



Room 129, Main Building
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Phone: (513) 569-1775

Guidelines for Accommodations: Providing Extended Time for Tests/Quizzes and Providing a Note-Taker

When a student's authorized accommodations include providing Extended Time for Test/Quizzes, and/or providing a peer Note Taker, the guidelines below apply.

The student should discuss the information contained in their accommodation letter at the end of a class session or, preferably, during the instructor's office hours.

Questions about providing accommodations should be discussed with the Director of Disability Services at (513) 569-1775.

Providing Extended Time on Test/Quizzes in a distraction-free environment

- The student using an extended time accommodation must inform their instructor at least **2 days** in advance of the test/quiz.
- The student should also schedule their test/quiz with Office of Disability Services at least **2 days** in advance of the test/quiz.
- The instructor emails, faxes, or brings the test to the Office of Disability Services prior to the test date, along with a completed Exam Proctor Instruction sheet. This instruction sheet includes the name of the student, the "regular" time allowed for the test, and (if applicable) allowable tools for the test (such as a calculator, notes, etc.).
- If the class is online, the accommodation information will be scanned and sent to the instructor for signing. The instructor then emails a scanned copy back to the Office of Disability Services.
- While taking the test in the Office of Disability Services, the student is monitored using video surveillance to make every effort to maintain the integrity of the test.
- The Office of Disability Services will make every effort to deliver the completed test back to the instructor the next business day, either through email or paper. (Instructor can specify preferred delivery method.)

Providing a Peer Note-Taker (a peer in class who take notes for the student with a disability)

- The student using the Note Taker accommodation should inform the instructor of their desire to use a peer note taker.
- If the student needs assistance locating a Note Taker, he/she should let the instructor know.
- The instructor should announce in class that a student needs a Note Taker, and ask volunteers to meet with the instructor after class.
- If the Note Taker isn't identified within 2 weeks, the student seeking a note taker should remind the instructor, and also contact the Office of Disability Services for help.
- If a student in the class volunteers as Note Taker, the instructor should introduce the note taker to the student seeking a note taker. The instructor also tells the note taker to go to the Office of Disability Services to pick up the Note Taker Instruction packet and learn about the stipend provided for this service.
- The Note Taker arranges a method for delivering notes to the student using the notes.