

Purpose

The purpose of this document is to provide a comprehensive procedure for producing both print and video materials in alternative format. Provided with print instructions are the corresponding flow charts.

Types of Alternative Format Produced

Print Material

Alternative format is produced for print material by Accessible Learning Services (ALS) as...

- Digital/Electronic (MS Word, PDF, HTML)
- Large Print Paper Copies
- Kurzweil
- Braille

Video Material

Alternative format is produced for video material by Accessible Learning Services (ALS) as closed captioning.

Streams

Alternative Format Streams for Print Material

Stream 1	<ul style="list-style-type: none">• Any student who is blind, low vision or partially sighted• Any student who has no other means of using the print material required for their course delivery
Stream 2	<ul style="list-style-type: none">• Any student who could benefit from alternative format but has the means of using the print material required for their course delivery

Alternative Format Streams for Video Material

Stream 1	<ul style="list-style-type: none">• Any student who is deaf, deafened or hard of hearing• Any student who has no other means of using the video material required for their course delivery
Stream 2	<ul style="list-style-type: none">• Any student who could benefit from alternative format but has the means of using the video material required for their course delivery

Procedures

Textbooks/Custom Courseware

Note: For students in the process of working with a Learning Strategist regarding adaptive technology, the alternative format form will originate from the Learning Strategist when the student has completed his/her adaptive technology lessons.

1. The student will meet with their Case Manager (CM) or Learning Strategist (LS) to identify the need to have their textbooks and/or custom courseware produced in alternative format. This will be identified on the student's Confidential Academic Accommodation Plan (CAAP)
2. With or without the aid of their CM or LS, the student will complete an electronic request for alternative format form
3. The student will supply the completed form to their CM or LS to confirm that it is completed properly
4. Once confirmed the CM or LS will submit the electronic form to the ALS Technician (room A124 at the Fennell campus), or Clerk (room A118 at the Stoney Creek campus), to be processed
5. The student will supply the ALS Technician or Clerk with a copy of their receipt(s) or complete a proof of purchase form
6. The ALS Technician or Clerk will process the form requesting textbooks and/or custom courseware from the student, publishers, AERO system and/or any other supplier as required
7. The ALS Technician or Clerk will keep the student informed with regards to the status of their alternative format production
8. Upon notification by the ALS Technician or Clerk, the student will pick up, or arrange a meeting to get, their completed alternative format

Other Course Materials (Print)

1. The student will meet with their Case Manager (CM) or Learning Strategist (LS) to identify the need to have their print course material produced in alternative format. This will be identified on the student's Confidential Academic Accommodation Plan (CAAP)
2. The student will provide a copy of their CAAP to all of their professors
 - a. The student's CM or LS may also want to contact the student's professors directly to let them know about this accommodation
3. The professor will review the student's CAAP and notice that the need for print course material in alternative format is required

4. The professor will review all print course material that is not in the required alternative format and provide it to the ALS Technician (room A124 at the Fennell campus), or Clerk (room A118 at the Stoney Creek campus), for conversion
5. Upon receipt of print material from the student's professors the ALS Technician or Clerk will convert the material into the required alternative format
6. The ALS Technician or Clerk will provide the converted material back to the requesting professor to be distributed to the student

Other Course Materials (Video)

1. Students in need of closed captioning will provide a copy of their Confidential Academic Accommodation Plan (CAAP) to all of their professors
 - a. The student's Case Manager (CM) may also want to contact the student's professors directly to discuss this accommodation further
2. The professor will review the student's CAAP and notice that the need for video material with closed captioning is required
3. The professor will list all video material used that does not have closed captioning and decide whether to change or eliminate the material
4. The professor will check in with a librarian. The librarian can provide the following services
 - a. Seek permission from the video rights holder(s) for closed captioning (the library will maintain a file of permissions sought and received)
 - b. Work with the professor to identify alternate videos that meet the learning objectives and come with closed captioning
5. If closed captioning of any videos is to be done, if the videos are library materials and closed captioning permission has been obtained, the librarian will contact the ALS Technician to complete the captioning. The professor will provide the necessary student information
6. Upon completion, the captioned DVD or digital file will be returned to the library and the professor will be notified that the video is ready

Tests/Exams

1. The student will meet with their Case Manager (CM) or Learning Strategist (LS) to identify the need to have their tests/exams produced in alternative format. This will be identified on the student's Confidential Academic Accommodation Plan (CAAP)
2. When booking tests/exams online with Accessible Learning Services (ALS), the student will identify that an alternative format version of their test/exam is required

3. Service Integration staff in the Alternative Testing Centre (room A124 at the Fennell campus), will provide the ALS Technician (room A124 at the Fennell campus), or Clerk (room A118 at the Stoney Creek campus), with a copy of either the print test/exam or electronic test/exam, depending on the format that was provided by the professor, for conversion into the required alternative format
4. The ALS Technician or Clerk will convert the test/exam into the required alternative format and provide it back to Service Integration staff in the Alternative Testing Centre