

# BULLETIN FROM THE ACCOMMODATED LEARNING CENTRE



## **Alberta Legislation on Students with Disabilities**

Accommodation of learning and exams for students with disabilities is the result of provincial and federal legislation guaranteeing fair and equitable treatment of all citizens. At the University of Lethbridge, the Accommodated Learning Centre is responsible for ensuring appropriate accommodations for students with disabilities. However, accommodations are not intended to compromise academic standards and therefore, collaboration between the Accommodated Learning Centre and faculty is an important part of the accommodation process. The “Duty to Accommodate” legislation can be found on our office web page at: <http://www.uleth.ca/ross/accommodated-learning-centre/>

### **Exam Accommodation**

The most frequent interaction between the Accommodated Learning Centre and faculty involves the area of exam accommodation. Many students require additional time and/or a separate location for exams as a result of learning disabilities, medical conditions, attention difficulties, physical disability, injury, or psychological disorders.

### ***Role of the Accommodated Learning Centre***

The Accommodated Learning Centre has a full time Exam Coordinator whose role is specifically centered on scheduling accommodated exams for registered students. Clockwork is an online software that has been implemented to ease coordination between the students and Exam Coordinator for exam booking purposes. They are able to access an online profile which is equipped with their course information provided by the Registrar’s Office. If any changes or adjustments are required, the students may contact the Exam Coordinator to request the changes to be made. The Exam Coordinator monitors the exam bookings, schedules the exam room, arranges for supervision and contacts professors for exam details. Upon receiving the exam from the professor, the Exam Coordinator will build the test package for the student based on their disability profile. **(Note: Although students register with the ALC, it is to their discretion whether they utilize all of the accommodations they are entitled to. It is solely the student’s responsibility to book the exams with the ALC.)**

The exam rooms are exclusively used by the Accommodated Learning Centre and are located in B760 which is the main test area and an additional testing area in B770 which is solely utilized by our office and is separate from the main Moodle testing lab. All computers in the testing areas are blocked from e-mail and internet uses other than Moodle unless the instructor requests the student to have open

access on a computer during the exam (for example, open book exams where internet access is allowed).

Students using the exam areas are required to go directly to the exam room at the scheduled time. The student is given the exam package that has been prepared by the Exam Coordinator and is prompted to leave all personal belongings outside of the room. After a brief run through of the exam procedure, and accommodations, the exam start time begins. In the event a student should start before the stated class/exam time, the student is required to get permission from the professor. No time adjustments or allowances will be made until the Exam Coordinator has received written or verbal permission from the professor. Once the student begins their exam at the alternate start time, they are required to remain in the designated testing area until 30 minutes past the regular test start time.

Each exam room has a door with a large window. Exam invigilators are always present and ensure things are running smoothly. In addition, exam rooms are furnished with security mirrors. Any incidents are reported on the exam request forms, which are then forwarded to the professors. Incidents could include medical concerns or any unauthorized aids being used such as books or notes.

During final exams, there are a large number of students writing their exams with the ALC. Due to the high volume of students, space is limited. In the cases that all exam rooms in B760/B770 are being utilized, testing areas are designated outside of the office space. These spaces are strictly monitored by trained exam invigilators. Computer access is available only to those students who require it on behalf of their exam accommodations and/or Moodle test access.

### ***Role of the Professor***

Professors will receive an accommodation sent by the Accommodated Learning Centre on behalf of the student at the beginning of each semester (or when the student has registered with our office) outlining the need for accommodation. We encourage students to approach the professors and to create rapport, but it is not a requirement, as some students choose not to. Prior to each exam (7 days), the Exam Coordinator will contact the professor by e-mail to request the exam; the request will include the exam date, time, style and any other pertinent instructions. Exams are required to be sent as soon as possible to the Accommodated Learning Centre (B760K) or to [exam.accommodations@uleth.ca](mailto:exam.accommodations@uleth.ca) in order for the test package to be built prior to the scheduled exam time. Exams can also be uploaded through our website (<http://www.uleth.ca/ross/accommodated-learning-centre/>)

### ***Exam Pick-up Policy***

**Professors with departments located in University Hall or Centre for the Arts may pick up exams at the Accommodated Learning Centre (B760) between the hours of 9:00 a.m. and 4:00 p.m. (Please note that during the summer semesters, the office is closed between 12:00pm and 1:30pm)**

**Professors with departments located outside University Hall may pick up their exams at the Registrar's Office (SU140) the following day. The Registrar's Office is opened Monday through Friday between the hours of 9:00 a.m. – 4:00 p.m.**

**Please note: Professors can have a designated recipient pick up their exams on their behalf.**

## **In-Class Accommodations**

Another area of shared responsibility between the Accommodated Learning Centre and professors are the in-class accommodations for students. These may include preferential seating, tape-recording lectures, use of note-takers, etc. Hearing or visual impairments and attention disorders often require students to sit closer to the lecturer. Students with a learning disability in the area of written expression, for example, may benefit from a note taker.

### ***Role of the Accommodated Learning Centre***

Based upon documentation of a disability and recommendations to remediate difficulties, the Accommodated Learning Centre Learning Strategist composes an accommodation letter. The accommodation letter, sent via email, advises professors that the student has a documented disability and lists both in-class and exam accommodations. Letters will be sent immediately after add/drop.

**Please Note: Letters are sent as soon as possible after students register with the Accommodated Learning Centre. Students register with the ALC throughout the semester; therefore, some letters may arrive later in the semester.**

The Accommodated Learning Centre provides many in-class accommodations. For example, if a student requires a note taker or an educational assistant, the Learning Strategist hires and monitors these positions.

### ***Role of the Professor***

Once the professor receives the accommodation letter, he or she reviews the accommodations. If there are any questions or concerns about the accommodations, contact the ALC team for explanations, rationales, and/or suggestions on how to implement accommodations. Accommodations are individual to each student; collaborations and consultation with the student, the Accommodated Learning Centre, and the professor may be necessary if there is a concern that may have an impact on the integrity of a course.

The professor is responsible for providing in-class accommodations such as preferential seating, providing copies of lecture power points (if available), or discussing the consent form for audio recordings.

If an educational assistant accompanies a student, the student must inform the professor and introduce the assistant. **Please note that an assistant supports the student; any communication regarding academic progress or needs should be discussed with the student, not the assistant.**

General Inquiries can be directed at  
alc@uleth.ca or by phone at (403) 329-2766

***Thank you for your support of the Accommodated Learning Centre, your cooperation is greatly appreciated.***