



REQUEST FOR ACCOMMODATION

BERKELEY - DAVIS - IRVINE - LOS ANGELES - MERCED - RIVERSIDE - SAN DIEGO - SAN FRANCISCO - SANTA BARBARA - SANTA CRUZ

Date: 05 Sep 2013

To: Professor Kurt W KEUTZER - COMPSCI

Regarding YEW H LEONG - SID 22426315

Course: COMPSCI 194 - Special Topics - LEC

Section: 015 - CCN: 26799 - FALL 2013

Dear Professor KEUTZER,

I am writing to you on behalf of YEW H LEONG, to verify the student's disability and to inform you of the academic accommodations that the student needs for your class. Accommodations are services designed to remove barriers that deprive students with disabilities of an equal opportunity to learn and to demonstrate what they have learned.

UC systemwide guidelines for the documentation and accommodation of students with disabilities and the Berkeley Campus policy for accommodating the academic needs of students can be found on the Disabled Students' Program website (<http://dsp.berkeley.edu>).

Below are the accommodations determined to be appropriate after a review of the student's disability documentation and information available about the specifics of your course requirements. Although DSP is highly limited in what information about the student's disability can be shared with the instructor and others, if there is any accommodation listed below that you feel might be better accomplished in another way or may fundamentally alter the requirements of your particular course, DSP encourages course instructors to be part of the interactive process the campus engages in when making student accommodation decisions.

ACADEMIC ACCOMMODATIONS

As a result of this student's disability, YEW H LEONG needs the following academic accommodations:

- **the use of a lab assistant (provided by DSP)**
- **the use of a scribe/amanuensis (provided by DSP) and private room during exams so the student can dictate his/her answers during exams and quizzes**
- **notes shared by a volunteer, in-class student note taker. You will be contacted if assistance is needed**
- **the use of a wheelchair-accessible exam room, with an accessible surface for writing, where he/she can complete his/her exam without relocating during the test period**
- **allowance for occasional disability-related absences. Note, it is the students' responsibility to meet with you at the beginning of the semester to discuss class attendance. The law does not require you to alter the fundamental nature of your course. When providing accommodations please specify to the student the number of absences that may be allowed without violating the course requirements. Please call me if you have questions.**
- **allowance for extensions that may be needed on take-home assignments; the student is responsible for discussing due dates that are acceptable to you**

- arrangements to take a makeup exam if his/her disability prevents him from taking the exam at the scheduled time
- frequent rest-breaks during exams; time for these rest-breaks has been included in the total calculation for extended exam time
- he will need exams scheduled to start no earlier than 10am and to end no later than 8pm
- he will need arrangements to take in-class quizzes without missing instructional time; contact the campus Proctoring Service if you need assistance with administering quizzes
- during final exams he will need a 15-break after 1.5 hours of test time. He will need an additional one-hour break halfway through the final exam period. Breaks should not be deducted from total exam time
- for exams where a calculator is permitted, the use of a computer with an on-screen calculator
- for midterms exams he will need a 15-break after each hour of test time. For mid-terms extending past noon, he will need an additional one-hour lunch break from noon-1pm. The breaks should not be deducted from total exam time.
- please print exams on one side of the paper only
- the use of a computer equipped with MS Word 2010 and an accessible workstation to type exams involving text responses or mathematical equations. The student will provide his own accessible keyboard and mouse. He will use a scribe as back-up in case of fatigue or computer problems. For exams requiring diagrams, illustrations or drawings the student will consult with the instructor and DSP's assistive technology specialist to determine appropriate software on a case-by-case basis.
- double time-and-one-half for midterms and quizzes. Double time for the longer final exam.
- he can take only one exam per day; he will need to re-schedule exam times when two exams or more fall on the same day
- if you are unable to provide exam accommodations within your department, you can make an online request with Campus Proctoring Services at <http://dsp.berkeley.edu/proctoring/request.html>. Request deadlines for proctored exams are as follows:
 Fall/Spring midterms: 2 weeks prior to the regularly scheduled exam/quiz
 For finals: November 1 (Fall Semester)
 For finals: April 2 (Spring Semester)

Sincerely,
Cathleen Jay
Disability Specialist
cxjdsp@berkeley.edu
+1 510 642-0518
+1 510 643-9686