

# Educational Access Services Faculty FAQs

## General questions

### **The ADA refers to “reasonable accommodations.” But what does that mean?**

Reasonable accommodations are adaptations aimed at mitigating the impact of the disability without compromising the integrity of the program or course. Providing reasonable accommodations enables students with disabilities to have equal access to educational services in higher education as required by federal law.

### **Are students with disabilities required to meet the same academic standards as other students?**

Yes! Students with disabilities must meet the same admissions and retention standards as required of other students.

### **Do I have to provide accommodations for students who request them but I do not have a faculty accommodation memo from EAS?**

No. Students with disabilities are expected to meet with EAS to determine disability qualification and appropriate accommodations. EAS will send a faculty accommodation memo stating appropriate accommodations.

### **Should I extend deadlines or grade students with disabilities differently?**

Generally, no. Students with disabilities are expected to meet the same standards as other students and should not be graded differently. Depending on specific needs, deadlines may be extended. If there is a disability related concern about attendance or need for extension dates based on disabilities, EAS will inform faculty in the FAM.

### **What do I do when a student hands documentation of a disability directly to me?**

The student should be directed to take the documentation directly to EAS.

### **Is test anxiety a disability?**

No, not in and of itself. However, students may have an underlying disability, such as general anxiety disorder or learning disability that contributes to above average levels of stress during a test.

Students may need to learn test-taking skills and relaxation techniques if the student is unable to perform accordingly on a test due to stress. The Tutorial Learning Center has information on test-taking skills and Behavioral Clinical Services works with students on test anxiety.

If a student suspects an underlying disability, you may refer the student to EAS for an appropriate referral to an outside evaluator and resources.

### **Are temporary impairments considered disabilities?**

No, temporary injuries and impairments are not considered disabilities under the ADA. However, EAS will provide accommodations for temporary impairments such as injured arms, pregnancy, and medical absences, with appropriate medical documentation if needed.

Accommodations can include: notetaking support, testing accommodations, furniture accommodations, and make-up exams. We do not have any campus transportation for students with injured legs.

## **I suspect a student has a disability. How do I talk to the student about my concerns?**

Meet privately with the student. Tell the student you have noticed the student struggling. Provide a list of campus resources that may be helpful: Tutorial Learning Center, Behavioral Clinical Services, Advising Center, and Educational Access Services. Mention that EAS works with students with all different types of disabilities and the student should make an appointment if the student thinks that may be helpful. Unless the student discloses a diagnosed disability, please do not send them directly to only EAS.

## **Testing accommodations**

### **What are testing accommodations?**

Accommodations may include

1. Additional time. Students are usually allowed 50% more time for exams, but may be allowed more for reasons related to disability.
2. Reader or Text-to-Speech: Having the test read aloud. Usually, the student uses text-to-speech software to listen to exam questions.
3. Writer. The student dictates to the writer. The student is responsible for the spelling, punctuation, and grammar. If the test is an essay, a computer may be used.
4. Reduced-distraction environment: an environment quieter than in a classroom with a large number of other students. A student may be in a room alone or in a room with a few other students.
5. Computer for essay tests. The student is allowed to use spell-check and grammar check as long as the elements of the course are not affected. For example, a spell check may not be allowed for a foreign language exam, but would be allowed for an essay exam in history. When a computer is used for exam accommodations, the student is closely monitored to ensure he/she is not using the Internet or other drives or applications. The computer is not connected to the Internet until the student is ready to print under the supervision of EAS staff.

### **Do faculty administer exams with accommodations?**

Most faculty are not able to provide extra time, a quiet environment, tests read out loud, and other accommodations for exams. EAS is able to administer exams with accommodations to students in our test rooms.

### **What is the procedure for testing accommodations?**

It is the student's responsibility to schedule tests with EAS two days prior to the exam for regular exams, one week prior for finals.

1. The Faculty Accommodation Memo (FAM) is the professor's initial notification that a student in that course is eligible for testing accommodations. This FAM is typically sent by email at the start of the semester. Occasionally a student will be approved for accommodations mid-semester and as a result the FAM will be sent at time of EAS approval.
2. Next, professors are asked to complete the EAS Accommodated Testing Agreement which is linked in the FAM email. This agreement form is an opportunity for the professor to provide EAS with general information about the Exams, Quizzes and Final in the course. This information can be used for the entire semester and can be applied to all EAS students in the specific course.
3. A couple days before a test, the student will submit a New Exam Request through the AIM Portal. The student will indicate the course, the professor, the time and date of the test.
4. The professor will receive an automatic email notification of the student's request. The email will contain a link for the instructor to upload the exam and/or additional instructions.

