COVID-19 Temporary Accommodations: ODS-Registered Students

Due to the transition to virtual instruction, some students with disabilities are encountering new barriers to their learning. To address these new barriers, ODS may approve students for the following temporary accommodations:

**Accessible Format for Exams: Paper-Based**

A student approved for this accommodation is unable to take a traditional, time-limited exam using a computer. While this does prove to be a logistical challenge with all-virtual assessment, ODS staff are available to consult with you on a plan that upholds both academic integrity and equal access. ODS supports having the same level of academic integrity in place for all students in a course.

**Generally, ODS recommends the following procedure:**

1. The instructor uploads the exam to BuckeBox
2. A few minutes prior to the exam, the instructor grants Viewer access to the student and the ODS Test Proctor
3. The student prints the exam on camera (using Proctorio/Zoom to record or remote proctor in via Zoom)
4. The student takes the exam on camera
5. The student scans or photographs their completed exam on camera and emails the files to the instructor (or uploads to BuckeyeBox)

**Extended Time Increased to ____ (2.00x, 3.00x, 4.00x)**

ODS has temporarily increased this student's extended time multiplier for quizzes/exams. Please use this larger multiplier when adjusting a student's time allotted and the availability window in Carmen.

**Flexibility for Assignment Deadlines**

Due to the unanticipated disruption to this student’s home/learning environment and how that negatively impacts their disability, this student is approved for a reasonable amount of flexibility with assignment deadlines. ODS encourages instructors to be as flexible as possible with extensions and to work with students approved for this accommodation on a case-by-case basis. ODS staff are available to consult if this student’s overall progress in the course becomes a concern.

**Flexible Test Administration Windows**

This student requires a flexible testing window for their online quizzes/exams. This is typically due to how the student’s home environment or time zone negatively intersects with their
disability at the regularly-scheduled exam time. Please discuss the specific flexibility needed with this student and contact ODS with questions.

**Lockdown Browser Features Turned Off for Online Assessments**

This student’s exam accommodations (e.g. test proctor, assistive technology) are not compatible with lockdown features such as LockDown Browser or some of Proctorio’s settings. These features will need to be turned off for this student. ODS staff are available to consult with you on a plan that upholds both academic integrity and equal access. ODS supports having the same level of academic integrity in place for all students in a course.

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**Deaf/Hard of Hearing Access**

*Includes Interpreting/Transcribing Services, Assistive Listening Devices (ALDs), and captioned videos*

Upon request, ODS will provide a student with a sign language interpreter or transcriber for any online classes with real-time meetings. ODS will reach out to instructors to discuss best practices in virtual classroom setup for the interpreting/transcription.

**If you will be screensharing videos during class, or assigning videos to watch outside of class, these videos must include captions.** Please contact slds-altmedia@osu.edu with any questions or material conversion requests.

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**Exam Accommodations**

Extended time on exams as an accommodation generally only applies to traditional, time-limited exams. If you have adapted your virtual course to offer alternative methods of assessment (e.g. essays, non-timed exams, project work), then a student’s extended time may no longer be applicable. We encourage you to speak with registered students if that is the case.

ODS will be unable to proctor exams while the University’s instruction remains online only. All exams should be administered online or through other remote assessment methods by faculty. Academic departments are responsible for setting up extended testing time and testing windows in Carmen and ExamSoft.

Students who would still like to use alternative formats, such as test proctors or assistive technology, for testing may have unique barriers with remote assessment and compatibility with
lockdown features. ODS has proactively reached out to students who had previously requested those accommodations to discuss options. If a student reaches out to you about these accommodations, please don't hesitate to reach out to ODS for consultation.

Please communicate with your students to discuss their exam accommodations in your courses. ODS is available to instructors and students to consult about unique circumstances. Alternatively ODS staff can, upon request, provide you with the exam accommodations for students enrolled in your courses – please provide a copy of the class roster in your email to faes-atiods@osu.edu.

Confirming Extended Time Multipliers (1.5x, 2x, etc.)

You can view an individual student’s extended time multiplier by checking their Accommodations Letter (sent via email). You can also request the assistance ODS – send ODS a class roster and ODS will inform you the student’s extended time multiplier.

