2022-23

McMaster University | Student Accessibility Services

Information for Instructional Support

Main Office

Location: MUSC (McMaster University Student Centre) B101

Email: **sas@mcmaster.ca**

Phone: (905) 525-9140 ext. 28652

Tim Nolan Testing Centre

Location: MUSC (McMaster University Student Centre) B101

Email: **sastests@mcmaster.ca**

Phone: (905) 525-9140 ext. 27552

SAS Website

www.sas.mcmaster.ca

Statement on Confidentiality

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

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Testing Centre Support for Instructors

The Tim Nolan Testing Centre at SAS (MUSC B101) is available to support Instructors with the implementation of academic accommodations for student tests and exams.

Step 1: Notify SAS of scheduled tests for the term by submitting Test Definitions

Test Definitions are to be submitted to the **SAS Online Instructor Portal** at the start of each term and with a minimum of 10 business days notice.

Instructors are encouraged to submit all Test Definitions for the term within

- the first month of the Fall Term (September 30);
- the first month of the Winter Term (January 30); and
- the first week of the Spring/Summer Term.

If 10 business days notice is not provided, the instructor has the option to:

- provide student accommodation during completion of the test, or
- reschedule the student test at the Tim Nolan Testing Centre with a write date of 5 business days after the initial test date.

Step 2: Provide SAS the Test Copy

Test Copy must be submitted to the **SAS Online Instructor Portal** a minimum of 5 business days before the test write date.

If the Test Copy is not submitted within this timeline, the instructor has the option to:

- provide student accommodation during completion of the test; or
- reschedule the student test at the Tim Nolan Testing Centre with a write date of 5 business days after the initial test date.
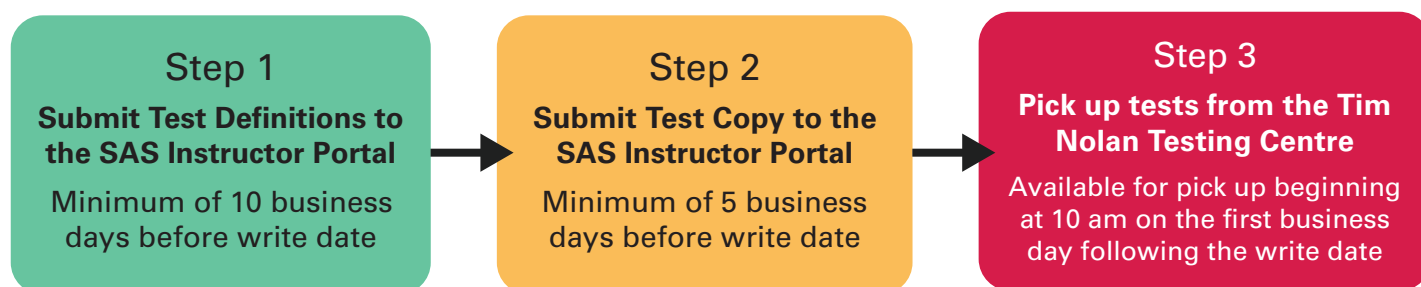
Step 3: Pick up completed tests for your class

Tests may be picked up from the Tim Nolan Testing Centre (MUSC B101) beginning at 10:00 a.m. on the first business day following the test write date.

Please bring identification when picking up tests, as it will be requested. If another individual is appointed to pick up the tests, please provide the individual with a letter stating permission to do so and ensure the appointee brings identification.

Steps for Instructors
Implementation of academic accommodations for student tests and exams

Step 1	Step 2	Step 3
Submit Test Definitions to the SAS Instructor Portal	**Submit Test Copy to the SAS Instructor Portal**	**Pick up tests from the Tim Nolan Testing Centre**
Minimum of 10 business days before write date	Minimum of 5 business days before write date	Available for pick up beginning at 10 am on the first business day following the write date

Instructor Responsibilities

- Be familiar with the **University Policy** Academic Accommodation of Students with Disabilities, as well as **common accommodations and best practices**

- Regularly review your list of students with accommodations and acknowledge via the **SAS Online Instructor Portal**

  - If you prefer to assign accommodation acknowledgement responsibilities to an alternate person (e.g., course coordinator), please email **sas@mcmaster.ca** and Cc Ron Schneidersmann, Senior Systems Administrator (**rschnei@mcmaster.ca**)

  - Automatically generated emails will be sent on Wednesdays and Fridays to provide notice of any newly added student academic accommodations

  - Automatically generated emails will be sent on Fridays to provide notice of any student academic accommodations that are still pending and yet acknowledged by the instructor or designate

- Implement approved Accommodation Plans for students registered with SAS

- Request that students communicate with you to review all accommodations as outlined in the Notice of Accommodation (SAS encourages face-to-face communication)

  - Note that upon your review and acknowledgement of a student's accommodations, an automatically generated email will be sent to the student asking that they contact their instructor regarding implementation

- Assist students with access to course management systems (e.g., Avenue to Learn), labs, tutorial content, and appropriate support personnel (e.g., sign language interpreters)

- Communicate with the Program Coordinator, Library Accessibility Services for assistance with searching textbook titles available in print-alternative formats (ext. 26058 / **liblas@mcmaster.ca**)

- Where a student demonstrates signs of poor academic performance and class attendance, consider referring the student to a faculty academic advisor for consultation

- For additional information needed to accommodate a specific student, please speak with the student or contact the student's SAS Program Coordinator (found in Accommodation Letter)

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Student Responsibilities

- Students are responsible for activating their academic accommodations each term via the SAS Online Student Portal:

    - No later than 5 business days prior to a test or spring/summer exam for which they plan to use accommodations

    - No later than 10 business days prior to the fall and winter final exam periods /deferred exam periods

Students must:

- Book an appointment with their assigned Program Coordinator if changes are required for accommodations that are already in place

- Consult with their instructors (after receiving acknowledgement) regarding the implementation of accommodations and administration of class tests/exams

- Communicate with their instructors in a timely manner regarding any diffculties encountered with, or during the course

Instructors, please note:

Test Definitions

- Instructors will see the list of SAS registered students in their course who will be writing the test at the testing centre only after submitting the Test Defnition to the **SAS Online Instructor Portal**

- Instructor contact information must be provided when submitting the Test Defnition, so SAS may contact the instructor during a test when a student has content inquiries or questions

Test Types

In-person tests: SAS student writes in-person at the Tim Nolan Testing Centre if the class is writing in-person.