5. Faculty can use one of several methods to deliver exams and materials to EAS (a) via secure upload to the AIM Portal (linked in Request email), (b) email attachment sent to [eastesting@coloradomesa.edu](mailto:eastesting@coloradomesa.edu), or (c) in-person drop-off at EAS H 108. A reminder will be sent to the faculty the day before the exam.
6. EAS professional staff members administer exams according to professor instructions. If the professor discovers an error in the exam, an email with updated information or changes can be sent to [eastesting@coloradomesa.edu](mailto:eastesting@coloradomesa.edu). EAS will then pass this information along to the student.
7. Completed tests are secured by EAS professional staff to await return delivery to the professor. Exams can be delivered to the department administrator, set aside for pick up at the EAS office, or scanned and emailed back to the professor.

### **Do students always need test accommodations?**

Some students will take every exam and quiz with accommodations. Some students will use accommodations for just some subjects, or just some exams. It is up to the student to choose which exams they need to use accommodations and schedule accordingly.

### **Where is the testing done?**

Testing rooms are located in the Educational Access Services suite, Houston Hall 108.

### **What security measures are used to protect test integrity?**

1. Exams are monitored and recorded by video surveillance cameras, in addition to trained EAS student staff. A professional staff member (Director or Assistant Director) is on location during testing.
2. Tests are kept in a locked filing cabinet in a locked storage room, except when being administered and delivered. Only the Director and Assistant Director have access to the test cabinet.
3. Students being tested are required to leave all books and belongings, including cell phones, in the lobby area and are not permitted to leave the EAS office during the test except with prior approval.
4. Exams are usually administered at the same time the class is taking the exam, to prevent communication between students who take the exams at different times. Instructors must approve all changes to test times.

### **What about quizzes and pop quizzes?**

Students are legally allowed accommodations for all exams and quizzes, including pop quizzes. Many students do not need accommodations for shorter quizzes and one-question pop quizzes administered in the classroom.

Students are encouraged to meet with instructors the first week of class to discuss test arrangements, particularly for quizzes that do not take the entire class period.

EAS will support faculty in administering pop quizzes when needed. Pop quiz arrangements have included: sending a monitor to administer the quiz in the hallway; administering the quiz before or after the class period, or allowing the student to complete the quiz after class in the instructor's office.

### **How do I add extra time for quizzes and exams in D2L?**

Please use the [D2L Accommodations](#) tool to provide extended time for assessments for EAS students. You can contact Distance Education at [distanceed@coloradomesa.edu](mailto:distanceed@coloradomesa.edu) or 970-248-1201 to get support on D2L.

**This student needs a reader or text-to-speech software. What do I need to do to accommodate this request if all exams will be on-line in D2L?**

Please use the [D2L Accommodations](#) tool to allow access to text-to-speech software for EAS students. Please refer to *Set Quiz Accommodations #3* and select "Always allow right-click". This ensures the student will have access to their preferred screen reader or text-to-speech software. You are not responsible for providing the student with the reader software, refer the student to EAS for assistance with their screen reader software.

**Does extra time apply to assignments as well as exams?**

Extra time applies to in-class work. A student may need more time to process, write, or read than other students. For assignments completed outside of the classroom, extra time is usually not an accommodation.

**Note taking and recording classes:**

Some students have difficulty taking notes in a conventional manner (paper and pen) due to a learning disability, ADD/HD, visual or hearing impairment, or other disability. The student may have difficulty processing information auditorially, organizing and composing coherent notes, or paying attention for prolonged periods of time. For these reasons, students may record classes as an accommodation, use a classmate's notes, take notes with a notebook computer, or use the instructor's power point slides.

**What does "Volunteer Note Taker" mean? Am I responsible for finding a note-taker for this student?**

Students are to take responsibility for acquiring a volunteer note-taker from the class. If the student does not know someone to ask, the student will contact the professor for any suggestions, or to announce the need for a volunteer note-taker. The student usually does not want to be identified by name at that time. Notes should be provided ONLY when the student is in attendance.

**What does "Recorded Lectures" mean?**

The student is responsible for bringing a personal audio recording device and managing it. The instructor has the right to require the student to sign a form such as below, informing the student that the recordings are not allowed to be shared with any other student nor posted online.

I understand that a condition of recording the class \_\_\_\_\_(name of class), for \_\_\_\_\_(semester), is that the recordings are for my exclusive use only and for the purpose of study. The recordings cannot be shared or reproduced for the use of any other individuals, including class members. I will not copy, network, nor distribute the recordings, nor in any way infringe upon the instructor's copyright.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Note that any student may be using a recording device without the instructor's knowledge; cell phones, notebook computers, and smart pens have recording features that may not be obvious as being in use. The instructor may wish to tell the class at the beginning of the course that if they wish to record, they will need to sign the above form.