

Date Issued: February 9, 2023**Valid Through:** Winter 2023**Re:** Linda Badurina**Student #:** N01086369**Courses:** HTTP 5214 ONA

Humber/Guelph-Humber is committed to providing an inclusive learning environment for students with disabilities. Accessible Learning Services (ALS) works collaboratively with both students and faculty to realize this commitment.

Accommodations are intended to address barriers and facilitate equitable access to the learning environment, so may change *how* a student learns and demonstrates their knowledge of the course material, but not *what* is taught. Students, while using accommodations, must meet the same essential learning outcomes as students who do not require accommodation.

Some accommodations listed within this letter may not align with course activities or may fundamentally alter the course objectives.

Note to Faculty: please feel free to contact the Accessibility Consultant indicated below if you have any questions, or if any of the accommodations noted here are in conflict with essential learning outcomes.

We strongly encourage faculty to build an understanding of accommodations for learning through the following resources:

- "[An Introduction to Academic Accommodations](#)"; and
- "[How Accommodations Are Determined](#)",

These tools can guide you in determining essential learning outcomes, instructional details regarding the implementation of academic accommodations, and other resources related to legislation and policy to support the provision of an inclusive learning environment. Please visit our website on [Information for Faculty](#) for a full exploration of information available.

Thank you for your ongoing commitment to inclusion and to excellence in teaching.

Accommodations for timed assessments, including tests, exams, and quizzes

Note: Please review information for accessing Testing Services found below under **Additional Comments**.

None

Course Accommodations

- Infrequent extensions on individual/independent assignments/projects, without academic penalty.

Program Accommodation Considerations

ALS Consultant/Staff available for consultation and planning.

- Reduced course load (maintain minimum 40%) Student may require academic advising to establish program pathway.

Additional Comments

If you intend to activate your testing accommodations, please confirm with your instructor that your accommodations can be met remotely (e.g. through BlackBoard or CourseLink). If your accommodations require you to utilize Testing Services (e.g. written on campus), please proceed to schedule your test through Testing Services booking tool. Follow the steps in chart below.

SUPPORT FOR STUDENTS AND FACULTY TO USE TESTING SERVICES

Student Responsibility	Instructor Responsibility
You must notify your instructor(s) by email that you intend to use your accommodations with as much advanced notice as possible, preferably, 2 weeks prior to the scheduled test/exam. Please follow up with the instructor if you do not receive a reply within 5 business days.	Upon receiving an email from a student notifying you of their intention to use accommodations, reply and confirm the following as soon as possible: <ul style="list-style-type: none">• Whether the accommodations can be provided within the Learning Management System (LMS) such as

<p>Your email must confirm the following:</p> <ul style="list-style-type: none"> • Whether the accommodations can be provided within the Learning Management System (LMS) such as BlackBoard or CourseLink or test/exam must be written in Testing Services • The date and time of your test/exam • The accommodations listed on your accommodation letter that you want to use 	<p>BlackBoard or CourseLink or test/exam must be written in Testing Services</p> <ul style="list-style-type: none"> • The date and time of the test/exam • The length of the test/exam
<p>After your instructor confirms accommodations cannot be met through BlackBoard/CourseLink or an identified learning space, schedule your test to be written in Testing Services at: Schedule Your Test</p> <p>This must be done at least 2 business days prior to the faculty-scheduled test/exam date.</p> <ul style="list-style-type: none"> • You can book your seat in Testing Services at North or Lakeshore campus, depending on your personal preferences. Hours of operations and the locations of the Centres are available on the booking website. 	<p>Once you have confirmed the student's need to write at Testing Services, you are required to submit an electronic copy of the test or exam in accessible format. This will be done through the new integration directly in Blackboard or CourseLink. For instructions, please see Faculty Test Upload Instructions</p> <ul style="list-style-type: none"> • The test/exam and any details preferably should be provided 7 calendar days prior to the scheduled write date. • Please confirm back to the student by email that their test/exam has been sent to Testing Services.
<p>There is no responsibility on the student to inform faculty they will not be completing their assessment in the location and manner the faculty designed for the course.</p> <p>Visit website: Testing Services for Students</p>	<p>Testing Services will connect with faculty regarding tests booked for their courses, if there are any issues.</p> <p>Visit website: Testing Services for Faculty</p>
<p>Without advance notice from the student, the student is expected to complete their assessment as designed for the course, without accommodations included in this letter.</p>	
<p>If there are any issues with your test or scheduling, please contact testingservices@humber.ca</p>	

Thank you

Raylene Anroop
Accessibility Consultant

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