

**Disability Services**

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## **Accessibility for Remote Learning – Faculty Information**

In response to the ongoing COVID-19 pandemic, the Disability Services department is operating remotely through the Fall 2020 semester or until further notice. While the physical office will not be open, we are still working remotely to support our campus community. The best way to contact us is through email at [ds@chapman.edu](mailto:ds@chapman.edu)

### **Teaching Online with Accessibility in Mind**

[Chapman University's Course Continuity Plan](#) provides resources to assist in planning remote instruction that will benefit all involved in the learning experience. Below are links to helpful resources to ensure course accessibility.

[Accessible Teaching in the Time of COVID-19](#)

[Tool Kits for Designing an Accessible Online Course](#)

### **Accommodation Letters**

Students with Accommodations are responsible for providing their instructors their Accommodation Letter each semester. Students have the option to forward their Accommodation Letter embedded in the email or by email attachment. An Accommodation Letter is a letter from Disability Services that lists the specific recommended academic accommodations for an individual student. Should you have any questions regarding specific accommodations or how to facilitate an accommodation for a student, please feel free to contact our office at [ds@chapman.edu](mailto:ds@chapman.edu)

### **Notetaking Accommodations**

Disability Services staff will facilitate identifying a class member as note taker for the student with a disability. However, in some cases, a staff member may contact you for assistance in identifying a notetaker for the course. If you have any questions about this process or a notetaker in your course, please contact [dstesting@chapman.edu](mailto:dstesting@chapman.edu)

### **Accommodating Online Assessments/Quizzes/Exams**

Ensuring quiz/exam accessibility will depend on the format of your assessments. Chapman's Course Continuity Plan provides tools and strategies for remote instruction and assessments. For more information, please visit: [Chapman University Course Continuity Plan](#)

#### **Canvas Quizzes/Exams:**

If your course exams/quizzes will be taken via Canvas, Canvas has a feature that allows you to adjust a student's online quiz/exam time corresponding to the amount of extended time authorized by Disability Services (typically 1.5 time or "time + 1/2"; or 2.0 or "double time").

- [Canvas Time Extension](#)
- Canvas Tech Support: [canvas@chapman.edu](mailto:canvas@chapman.edu)

**\*\*Important Note: Respondus Lockdown Browser is not accessible to those who use accessible technology such as literacy programs, screen readers or speech to text. Disability Services and Educational Technology Services recommend that faculty refrain from the use of Respondus Lockdown Browser for exams.**

### Alternative Methods of Assessment:

Faculty may also consider alternate methods of assessment that do not include timed Blackboard or Canvas exams. Examples include but are not limited to:

- Providing the assessment to students via email or available link and have them submit their completed assessment via email or assignment submission on Turnitin/Blackboard/Canvas.
  - Please note that an extended time accommodation will need to be provided if these assessments are to be completed within one class meeting time.
- Creating a “take home” assignment that students can complete over the course of multiple days and submit at a later time.
- Chapman’s Institute for Excellence in Teaching and Learning (IETL) have also created a document with [Strategies for Online Instruction to Deter Academic Dishonesty](#)

### Alternate Testing Date/Time Considerations:

If a student has back to back classes and their extended time accommodation would make them late to another class meeting, faculty need to allow them to take the exam/quiz at a different time than the rest of the class. Faculty can provide a different version of the exam/quiz as long as it is equal in difficulty.

Some students are additionally approved for Alternate Test Day Accommodation by Disability Services. This accommodation can be used by a student if they have missed a quiz/exam due to medical reasons related to their disability. Faculty will need to allow them to make up the exam/quiz. Faculty can provide a different version of the exam/quiz as long as it is equal in difficulty.

Please email [dstesting@chapman.edu](mailto:dstesting@chapman.edu) if you would like assistance navigating alternate test day options with a student.

Below is a chart that provides 1.5x (Time + ½) and 2x (Double Time) conversions.

Regular Time (in minutes)	1.5x Accommodation	2x Accommodation
15	25	30
20	30	40
30	45	60 (1:00)
35	55	75 (1:15)
50	75 (1:15)	100 (1:40)
60 (1:00)	90 (1:30)	120 (2:00)
75 (1:15)	120 (2:00)	150 (2:30)
90 (1:30)	135 (2:15)	180 (3:00)
120 (2:00)	180 (3:00)	240 (4:00)
150 (2:30)	225 (3:45)	300 (5:00)
170 (2:50)	255 (4:15)	340 (5:40)
180 (3:00)	270 (4:30)	360 (6:00)

For more complex situations, we encourage the student to consult with their instructor to see what solution can be agreed upon between both the student and instructor. If the accommodations prove to be too complex for the instructor to provide themselves, the Testing Center can provide guidance on how to proceed in those cases. We look forward to collaborating with you to find an agreeable, appropriate solution for all parties involved.

If you have any questions about testing related accommodations, please email [dstesting@chapman.edu](mailto:dstesting@chapman.edu).