

Accommodation & Disability Services (ADS) Common Accommodations

ACCESS TO SNACKS/FOOD/DRINKS DURING LABS, CLASS, AND EXAMS

Students approved for this accommodation are allowed to bring snacks, including drinks, to the learning environment. There will be instances where this is not acceptable, such as clinical rotations/rounds with nursing students. Certain lab spaces will not permit food. Students might have to leave the physical space to consume the snack/drink.

ACCESS TO VOICE RECOGNITION (SPEECH-TO-TEXT) SOFTWARE

The student has been approved to use voice recognition software that allows the student to dictate spoken words into writing.

ACCESSIBLE CLASSROOMS

This accommodation is typically approved for students with mobility concerns, physical health, and visual impairments. When a classroom is in an inaccessible location for a student, the coordinator(s) will contact the appropriate dean's office to switch the meeting location. While ADS attempts to be proactive, students are responsible for identifying barriers and making a request to the office via email at ads@abac.edu.

ALTERNATE FORMAT FOR TEXTBOOKS OR COURSE MATERIALS

This accommodation is designed to provide the approved student with an alternate format for their course materials. Students approved for this accommodation should work with the Coordinator of ADS to obtain the needed format for textbooks.

ASSISTIVE TECHNOLOGY, SPELLING ASSISTANCE

The student is approved to use a spell-check function on a word processor to support and assist with spelling. For certain courses, a word bank is provided for spelling assistance. Exceptions are when spell-check is a fundamental alteration to an essential learning objective of the course. Faculty should contact ADS for exceptions.

BREAKS DURING EXAMS WITHOUT TIME PENALTY

The student is permitted an extension to their exam time to account for breaks. These exams should be scheduled and taken with ADS. Students are allowed to walk, stretch, use the restroom, stand up, etc., outside of the exam room. The student will be given 10 minutes of break time per hour of testing time. While on break, a student is not permitted to leave the room with their cell phone or any belongings not specified on their accommodation letter.

Please note that this time will be applied in addition to any other accommodation. For example, if the class has 80 minutes for an exam, and a student is approved for breaks, and 50% extended time, then they should get 120 minutes for the extended time and 20 minutes for the breaks for a total of 140 minutes.

FLEXIBILITY IN ATTENDANCE/ASSIGNMENTS

If a student has a disability with random or cyclical acute episodes that may occasionally impact their ability to attend class or complete exams or assignments at the scheduled time, Flexibility in Attendance/Assignments may be considered an appropriate accommodation. The number of allowable absences and length of assignment extensions depend on the interactive or participatory nature of a course. The student is responsible for scheduling an appointment with each instructor to discuss and come to an agreement on how flexible attendance will be administered in the course. For additional details, please see the [Flexibility in Attendance Guidelines and the agreement form](#).

Please note:

- The Flexibility in Attendance/Assignments accommodation is not intended to be used every week, for every assignment, or every exam. This accommodation does not mean the student can miss as many classes as they want. The student is still responsible for completing all coursework.
- Discussion boards act as “in-class” participation time, particularly for online/hybrid classes. As a result, dialectic engagement between peers is important for the class topics to be discussed and for the class to move forward to new topics. As a result, the discussion board component of the course may not be able to be extended, or an alternative may not be available.

EXTENDED TIME (50%) FOR TIMED IN-CLASS/ONLINE EXAMS AND QUIZZES

The student is given time and a half to complete their exam/quiz. The student is required to schedule all exams with ADS 48 hours before the exam to allow for appropriate coordination with the instructor.

EXTENDED TIME (100%) FOR TIMED IN-CLASS/ONLINE EXAMS AND QUIZZES

The student is given double time to complete their exam/quiz. The student is required to schedule all exams with ADS 48 hours before the exam to allow for appropriate coordination with the instructor.

NOTETAKING ASSISTANCE (In person or recording device)

The student is approved to record the professor’s lectures, regardless of the policy in the classroom on lecture recording. Some exceptions apply to clinical settings for nursing due to HIPAA. The student will use an approved recording device from ADS. Additionally, the student may request to use a class notetaker. A student requesting a notetaker should make the request through ADS as soon as possible, as hiring a notetaker within a class typically takes time.

REDUCED DISTRACTION TEST ENVIRONMENT

The student is allowed to take their test in a separate testing area from the class to reduce distractors and must schedule the exam with ADS 48 hours before the exam to allow for appropriate coordination with the instructor.

USE OF A CALCULATOR ON EXAMS/QUIZZES

The student is allowed to use a basic (four-function) calculator during examinations, even if the class is not permitted to do so. **Exceptions** are when the calculator is a fundamental alteration to an essential function of the course/exam.

USE OF A COMPUTER FOR ESSAY EXAMS/QUIZZES ONLY

The student is allowed to use a laptop in the classroom or when being proctored by ADS for portions of the exam that require writing, such as in essays.

USE OF A READER FOR EXAMS/QUIZZES (person or technology)

An ADS staff member or contracted individual will read the exam question to the student verbatim. They will not assist the student in answering the question but only read it to them and then their response verbatim. The student may also be approved to use a screen reader or text reader for exams and quizzes.

USE OF A SCRIBE FOR EXAMS/QUIZZES

An ADS staff member or contracted individual will write what the student dictates verbatim.