

Understanding Accommodation Letter Terms

While not a complete list of every accommodation provided through the Office of Academic Accommodations and Accessibility, this glossary provides definitions of the most commonly used student accommodations. Foreign language, priority registration and housing accommodations are not included in the glossary.

Testing Accommodations

Extended Time 1.5x - Extended time on all quizzes, tests, exams, and other in-class work. This applies to typical assessments that take place in class, or online and that have a time limit. (Time and a half)

Extended Time 2.0x - Extended time on all quizzes, tests, exams, and other in-class work. This applies to typical assessments that take place in class, or online and that have a time limit. (Double time)

Extended Time 2.5x - Extended time on all quizzes, tests, exams, and other in-class work. This applies to typical assessments that take place in class, or online and that have a time limit.

Extended 3.0x - Extended time on all quizzes, tests, exams, and other in-class work. This applies to typical assessments that take place in class, or online and that have a time limit.

Testing in a distraction-reduced environment – Attention to the reduction of noise and visual distraction to the greatest extent reasonable in the exam environment.

Use of Computers – Allows for use of a computer for lengthy writing assignments and tests requiring writing.

Use of Accessibility Software – Allows for a student to use software such as screen reader or magnification during testing.

Simple Function Calculator – Use of a basic, 4 function (non-programmable, non-graphing, non-scientific) calculator when needed or appropriate.

Breaks During Exams – Student are allowed short breaks allowed during testing. (Please limit to no more than 5 minutes per hour).

Scantron Exempt – Allows the use of handwritten responses rather than the use of Scantron or other bubble sheets.

Use of a Cue Card -The use of a cue card (no larger than a 3x5 notecard) containing information that has been pre-approved by the professor and submitted to the Office of Academic Accommodations and Accessibility with the test/exam. This information may not fundamentally alter the curriculum being assessed.

Physical Place Holder - The use of a physical place holder, such as a ruler to aid in visual tracking during testing.

Screen Reader- Allows for the use of a computer with text-to-speech software to read exam content to student.

Live Reader- The use a human (person) reader to read the exam aloud to the student.

Paper Format – The provision of computer-based tests in paper format.

Spacing Format – The test format provides adequate spacing of exam content. The professor should consult the student to determine appropriate spacing.

Enlarge Font/Print for Testing - The provision of quiz/test/exam documents with increased font size. The professor should consult the student regarding an appropriate size.

Classroom Accommodations

Allowance of Food/Drink in the Class- A student's disability may require them to have access to food or drink during class. The student is required to bring their own provisions. In the classrooms where food and drink are not permitted (ex: lab), the student should discuss an equally effective alternative with the instructor when necessary.

Assistive Listening Devices - The use of an amplifier (FM system) unit during class. This will require that the professor wear a small lapel microphone in order to amplify sound.

Attendance Accommodations

- Flexibility with regard to attendance when absent for disability-related reasons. A plan must be discussed with each professor within two weeks of presenting their Accommodation Letter. If you miss class due to a disability-related reason, it is your responsibility to notify the Office of Academic Accommodations and Accessibility by emailing accommodations@elon.edu.
- Ability to make up missed work when absent for disability-related reasons. A plan must be discussed with each professor within two weeks of presenting their Accommodation Letter.

Braille Materials- Braille copy of requested academic documents. Braille is a written system of embossed symbols that are read using the sense of touch. Student is responsible for informing professor and disabilities resources regarding specifics.

Classroom Presentations - Possible alternatives to making in-class presentations before large groups of people. The student and the professor are responsible for establishing a mutually agreed upon date and time for completing the presentation. This accommodation does not modify the content of the presentation or the requirement to present their materials.

Closed Captioning – Applies to all media used in class. All videos shown in class must have closed captioning enabled. This also applies to any specific, out of class video assignments or supplemental materials. Please note that the automatic captioning provided by sites such as YouTube are not always acceptable in terms of quality and providing equal access to the content.

Enlarged Font/Print for Class Materials - The provision of paper documents with increased font size. The professor should consult the student regarding an appropriate size.

Extensions on Assignments - Possible extensions on short term assignments when discussed and approved by the professor, BEFORE THE ORIGINAL DUE DATE. A plan for this accommodation must be discussed with each professor within two weeks of presenting the Accommodation Letter. Not all assignments may be appropriate for this accommodation. *(Additional information on this accommodation is in the faculty section on the Academic Accommodations and Accessibility webpage).*

Note Taking Assistance

Permission to use note-taking services and/or permission to record lectures. If you need to utilize these services, you must submit the appropriate form (e.g.- the Notetaker Request Form and/or the Recording Agreement Form).

Notetaking (Glean or Recording) – Permission to use Glean, Smart Pen, or other recording device to gather notes in class. Student is required to sign a Recording Agreement Form.

The use of a personal computer, iPad, tablet, etc. to take notes in class.

Permission to take photos of coursework presented on the board.

Notetaking (Peer) -Arrangement to have a peer in the class to take notes and share them with the student in a timely manner. Peer notetaking requires the faculty member to identify/find a peer in the classroom to take notes.

Phone Application - The use of a phone application to monitor a health or other disability-related condition.

Preferential Seating – This refers to a specific seating location within the classroom.

Speaking in Class - Possible alternatives to speaking in class. The accommodation must not modify the essential functions.

Written Directions - The provision of written as well as oral directions for assignments, projects and/or labs.

Information adapted from:

Northern Arizona University. [Accommodations Glossary and Definitions.](#)

Syracuse University. [Understanding Accommodation Letter Terms.](#)

University of North Carolina at Wilmington. [Accommodations Glossary.](#)

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