As we prepare to transition to online learning, the Department of Accessibility Services will be assisting the campus community to provide adequate guidance to both students and faculty. It is important to realize that while the structure of an online course may eliminate the need for many typical classroom accommodations, the environment may also create a unique set of needed accommodations.

If you need to speak with DAS staff during your time off campus, please email Atlanta: accessibility@emory.edu or Oxford: oas_oxford@emory.edu. Staff will be transitioning to remote work effective immediately. We will have a voice message on our phone indicating that contact should be made by emailing DAS. We will respond and set up a time to talk by phone or arrange a Zoom meeting (you would need to set this up on your computer; all students have a zoom account) in lieu of face-to-face meetings.

Students who receive accommodations should plan to communicate with their instructors as soon as possible to understand how the change of instruction may impact their accommodations. One of the challenges is that instructors can reframe their courses in different ways, using different tools for access. Because of this, it is important that you communicate with each instructor this week so that you are clear on the new format of the course and how your accommodations can be provided.

For students who receive testing accommodations only, the impact may only be the same as when an exam is offered as a take-home. For others, there may need to be more thought as to how access can be provided in a remote environment. DAS staff are happy to discuss these changes with you and your faculty if there are any questions or concerns about how accommodations can be applied and implemented in the weeks after Spring Break.

Below is some guidance on how some accommodations may be implemented during the time courses are managed remotely.

**Testing Accommodations:**

- **Extended time:** Approved extended time is applicable when the exam has a finite amount of working time (i.e. 75 minutes, 3 hours). If the exam is available for a period of time (i.e. day or several days) but you have a defined amount of working time (i.e. 75 min) once you open your exam, your extended time would be applied as is done for in-class exams. If, however, the exam is available for several days with no specific amount of working time is indicated, then extended time does not apply when the working time is more than 24 hours. To clarify how your extended time should be applied, please contact DAS (Atlanta: oas_testing@emory.edu; Oxford: oxfordtesting@emory.edu).

Tests, quizzes, and exams given during this time period may be offered through Canvas or another Learning Management system. In this instance, the platform controls the amount of the time and will shut down when the time allotted expires. When the exam has a specific amount of working time, please make sure to confirm your extended time accommodation with your faculty member so the timing of the exam can be adjusted for you to reflect the amount of extra time that you have been approved for.
• **Rest breaks:** Rest breaks would be applicable for an exam that is administered with a specific amount of working time. As described above, platforms such as Canvas involve setting the start and end times for the exam to be available to you. It is imperative that you communicate well in advance with your faculty so that your exam timing can be adjusted to include the total amount of rest break time that you are approved to take. As always, if you do not take the approved break, you should end your exam early by the amount of time.

If you have stop-the-clock rest breaks, you should request that the timing be set for more time than the regular administration, but you will only use the amount of extra time taken for the needed breaks. As with an in-class exam, the honor code applies to your appropriate use of the working time and breaks.

• **Large print exams:** If you have any concerns about the ability to use your laptop to magnify the size of exams, please contact your faculty to ensure that the exam is available in a format conducive to magnification.

• **Other:** If you receive other testing accommodations that will be impacted by the change in test administration, please communicate with your instructor immediately to discuss options. DAS is available to assist as needed in discussions about how to apply accommodations.

**Academic Accommodations**

• **Notetakers:** Notetakers who have been hired as an accommodation for students will continue to take notes when lectures are presented with an auditory component. Lectures may be presented live at a specific time or recorded for viewing at the convenience of the student. In both cases, notetakers will take and upload notes using the Accommodate Notetaking Exchange portal.

For courses that reformat in a manner that does not include audio lectures, no notes will be taken by the notetaker. This could occur if the faculty makes a powerpoint presentation without notes available to students via Canvas or other learning management system.

• **Flexibility with Attendance and/or Deadlines:** Completed Flexibility with Attendance agreements will be honored through reasonable modifications to the structure of the agreements as needed with the shift to online instruction. If your course does not require you to participate live, attendance accommodations are not applicable. Please contact your faculty to discuss any additional barriers presented by changes to the course format. Contact DAS if you have any questions.

Please visit the “Keeping Up with Canvas” site to learn more about Canvas use and support: [https://canvas.emory.edu/courses/74713](https://canvas.emory.edu/courses/74713)