



Student Accessibility Services (SAS) 2018-2019 Information for Instructional Support

CONTACT US

Main Office

Location: MUSC B107
E-mail: sas@mcmaster.ca
Phone: (905) 525-9140 ext. 28652
Skype: sas.mcmaster

Testing Centre

Location: Commons B104
E-mail: sastests@mcmaster.ca
Phone (General Information for Corrections to Tests):
(905) 525-9140 ext. 24407
Phone (Elizabeth Iarusci, Test/Exam Coordinator):
(905) 525-9140 ext. 27552

SAS Website

www.sas.mcmaster.ca

OTHER RESOURCES

Library Accessibility Services

LAS provides support to students, faculty, and staff for obtaining course materials (e.g. textbooks, videos, library materials) in an accessible format.

- Instructors can refer to AERO for potential textbook titles that exist in a print alternative format when making course texts selection decisions: www.alternativeresources.ca

Location: Mills Memorial Library L212/C

E-mail: liblas@mcmaster.ca

Phone: (905) 525-9140 ext. 26058

Web: <https://library.mcmaster.ca/spaces/las>

Academic Accommodation of Students with Disabilities

<https://www.mcmaster.ca/policy/Students-Academic-Studies/AcademicAccommodation-StudentsWithDisabilities.pdf>

Accessibility Hub

www.accessibility.mcmaster.ca

Statement on Confidentiality:

Any information disclosed by a student about their disability or their accommodations is private and confidential and should not be shared with any other person without the student's expressed consent. It is important not to ask students about their disability diagnosis; if students wish to disclose, they will do so on their own.

Student Accessibility Services 2018-2019

Information for Instructional Support

Academic Accommodations

This is a list of commonly accessed accommodations by students with any of the listed types of disabilities (below):

- Allow for alternative arrangements to in-class tests and assignments.
- Discuss flexible deadlines with the student at the beginning of term and consider alternative or supplementary assignments (e.g. a taped interview, oral presentations, take-home work, etc.)
- Consider missed work or participation marks due to occasional absences related to disability.
- Extra time for tests and/or exams
- Use of a computer for tests and/or exams
- Use of adaptive computer software for tests and/or exams (e.g. Dragon NaturallySpeaking, Kurtzweil, JAWS, Zoomtext)
- Separate room alone for tests and/or exams
- Write tests and/or exams with SAS
- Increase font size for tests and/or exams copy
- Extensions on assignments
- Provide copy of lecture notes or assist with arranging a volunteer notetaker
- Provide copy of PowerPoint lecture slides in advance
- One full day rest between scheduled class tests and/or exams
- Writing tests and/or exams only at certain times of the day
- Alternative to class presentations and/or participation
- Presence of a service animal (e.g. service dogs, other animals) in class

Student Responsibilities

- Students must activate their academic accommodations each term via the SAS online student self-registration process.
- Upon student receipt of an accommodation acknowledgement (see Instructor responsibilities below), students should consult with you regarding the details and negotiate appropriate implementation of accommodations (e.g. deadlines for assignments)
- Students must communicate with you, timely, regarding any difficulties encountered with or during the course.
- Students must discuss all information related to the scheduling and administration of class tests and exams with you.
- Students needing to write term tests with SAS must book their tests with SAS a minimum of two weeks prior to the scheduled class writing date.
- Students who have a memory aid or formula sheet as a stated accommodation, should refer to the information on the SAS website regarding the process: <https://sas.mcmaster.ca/instructors-how-to/>.

