

Student Accommodation Reference for Instructors

As we continue the transition back to campus, the University of Regina is offering a variety of course delivery formats for the Winter 2022 term. Please continue to maintain communication with your students and discuss their accommodation needs as applicable and relevant to the course delivery. As per usual practices, it is the responsibility of the students to have their instructors notified of their Accommodation Letter and follow up with each instructor to discuss their needs. As always, please feel free to contact the Centre for Student Accessibility (CSA) with any questions or concerns.

Please read the information below related to implementing student accommodations:

- **The Accommodations Test Centre (ATC) will be opening for Winter 2022, which we hope will greatly improve the exam accommodation process for students and instructors.** The ATC is available for use by students registered with approved exam accommodations through the CSA. It is important to note that the ATC is only available for students writing in-person exams at the U of R campus. Students with accommodations writing online or remote-delivered exams are expected to follow the usual process of speaking with their instructors to have the arrangements made. Instructors who require assistance for online or remote-delivered exam accommodations should speak with their Faculty/Department/Federated College.

- **Instructors will use *Accommodate* to view and manage test room bookings through the ATC.** After a student submits a test room booking, instructors will receive an email notification with information to review the request. Students are expected to submit their test room booking at least 7 days prior to the date of the exam to allow time for instructor review and ensure a spot at the ATC. We ask that instructors attempt to accommodate test room bookings which are submitted by students less than 7 days prior. It is important that exams are uploaded or delivered to the ATC at least 24 hours in advance. For exams on UR Courses, please ensure that the exam is ready for the date/time booked at the ATC, with accommodations implemented as applicable (i.e. extended time of 1.5x or 2.0x according to the student's Accommodation Letter).

More information about student accommodations, the *Accommodate* software system, and the ATC is available in the *Accommodate* Resource Library and on the CSA/ATC website: <https://www.uregina.ca/student/accessibility/>.

Reference documents for instructors available on *Accommodate* under the “Resources” tab include:

- Instructor Guide to Accommodate
- Glossary of Student Accommodations
- Instructor Training Sheet – Test Room Booking
- Training Video – Test Room Booking

Contact Information:

Centre for Student Accessibility (CSA)
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accessibility@uregina.ca

Accommodations Test Centre (ATC)
College West 139
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