

# Testing Accommodations – A Faculty Guide from Accessible Learning Services and the Testing Centre

This guide will assist faculty with providing approved accommodations, according to a student's Accommodation Letter, for in-class and online courses and assessments.

## In-Person Testing Accommodations

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If a student requires testing accommodations for an in-class and in-person test, the student must book 7 days in advance through the test booking portal on MyMohawk. The Testing Centre will forward the request to the faculty and require tests to be delivered, electronically at least 48 hours in advance. If you require a copy a student's Accommodation Letter, please email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca).

Please note: Only tests delivered to the class, in-person, will be accommodated on-campus. For any in-person test, students will require at least 7 days notice in order to book their accommodated tests. An advance schedule of all term tests, would be beneficial.

## Online Testing Accommodations

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Students have been instructed to communicate directly with their instructor and request any testing accommodation required for online tests. All approved testing accommodations can be found on the student's Accommodation Letter which should have been provided to the instructor prior to requesting accommodations. If you require a copy a student's Accommodation Letter, please email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca).

Below you will find each applicable testing accommodation and a description of how faculty can facilitate its application in an online learning environment.

### Extra Time

Prior to each test, please ensure the extra time requested by the student has been added to their online test. You can also consider a Universal Design for Learning (UDL) approach for online exams. For more information on this UDL element, please see the [Additional Time for Quizzes/Tests/Exams webpage](#).

### Clarification

Provide the students with the best method of contact as they may require clarification while writing your test (e.g. email, phone, etc.).

### Medical Breaks

If a student requires medical breaks throughout your test, please work with the student to ensure their test duration or format account for these breaks.

### Memory Aids or Formula Sheets

Similar to an in-person test, students must provide the instructor with their memory aid or formula sheet at least 5 days in advance for approval. For more information, review the [Memory Aid Guide](#).

### Additional Resources

Additional resources may include a calculator, scrap paper, music, etc.

Students are to request any resources they are planning to utilize during their test as indicated on the student's Accommodation Letter if the resource is not permitted for all students.

### Reader or Scribe

If the student requires a reader or scribe, Accessible Learning Services and the Mohawk Testing Centre has asked the student to connect with Accessible Learning Services ([als@mohawkcollege.ca](mailto:als@mohawkcollege.ca)) for adaptive technology options.

### Adaptive or Assistive Technology

Adaptive or assistive technology may include Kurzweil, Dragon, Read and Write, etc.

If the student requires adaptive or assistive technology, we have asked students to contact Accessible Learning Services for support with their technology needs.

### Further Assistance

For further assistance or clarity when facilitating testing accommodations, please email the Testing Centre at [alternativetesting.fennell@mohawkcollege.ca](mailto:alternativetesting.fennell@mohawkcollege.ca).

For questions regarding a student's in-class or testing accommodations, adaptive technology, or a student's Accommodation Letter, please email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca).

## Online Class Accommodations

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Students with disabilities may require their in-class accommodations, as indicated in the student's Accommodation Letter, during the online course delivery. All approved classroom accommodations can be found on the student's Accommodation Letter which should have been provided to the instructor prior to requesting accommodations. If you require a copy a student's Accommodations Letter, please email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca).

Below you will find each applicable class accommodation and a description of how faculty can facilitate its application in an online learning environment.

### Alternate Format Materials for Online Courses

If a student requires an alternate format for their online courses (e.g., Captioning of videos, conversion of online documents to accessible formats for use with assistive software), students may contact Greg Gagnon at [greg.gagnon@mohawkcollege.ca](mailto:greg.gagnon@mohawkcollege.ca).

### Notetaking Support for Online Courses

If a student requires notetaking support for online courses, the student may email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca). You can also consider a UDL approach for notetaking. For more information on this UDL element, please see the [Note Taking Support webpage](#).

### Extensions on Assignments Accommodation

If a student requires the need for extensions on assignment accommodation for any online assignment, ensure that the student has the extensions accommodation listed on the Accommodation letter. The student has been instructed to follow the procedures explained in the [Extensions on Assignments Guide](#).

### Assistive Technology

If a student requires assistive technology such as text to speech, speech to text software, and including laptop loans, the student may email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca).

### Learning Skills Advising and Assistive Technology Appointments

Students are still able to access Learning Skills and Assistive Technology support through phone appointments. If students express a need for these services, please encourage students to email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca) or phone 905-575-2211.

### Accessibility Counsellor Appointments

Students are still able to access support from their Accessibility Counsellor through phone appointments. If students express a need for this support, please encourage students to email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca) or phone 905-575-2211.

Additionally, if instructors require support to provide accommodations in the online class environment, they can also access the student's Accessibility Counsellor by emailing [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca) or calling 905-575-2211.

### Bursary for Students with Disabilities

If a student has questions about the Bursary for Students with Disabilities, email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca) or [bswd@mohawkcollege.ca](mailto:bswd@mohawkcollege.ca).

### Help with Accessible Document Development

If you need assistance with developing accessible documents for online learning, information can be found on [Mohawk's Accessibility/AODA website](#).

### Further Assistance

Do you have a student that has requested to register with Accessible Learning Services? Do you have questions about how accommodations will work for your online course? Contact [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca) or phone 905-575-2211