Student Accessibility Services 2018-2019

Information for Instructional Support

Instructor Responsibilities

- Regularly review your list of academic accommodations via the SAS website and faculty login: **www.sascw.mcmaster.ca/clockwork/user/instructor/login.aspx**. For information related to step-by-step review of accommodations, visit **<https://sas.mcmaster.ca/instructors-how-to/>**
- Request that students communicate with you (SAS encourages face-to-face communication) to review ALL accommodations as outlined in the notice of accommodation.
- Assist with access for student support personnel (e.g. sign language interpreters) to course learning management systems (e.g. Avenue to Learn) or to acquire additional copies of texts, or other reading materials in advance of lectures. Assist students with accommodations including access to course material (e.g., lecture materials, assignments, test/exams).
- Assist with access to course management systems (e.g. Avenue to Learn), labs, and tutorial content.
- Be familiar with the University's policy on Academic Accommodation of Students With Disabilities, available for viewing at: **www.mcmaster.ca/policy/Students-AcademicStudies**
- Communicate with the Coordinator for Library Accessibility Services (**ext: 26058** or **liblas@mcmaster.ca**) for assistance with searching textbook titles available in print-alternative formats.
- Where SAS administers class tests to students on your behalf, please respond to e-mail messages regarding scheduling and provide to SAS an electronic copy of a test a minimum of two days before the scheduled writing date. Completed tests must be collected from SAS within five business days.
- Instructor contact information must be provided to SAS to assist students with any test content inquiries or corrections.
- Where a student demonstrates signs of poor academic performance and class attendance, it might be reasonable to refer the student to a faculty advisor for consultation.
- Where a memory aid will be provided by you for a student, please submit the memory aid directly to SAS for term tests and Spring/Summer exams; please submit the memory aid directly to the Registrar's Office for final or deferred exams (e.g. December, April).
- Where a student may have a memory aid or formula sheet as a stated accommodation, a student should speak with you regarding the specifics of such a tool well in advance of any test or exam (including process to ensure the tool is submitted for inclusion with the test/exam). For more information on the process of accommodating or approving a memory aid, visit: **<https://sas.mcmaster.ca/instructors-how-to/>**
- Where an alternate person should be assigned for academic accommodation viewing and acknowledgement privileges, please provide notice (including course, course code, section, name of alternate, and e-mail address of alternate) via e-mail to Tim Nolan (tnolan@mcmaster.ca) with copy to Ron Schneidersmann (rschnei@mcmaster.ca) at the outset of each term.
- **NOTE:** MSAF is not to be used in replacement of provision of academic accommodations for any missed work where a student's accommodation specifically notes extensions or consideration for missed work.

Student Accessibility Services 2018-2019

Information for Instructional Support

Types of Disabilities

The following is a sample of the types of disabilities most commonly accommodated at McMaster. Any questions related to this list of disability types may be directed to sas@mcmaster.ca.

Acquired Brain Injuries

Any person who has incurred a trauma to the head from injury or accident (e.g., concussion, stroke, etc.).

Attention Deficit Disorder (ADD) / Attention Deficit Hyperactivity Disorder (ADHD)

People who have ADD/ADHD often present with inattentiveness, impulsivity, limited concentration, limited recall, and in some instances hyperactivity. Symptoms are sometimes closely aligned with those of anxiety. ADD/ADHD is often correlated to obsessive or compulsive behaviours.

Autism Spectrum Disorder (ASD)

Common symptoms of ASD can include a reduced ability to read nonverbal social cues, obsession with a single subject area, repetitive patterns of behaviour and interests, and sensitivity to the environment.

Blind or Visually Impaired

Persons with 10 percent or 20 degrees of field of vision or less in the better of both eyes are legally blind. Other persons with visual impairments may need assistance though not legally blind.

Chronic Medical Condition

Medically related disabilities are most often invisible and can affect attention, concentration, participation, and attendance. Some examples include diabetes, Crohn's disease, arthritis, heart conditions, chronic fatigue, and cancer.

Deaf, deaf, Deafened, or Hard of Hearing

Persons with a moderate to severe hearing impairment may be Deaf, deaf, deafened, or hard of hearing. Some people may wear a hearing aid, use an FM hearing system, or sign language support services. Many people rely on lip-reading to gather information. Sign language, captioning, FM use, or lip-reading generally achieve at best approximately 60-70% information accuracy.

Learning Disability

Learning disabilities can affect the way in which a person takes in, processes, recalls, understands, and expresses information.

Mental Health

Common mental health disabilities accommodated on campus include students with anxiety disorders, depression, bipolar disorders, schizophrenia, OCD, and eating disorders. People with invisible disabilities of these types are often reluctant to disclose for fear of stereotyping.