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Online tests: SAS student writes online (not at the Tim Nolan Testing Centre) if the class is writing online. SAS will generate and send a file for the students with active accommodations who are writing online tests (including duration of tests).

- If AI monitoring is being used and the student has an accommodation for no-AI monitoring, SAS will arrange for zoom proctoring

- You may have students that will have accommodations implemented or changed after the file is generated. Log into the SAS Online Instructor Portal to view all accommodation letters for your students

- During an online test/exam, the instructor is responsible for implementing the extra time accommodations and notifying the students

In-person tests using Avenue to Learn (A2L): SAS student writes in-person at the Tim Nolan Testing Centre with their own laptop to access Avenue to Learn. SAS will generate and send a file to the instructor for the students with active accommodations (including duration of tests).

Last minute test/exam question correction:

- **By email: saststqn@mcmaster.ca**

- **By phone:** extension 28038 or 24407

Instructors should not request that students book their own tests/midterms at the Tim Nolan SAS Testing Centre.

Tests/midterms will be booked for students by the SAS testing centre administrative staff. This cannot occur until after test definitions are submitted by the instructor to the SAS **Online Instructor Portal.**

Students will receive their tests/midterms booking confirmation via email three days before scheduled tests/midterms. For a given test, the confirmation email will include the date on which the student will complete the test, the start time, and location in the testing centre. The email will also note that the Tim Nolan Testing Centre is located in MUSC B101.

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Test Copy

- It is an instructor's responsibility to ensure the correct test/exam copy is submitted for both regular and makeup tests. Please use the following file convention for submitting test copies:

  - Regular test: Coursename_coursecode_month/date_version
    Example: STATS_3Y04_MAY27_VERSION1

  - Makeup test: Coursename_coursecode_month/date_version_makeuptest#
    Example: STATS_3Y04_MAY27_VERSION1_MAKEUPTEST3

Makeup Tests / Rescheduling Tests

- Please do not submit a new test definition on the SAS Online Instructor Portal

- Email **sastests@mcmaster.ca** with a minimum of 5 business days notice, including makeup test details, test copy, and the names of students who will be writing

Memory Aids

- Where a student has a memory aid or formula sheet as a stated accommodation, the student should speak with the instructor regarding the specifics of this tool well in advance of any test or exam

- The instructor is responsible for approving the memory aid and submitting it to **sastests@mcmaster.ca** in a timely manner. For fall and winter final exams (December and April), and fall and winter deferred exams, please submit the approved memory aid directly to the Registrar's Office

McMaster Student Absence Form (MSAF)

- The 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

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Types of Disabilities

The following disabilities are commonly accommodated at McMaster University. Any questions related to this list may be directed to **sas@mcmaster.ca**.

Acquired Brain Injury: 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 can be aligned with those of anxiety. ADD/ADHD is often correlated to obsessive or compulsive behaviors.

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 behavior and interests, and sensitivity to the environment.

Blind or Visually Impaired: Persons with 10% or 20-degrees field-of-vision or less in the better of both eyes are considered 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. Examples include diabetes, Crohn's disease, arthritis, heart conditions, chronic fatigue, and cancer.

Deaf, Deafened, or Hard of Hearing: Persons with a moderate to severe hearing impairment may be deaf, deafened, or hard of hearing. Some may wear a hearing aid, use an FM hearing system, or sign language support services. Many people rely on lipreading 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.).

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Helpful Suggestions for Supporting Students with Disabilities

- Universal design of instruction (UDI) principles 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

- Speak clearly at a normal pace, face the class when speaking, and avoid pacing/covering your mouth

- When requested, use a portable sound transmission device (e.g., FM system)

- Be very descriptive when providing visually dynamic material

- Try to select textbooks that are available in print-alternative format

- 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

- Arrange for reserved seating and consider accessibility in class

- Allow for flexibility in the learning environment, as certain situations may be over-stimulating (e.g., group discussion, large testing rooms, fluorescent lighting, high sound levels, etc.)

- 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 to ensure full understanding of assignment expectations and requirements

- Consider alternative assessment for classroom participation or presentations where these evaluation methods may pose significant difficulties for some students

- To support the accommodation process, a good question to ask your students is "What can I do to help you complete this course successfully?"

- A student may need to schedule a class test at a time alternate to that of the full class. Where is necessary, discuss options related to alternate writing times with the student

- At times, access to Avenue to Learn 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

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Resources

Library Accessibility Services (LAS)

Location: Mills Memorial Library L212/C

E-mail: **liblas@mcmaster.ca**

Phone: (905) 525-9140 ex. 26058

Web: **library.mcmaster.ca/spaces/las**

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

- 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**

Student Success Centre: studentsuccess.mcmaster.ca

Student Wellness Centre: wellness.mcmaster.ca

Policies Directory:
secretariat.mcmaster.ca/university-policies-procedures-guidelines

Accessibility Hub: accessibility.mcmaster.ca

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