<u>Accommodation Instructions for Faculty</u>

Please see the following instructions for the most common accommodations approved by the CAE. If instructions are not listed for a particular accommodation that you have questions about, please can contact the CAE for clarification.

<u>*Instructions for Seeing Accommodation Letters:*</u> Please see the document titled <u>How to View Accommodation Letters for your Students</u> found under the Faculty Resources link on the CAE website. Please see <u>this link</u> for more information about utilizing the Faculty Portal to view accommodation letters.

Exam Accommodations

If students choose to use their exam accommodations, they will request to be put onto the CAE Proctoring Center schedule. Students make their requests through the Student Portal for Clockwork. We encourage students to speak with their professors regarding their accommodations and in some cases professors will provide the accommodations themselves. This is always helpful and appreciated. The **professors are notified 9 days prior to the exam** that a student in their course has requested exam accommodations. At this time, faculty will be able to indicate whether they can proctor the exam, or if the CAE proctoring center should. If opting for the student to take the exam with the CAE, faculty will receive reminders until an exam is uploaded to Clockwork or delivered to the Proctoring Center. Professors are sent a link to the Faculty Portal, where they can view the Accommodations Letters, see the list of students, confirm/edit date and exam times, give exam instructions and upload the exam. The Faculty Portal tutorial can be found by clicking on <u>this link.</u>

Clarification of specific exam accommodations:
- **Extra time options:**
  - 25%, 50%, 75%, 100%
  - LD Formula

- **LD Formula 100%   1hr; 75% < 3hrs; 50%   3hrs (100% default), means the following:**
  - For exams less than or equal to an hour, the student receives double time
  - For exams between 1-3 hours, the students receives 75% extra time
  - For exams 3 hours or longer, the student receives time and a half

- **Extra time only:** the student is only approved for extra time and does not need an adjustment to the exam environment

- **Computer/Writer/Reader for exams:** If the student has been approved for one of these accommodations and selects them for an exam, they will most likely be accommodated through the CAE. This means that based on their disability, they require the use of a computer, a scribe, or that the exam be read out loud for them.

- **Exam Environment:**
  - Distraction-Reduced Exam environment: distraction-reduced environment- students have the option of using dividers and/or ear plugs. No student limit, but should be *distraction-reduced.*
  - Private exam room: One student only

- **Time-Compensated Breaks:** Students are allowed a circumscribed amount of time (typically 5, 10, or 15 minutes per hour) to take a break that does not deduct from their exam time

- **Frequent Breaks:** due to the nature of the student's disability, they may need to take frequent breaks during exam settings. Time taken for breaks is not to be re-added to testing time, as it has been incorporated in the approved additional testing time.

If you have any questions regarding proctoring services, please contact the Proctoring Center directly at caeproctor@saonet.ucla.edu or call 310-825-2651.

Classroom Accommodations

Adjusted assignment deadlines in consultation with CAE: Please see our Guidelines for Adjusted Deadlines to learn more about this accommodation and what your responsibilities are.

Adjusted attendance requirements in consultation with CAE: Please see our Guidelines for Adjusted Attendance to learn more about this accommodation and what your responsibilities are.

Notetaking Support: For the notetaking accommodation, the professor does not need to do anything. This can include Sonocent Audio Notetaker, Otter, Livescribe Smartpen, Audio Record Lectures, Notetaking Express, and peer notetaking. Please select Notetaking Support from the CAE Accommodations page to learn more about the various notetaking support options and the notetaking guidelines.

Computer for notes in class: You do not need to do anything for this accommodation. This means that the student is able to use their computer to take notes in class.

Powerpoints or handouts provided at least one day before the class, when possible: The CAE and the student will discuss this with you if-needed based on lecture style. If this is needed but is not possible, please contact the CAE to discuss a reasonable alternative.

Breaks During Class: You do not need to do anything for this accommodation. There is no limit to how many breaks can be taken. The student is expected to come back to class after break. Student should still be in class for the majority of class time.

Disability Seating: This means that the student has a seating need. The student will first see if they are able to access their needed seat/desk. If not, the CAE will consult with facilities to provide the required seating accommodation.

Preferential Seating: You do not need to do anything for this accommodation. The student understands it is their responsibility to identify their preferred seating.

Adjusted Participation Requirements: In some cases, a student's disability may impact their ability to participate to the full extent in courses. If participation is a fundamental aspect of your course, an alternative accommodation may be determined by contacting the student's CAE counselor.