Adding Extended Time in CarmenCanvas:

**Use the Moderate Quiz function:**

1. Once your quiz is published, look at the quiz page (From the list of quizzes, click the link for the quiz, but don't click the button to edit it).
2. Along the right-hand side, you will see the option to Moderate this Quiz. From here you can see quiz progress and, depending on your settings, give additional attempts or additional time.
3. **If you have set your quiz to have a limited testing window, please be sure to adjust the availability/due dates so that they do not conflict with your student's extended time.** For example, if you have a 60 minute quiz only available to take within a 75 minute window, then for a student with 1.5x extended time you would need to both (A) change the time allotted to 90 minutes and (B) adjust the availability/due dates to at least a 90 minute window.

Adding Extended Time in ExamSoft:

Instructors/departments must work with their ExamSoft point-of-contact to apply extended time. For questions, please email examsoft@osu.edu.

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Note-Taking Assistance

The Note-Taking Assistance accommodation includes the three following options:
1. **Note-Taking Technology** (e.g. audio recorder, Notability)

2. **Instructor-Provided Notes** such as a copy of the slides or a lecture outline (provided only with instructor approval), or

3. **Volunteer Notetaker** (Instructor and ODS collaborate to identify a volunteer from the class; typically only provided for real-time/synchronous class meetings)

**How to Recruit a Notetaker:**

1. **Make note of the name and email address of the ODS-registered student who made the request.** You will need to reference this information after identifying a notetaker.

2. **Make an announcement to the class (via email) to recruit a notetaker.** In this announcement, please do NOT reveal the name of the student with a disability. We suggest saying: "Disability Services is recruiting a volunteer to be a notetaker for this course. Being a notetaker is an opportunity to help Disability Services provide equal access to a college education for all students. As a notetaker, you’ll be emailing a copy of your notes after each class period. You will be compensated by receiving a certificate of your volunteer hours. Please email me if you are interested.”

3. **Once a notetaker is identified, please provide the volunteer with (1) the name and email address of the ODS-registered student who made the request, and (2) a referral to ODS Exam Services at faes-atiods@osu.edu** It is ok (and necessary) for the note-taker at this point to know the identity and contact information of the ODS-registered student so that they can coordinate logistics.

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**Participation Access**

*Includes alternative method for class participation or presentations; audio descriptions for visual content; breaks during class; food/water medicine in the classroom; lab assistant; spelling error flexibility; and voluntary contributions during class*

Accommodations in this group may modify how a student participates and contributes to the learning environment due to a disability-related barrier. Online instruction can present different barriers and disability-related concerns for students. If a student requests this accommodation in your course, please reach out to them to discuss their specific concerns and how these accommodation/s could best be implemented. For questions or consultation, contact ODS.

**Lab Assistants for Virtual Instruction:**
ODS will approve lab assistants for virtual instruction on a case-by-case basis. Lab Assistants are ODS employees who assist with mechanical/dexterity tasks that prove inaccessible to a student with a disability. Once you have clarified how the lab component of the course will function via virtual learning, the student and ODS will consult to determine if there is a need for a lab assistant. If a lab assistant is approved, ODS will make the arrangements to have a lab assistant work remotely with the student.

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Reasonableness and Timing of Requests

Please view a student's accommodation letter as a conversation starter to determine how best to provide an accessible learning environment. If you have other ideas regarding how to create access for your course beyond what is listed in this letter, we encourage you to speak with the student to explore alternative modifications. You are also welcome to consult with our office to discuss course design, learning objectives and reasonable access options.

If you have any concerns about the reasonableness of an accommodation in your course, please contact us. We want to learn more about your course design and collaborate on a plan that works for everyone. Note: It is important to never deny a student's accommodation request without first consulting with ODS.

Students can register with ODS and/or request accommodations in a course at any time during the semester. However, students are expected to make proactive requests within a reasonable timeframe. Accommodations are designed to be implemented at the point of request moving forward. Retroactive accommodations are typically only given at instructor discretion. We encourage instructors to consult with ODS when considering retroactive requests.

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Shared Responsibilities Summary

Students are responsible for:

- communicating their accommodation requests in a timely manner
- following through with accommodation procedures
- maintaining communication with their instructors and ODS throughout the semester

Instructors are responsible for:
- Communicating with students/ODS and implementing accommodations in a timely manner
- Notifying ODS when there are questions or concerns about requested accommodations
- Maintaining the confidentiality of SLDS-registered students in their courses

ODS is responsible for:

- Approving/training registered students for using accommodations
- Providing services and accommodations in a timely manner
- Consulting with instructors on how to best implement reasonable accommodations