

Dr. Natalie Burick, Director
Office of Disability Services

FAQ for faculty: Questions related to accommodating students during the COVID pandemic in an online learning environment.

1. How do I accommodate students testing in an online environment?
 - a. Students can test in many ways, if they receive extra time as an accommodation then the student can request to use their extra time by emailing the faculty directly (this is only if the exam is being proctored on D2L). The faculty must then extend the individual student's time via D2L. Instructions on how to do this can be found here:
[file:///C:/Users/natalie.burick/Downloads/Special%20Access%20and%20Accommodations%20for%20Quizzes%20in%20D2L%20\(2\).PDF](file:///C:/Users/natalie.burick/Downloads/Special%20Access%20and%20Accommodations%20for%20Quizzes%20in%20D2L%20(2).PDF)
 - b. Otherwise, students can work with ODS to submit a test room booking request and ODS can proctor in person or via zoom.
2. Do I give the entire class extra time for a test because one student requires extra time?
 - a. No, please do not give all students extra time because of one student using an accommodation; this will cause future issues.
 - b. Please set a time limit based on how long you think it will take a student without a disability to take an exam.
 - c. Then you can extend the time for a student who uses accommodations based off the class time.
3. Do I give accommodations even if a student did not ask for accommodations?
 - a. If a student did not request to use accommodations then you do not need to grant them for the class, assignments, tests until the request is made. We recommend that each student make requests to their faculty well before the said accommodation is planned to be utilized.
4. Can I deny accommodations because I feel I have given ample time for an assignment, test, etc.?
 - a. No, a faculty may never deny an accommodation that the Office of Disability Services has put into practice for a student.

- b. Accommodations are set to remove barriers for students and denying a request is illegal.
- 5. What if a student with a disability is not attending my online class on a regular basis?
 - a. You will not need to grant accommodations for the student to make up work unless they have an accommodation for considerations for absences and/or making up assigned work due to illness or doctors' appointments.
 - i. In this case absences must be specific to the disability of the student and pre-approved by the ODS.
 - b. If a student is missing class for other reasons, then it is recommended you discuss that with the student directly.
 - c. Your attendance policy is yours and we will not supersede that without a specific accommodation or request.
- 6. How do I accommodate a student who is hard of hearing or deaf during online lectures?
 - a. If there is a student in your class that is hard of hearing or deaf and they do not have accommodations, please then refer them directly to our office for discussion.
 - b. We have several accommodations for students who need closed captioning, sign language, or transcription software.
 - c. We will manage these third-party accommodations and inform the faculty when necessary.
- 7. How do I make online materials accessible for all?
 - a. Most online classes are naturally more accessible. However, here are some basic tips:
 - i. Do not underline items on D2L exams because certain screen reading software will not pick those items up.
 - ii. Use dyslexia friendly fonts: arial, comic sans, verdana, tahoma, century gothic, and/or calibri. It's also helpful to use 12-14 point fonts.
 - iii. Try not to use graphics that are complicated if you have a visually impaired or blind student in your class.
 - iv. Be mindful of screen time for students as well, for some students with concussions, TBI, and/or migraine disorders

requiring them to stare at a screen for long periods can be harmful and exasperate their symptoms.

8. What are some tips to working with students with disabilities in this new environment?
 - a. Allow students connected with ODS to attend office hours so they can ask questions individually or create an appointment time for private conversations.
 - b. Don't assume students will need X amount of time to complete a quiz or exam- be sure to ask them what their barriers are; if a time is created for the class then extend their time based on the class time.
 - c. Ask to meet with students to discuss issues or concerns that arise; don't assume that all is well if a student does not reach out.
 - d. Read over the accommodation letters by accessing your accommodate portal.
9. Can ODS proctor exams for me?
 - a. Yes, we are happy to zoom proctor or have students take exams in our office; we are still available this semester in the office, by appointment only.
 - b. We have a setup that allows for social distancing to ensure students are kept safe during the testing process.

Helpful Links:

[Main webpage for ODS](#)

[Services offered page](#)

[Faculty Info page](#)