



## ACCESSIBILITY AND TESTING SERVICES

Dear Faculty,

We are pleased to provide you with a comprehensive list of accommodations available to support students with classroom accommodations. Students in your class may have one or more of these accommodations outlined in their student accommodations report (SAR).

We kindly ask that you review the list carefully to understand how to implement these accommodations effectively for both in-person and online classes. Providing equitable access to education is a shared responsibility, and your efforts play a critical role in fostering an inclusive learning environment.

If you have any questions or need further clarification regarding these accommodations or their implementation, please do not hesitate to contact us at [accessibility-services@westga.edu](mailto:accessibility-services@westga.edu). We are here to support you in ensuring that all students have the resources they need to succeed.

Thank you for your commitment to accessibility and for making a positive impact on the educational experience of our students!

Sincerely,  
Office of Accessibility and Testing Services

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### **Audio Recorder**

*A student with this accommodation has been given the go ahead to record lectures and other classroom activities via audio recorder. This does not cover video recording. A student cannot video record unless it is approved by you, the professor.*

### **Books in alternate format (e-texts, audio, etc)**

*Students have access to CIDI in which they can get electronic textbooks. Should they need help with that, please have them reach out to our office.*

### **Captioning Services**

*This service is for students who are hard of hearing and/or with low vision. This is a discreet service in which our captionist will reach out to the professor before the semester begins to introduce himself as someone who will be a regular in the class to caption for a student.*

### **Emotional Support Animal "ESA"**

*The student is allowed to bring their emotional support animal with them to class. Their animal should have a UWG ID card as well so please ensure you check that the animal does.*

### **Extended Deadlines on Assignments.**

*Providing extended deadlines as an accommodation ensures that students with these accommodations have equitable opportunities to complete their coursework. We, however, ask that you require the student to communicate with you early enough to identify which assignments need extension. It is at your discretion to accept the extension request if it comes after the assignment was due. Once an extension is approved by you,*



*please work with the student to determine the length of extension period. The student must adhere to this new set date unless something out of their power occurs.*

### **Extended time – double time**

*If the class receives 60 minutes for the test - a student with this accommodation is allowed an additional 60 minutes. This can be adjusted on any online platform (CourseDen, GoView, MathLab, etc) by adding their additional time to the already allocated test time limit.*

### **Extended Time – time and a half**

*If the class receives 60 minutes for the test - a student with this accommodation is allowed an additional 30 minutes. This can be adjusted on any online platform (CourseDen, GoView, MathLab, etc) by adding their additional time to the already allocated test time limit.*

### **Extended Time for Timed In-Class Assignments**

*Student requires extra time for timed in-class assignments. You may have to work with the student to either come earlier or wait after class to complete the task.*

### **Food and/or Drink in class**

*The student is allowed to have food and/or drink in the classroom for their disability-related needs.*

### **Foreign Language Substitution:**

*A student is determined to be eligible for a Foreign Language Substitution (FLS), per USGBOR policy, based on a documented moderate to severe hearing impairment, severe speech impairment, or specific documented learning disability (USGBOR Academic and Student Affairs Handbook).*

- *FLS entitlement due to a severe to profound hearing impairment must be documented by an audiologist report (within the last three years) and explanation of the report which specifically addresses the student's impaired AIDED speech discrimination capabilities.*
- *FLS entitlement due to a severe speech impairment must be documented by a speech pathology report (within the last three years) and explanation of the report which specifically addresses the student's speech capabilities.*
- *FLS entitlement due to a specific learning disability MUST be specifically approved by the Regents Center for Learning Disorders (RCLD) either through review of the student's privately obtained evaluation or by a RCLD evaluation.*

*For more information concerning FLS, and for a list of approved courses, please see "Foreign Language Substitution" on the Accessibility and Testing Services website.*

### **Formula Sheet**

*The student can use a sheet that lists all their formulas during tests regardless of if it is permitted on the tests or not.*

### **Lecture Notes in advance**

*If PowerPoints or other materials are not already posted on CourseDen, a student with this accommodation will require lecture notes delivered to them in advance before the class period that discusses the said topic.*

### **Medical Equipment**



*A student may be required to have their medical equipment with them at all times—this includes their phones, watch or any other technology devices. Please accommodate even during exams but ensure test integrity is not compromised.*

### **Note Taker**

*There are times where a student with this accommodation will need to borrow notes from someone in the class. We ask that you help the student in recruiting someone who takes great notes and is willing to share.*

### **Preferred Seating**

*Please work with your student to find a seat in class that works best for their learning. This seat should be assigned to them for the whole semester.*

### **Priority/Early Registration**

*Students are eligible to register for classes a few days before registration opens up for the school.*

### **Relaxed attendance policies**

*This is at your discretion so long as it does not affect the learning objectives of the class. If your class policy states that after three absences, a student automatically fails the class, a way to tailor that for a student with this accommodation is all absences should be reported before or immediately after a circumstance. Sometimes, there may not be proof as our students have varying needs and, in this case, reaching out to our office will be best if you are not sure how to move forward.*

### **Scribe**

*A student will need a scribe to either transfer their answers to a scantron or help them with typing their essays during exams. We require the students to use our testing center to receive this service.*

### **Stop-the-Clock Breaks (5 mins every 30 minutes or 60 minutes)**

*Students are permitted to take breaks during testing that do not count toward the allotted time for the exam. We strongly encourage students to utilize the testing center for this accommodation whenever possible. For online courses, please ensure that the student's exam time is adjusted appropriately to account for these "stop-the-clock" breaks. For example:*

- *If the student's extended time is 2 hours and they are allowed 5 minutes of break per 30 minutes, an additional 20 minutes should be added to the total exam time.*
- *If the break allowance is 5 minutes per 60 minutes, an additional 10 minutes should be added.*

*Please note that this additional time for breaks is separate from and does not count as part of the extended time accommodation (e.g., time-and-a-half).*

### **Text-to-Speech Software/Reader/Speech-to-text**

*A student may have software that listens for your voice as you teach or may use a software that relays information to the class. Please be accommodating with this.*

### **UWG Testing Center or a quiet area**

*You are not required to proctor a student who requires extended time for tests. However, if you are able and willing to do so, you are certainly welcome to assist. We recommend encouraging the student to utilize our testing center first, as it offers private rooms designed to accommodate their needs.*

