If you need help sending your Accommodation Letter, please email als@mohawkcollege.ca.

**Alternative Format Materials for Online Courses**

If you require an alternate format for your online courses (e.g., Captioning of videos, conversion of online documents to accessible formats for use with Assistive Technology), contact Greg Gagnon, greg.gagnon@mohawkcollege.ca.

**Notetaking Support for Online Courses**

If you require notetaking support for online courses, email als@mohawkcollege.ca.

**Extensions on Assignments Accommodation**

If you need to use the extensions on assignment accommodation for an online assignment, please follow the procedures explained in the extensions on assignment guide located here: https://www.mohawkcollege.ca/accessible-learning-services/als-accommodation-guides

**Assistive Technology for Online Courses**

If you require Assistive Technology such as text-to-speech, speech-to-text software, and including laptop loans, email als@mohawkcollege.ca.
Learning Skills Advising and Assistive Technology Appointments

For appointments with a Learning Skills Advisor, email als@mohawkcollege.ca or phone 905-575-2211.

Accessibility Counsellor Appointments

To discuss online course accommodations and your Accommodation Letter, email als@mohawkcollege.ca or phone 905-575-2211.

Bursary for Students with Disabilities

If you have questions about your Bursary for Students with Disabilities, email als@mohawkcollege.ca or bswd@mohawkcollege.ca.

Questions? Need to Register with Accessible Learning Services?

Contact als@mohawkcollege.ca or phone 905-575-2211.