

Dear Colleagues:

As you are aware, there are a number of students on campus who require academic accommodations because of diagnosed disabilities. Student Accessibility Services (SAS) works in partnership with students and faculty to ensure that we fulfil our obligations to provide equal access to higher education for all academically qualified students with disabilities. We are sending this message to all instructors whom SAS has identified as having students with accommodations in their classes.

With the changes to final assessments across campus because of COVID-19, the requirements for students previously identified in terms of accommodations for final examinations are likely to need adjusting to meet these new conditions, or they may no longer apply. In many cases, the changes you have made to deal with the shift away from face-to-face exams may already address students' typical accommodations (e.g., the need to write in an isolated exam space). The following suggestions and information are provided in order to ensure that student accommodation requirements are met as smoothly as possible:

Reach out individually to students who have registered accommodations in your class to make sure any challenges are addressed as soon as possible. You or they can reach out to the student's SAS advisor to walk through any questions you may have, as needed.

Students have been advised to evaluate their accommodations needs for tests, exams, etc., listed in revised syllabi and to reach out to you directly.

Employing alternative assessments with more flexible time limits that encompass the need for extra time will eliminate the need to set up individual extended time considerations and will address many of the typical accommodation requirements.

If you must use a timed assessment, contact the [LMS/Blackboard team](#) or the Office of Open Learning to determine how to best set up alternative settings for individual students on exams. Please do so as soon as possible to ensure that your exam is ready to be deployed.

Students are likely to have the assistive software they need to do their work in a usual manner but may not have used it in online environments for exams. In some cases, extra testing or modification of exam formats may be needed, so please begin this discussion as soon as you can.

Recommendations for general [tips on accessibility](#) when moving to online approaches are available, and information about students with accommodations is being kept updated on the [Student Accessibility website](#).

The SAS office will be contacting you with the list of students with registered accommodations in your classes. The process of generating that list has not been straightforward, but SAS will have it to you shortly. If you need information before then, please do reach out to SAS directly for help. If you are uncertain who the student's advisor is, please contact SAS at sas@uwindsor.ca.

Please note that in response to the need for social distancing and isolation to avoid spreading contagion, and the move of final assessments to non-face-to-face approaches, SAS is not able

to provide face-to-face exam proctoring. Nevertheless, they are still there to help, and we encourage you to contact them to work to address any challenges in meeting required accommodations.

We know that you are having to make significant adjustments across many areas of your usual teaching practice right now. We appreciate your individual and collective flexibility and patience and the commitment to students it shows. Please contact SAS (sas@uwindsor.ca), the [Blackboard/LMS](#) team, or the [Office of Open Learning](#) if you need help.

Thank you,

Douglas Kneale, PhD
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