

Online Testing Accommodations - Student Guide

This guide will help you apply your approved testing accommodations (according to your Accommodation Letter) to your Online Tests and Exams.

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

Testing Accommodation	How to request this accommodation
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 5 days in advance for approval.
Additional Resources (eg. 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 adaptive technology options that may assist you.
Adaptive or Assistive Technology (Kurzweil, Dragon, Read and Write, Large Print, etc.)	Contact Accessible Learning Services (als@mohawkcollege.ca) for support with your adaptive or assistive technology.

For further 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

For questions regarding your classroom accommodations or Accommodation Letter, please email: als@mohawkcollege.ca

Online Course Accommodations - Student Guide

This guide will help you apply your approved classroom accommodations (according to your Accommodation Letter) to your Online Courses.

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

Classroom Accommodation	How to request this accommodation
Alternate 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 software), contact Greg Gagnon at 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 any 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

Need to register with Accessible Learning Services? Questions?

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