Physical Disability

Any type of condition that limits movement, gross or fine motor function (e.g., paraplegia, quadriplegia, CP, MD, MS, amputation, chronic back injury, tendinitis, carpal tunnel, etc).

Student Accessibility Services 2018-2019

Information for Instructional Support

Helpful Hints

- Try to select textbooks available in print-alternative format; consult with Library Accessibility Services (**ext.: 26058, liblas@mcmaster.ca**, or **<https://library.mcmaster.ca/spaces/las>**) or AERO (**www.alternativeresources.ca**).
- Be very descriptive when providing visually dynamic material.
- Make reading lists or course materials available in advance and make a copy of lecture notes (text format) and overheads/PowerPoint files available electronically prior to a class.
- Speak clearly at a normal pace, face the class when speaking, and avoid pacing or covering the mouth.
- When requested, use a portable sound transmission device (e.g. FM system).
- Arrange for reserved seating and consider accessibility in class.
- Consider accommodation for laboratory work. The assistance of a lab partner may be necessary.
- Allow students to submit a rough draft or outline of assignments in order to ensure students fully understand assignment expectations and requirements.
- Allow for flexibility in the learning environment. Certain situations may be over stimulating (e.g., group discussion, large testing rooms, fluorescent lighting, high sound levels). Consider alternative for classroom participation or presentations where these evaluation methods may pose significant difficulties for some students.
- To help with the accommodation process, a good question to ask students might be “What can I do to help you complete this course successfully?”
- Questions regarding accommodations, academic issues related to a student’s disability, or any problem may be directed to a Program Coordinator at the SAS.
- Students may need to schedule a class test at a time alternate to that of the full class. Where this may be necessary it would be helpful to discuss options related to alternate writing times with a student.
- It may be helpful to make available an alternate version of a class test or exam for situations in which students with disabilities need to write a test or exam at an alternate time.
- If Avenue to Learn is used for course support, it may be helpful to consult students on accessibility and ease of use.
- At times access to Avenue may be required by SAS for a non-student in support of a student’s learning needs (e.g. sign language interpreter). Please assist with the facilitation of access where required.
- Universal instructional design principles/practices can serve to meet the needs of students with disabilities in class and help other students in the process.
- Following principles and requirements under the Accessibility for Ontarians with Disabilities Act will help meet the needs of all students. For more information please go to the following websites:
www.accessibility.mcmaster.ca and **www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf**

Student Accessibility Services 2018-2019

Information for Instructional Support

Procedural Reminders

- SAS automatically generated emails to instructors (or their designee) regarding new notices for academic accommodations, will be sent on Mondays and Wednesdays.
- SAS automatically generated emails to instructors will be sent on Fridays for any accommodations received and pending, but not yet acknowledged, by instructors (or their designee).
- Where instructors prefer to assign accommodation acknowledgement for an alternate person (e.g. course coordinator) requests to assign an alternate can be sent directly to Ron Schneidersmann (rschnei@mcmaster.ca) with copy to Tim Nolan (tnolan@mcmaster.ca).
- The name of a student's SAS program coordinator is listed in the accommodation letter, not in the bulk email.
- Upon review and acknowledgement of a student's academic accommodations, an automatically generated email will be set to a student asking they contact instructors to follow-up regarding details of their accommodations.
- In addition to the forgoing automatically generated email to students, it can be helpful for instructors to also follow-up with a personalized email to students inviting discussion or communication regarding accommodation details.
- Upon a student's scheduling of a class test, an automatically generated email will be sent to instructors confirming details of a test booking. If any issues arise in the booking of a test, communication should be sent to SAS tests (sastests@mcmaster.ca).
- Where it may be helpful, instructors can communicate proactively with SAS Tests, to preschedule class tests in advance of student bookings.

NOTE: Information in the following sections titled "Academic Accommodations" and "Helpful Hints" may not apply to all individuals.

For more specific information to accommodate specific students, please speak with the student, refer to the SAS website at sas.mcmaster.ca, or contact their SAS Program Coordinator (**ext. 28652** or **sas@mcmaster.ca**).