

Guide to Remote Accommodation Implementation
Student Accessibility Services / Academic Resource Center

As a result of the university’s decision to suspend in-person classes, we understand that instructors are making extensive preparations to support students through remote platforms. Included in these preparations, may be maintaining compliance with accommodation implementation for your course and/or referring students to academic support resources. Please see the below guidance to support you through this academic transition.

Accommodations

Accommodation Implementation may look different through online classes in comparison to remote implementation. Please see the below guide to outline the changes that may be required in your course. If you need your students to resend their accommodation letter, please send a note to the entire class asking those who have accommodations to send you their letters.

Accommodation	Implementation in Online Classes	Implementation in Face-to-Face Classes
Extended time on assessments (typically 50% or 100%)	If the exam is timed on Canvas, ProctorU, or another exam platform, professors will need to adjust time for each individual student according to their approved accommodation time. Please consult their letter for specific information. Instructions for Canvas and ProctorU exam accommodations: https://sites.tufts.edu/ets/keep-teaching/	Professor provides extended time with appropriate duration written in letter. Professors utilized Lincoln Filene to help proctor their exams.
Distraction-reduced testing	Students are able to self-select distraction-reduced environment to take their online exam.	Students ask to take their exams in Dowling hall’s testing space. SAS proctors your exam for you.
Note-taking for in-class lectures	No change/implementation need for instructors.	Hiring/implementation navigated by SAS.
Assistive technology device	Students will continue to use their assistive technology for access to the class as needed.	Student may have personal use of an assistive technology device. Students may need to take their exams in Dowling’s testing space.
Computer-use for exams.	Students will continue to use their assistive technology to take their exams.	Student places request to you for Dowling hall exam with computer use.
Student support through SAS or the ARC	No change for instructors. SAS staff will still be available to students (and instructors) for support.	Students meet in person or by phone with SAS staff for support throughout the semester.

Additional notes:

- Please be mindful of the different time zones your students may be in. SAS suggests offering all course content and exams in eastern standard time (EST) and making that well known to your students.
- Faculty should include a disability statement in their canvas course, so that students know where to go if needed (<http://students.tufts.edu/student-accessibility-services/faculty-and-staff-resources.>)