

Online Learning Accommodations

IN CLASS ACCOMMODATIONS

Note-Taking

- Volunteer note-takers will be arranged by Accessibility Services (please note volunteer positions are not 100% guaranteed)

Lecture Recording

- Permission of recording must be given by the professor before recording any live-streamed lectures. Permission is not required if lectures are posted and saved each week.

Alternative Textbooks

- Check online to see if any of the required course materials are available as a digital book/e-book.
- Alternative format textbooks requests are still being processed by the Accessibility Specialist if an electronic text copy is unavailable for purchase. Email textbook lists to rvonk@tyndale.ca

Extension Requests

- Two-week Extension accommodations are negotiated with the professor, one-week before the original assignment due date. To request the extension accommodation, use the following template to email the respective professor:

Good morning/afternoon,

I am emailing you today to request an extension accommodation for the upcoming assignment, **ASSIGNMENT NAME**, in **COURSE CODE/NAME**.

This accommodation is based on my active accommodation plan. Course title, name of I intend to have this assignment submitted on _____ (maximum 2-weeks from original due date). If you have any concerns/questions, please contact Accessibility Services.

Thank you,

- For additional extension requests, please see the *Policies, Procedures, & Forms* page of the Accessibility Services website for the appropriate request form. Additional extension requests must be accompanied by a medical note.

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TEST ACCOMMODATIONS

For students using text-to-speech software

- Microsoft Word has a built in text-to-speech reader. You can download Microsoft Office for free through:
<https://signup.microsoft.com/signup?sku=Education>
- For support on how to access this feature, see following link:
<https://support.office.com/en-us/article/use-the-speak-text-to-speech-feature-to-read-text-aloud-459e7704-a76d-4fe2-ab48-189d6b83333c>

For students using speech-to-text software

- Google Doc's has a built in free speech-to-text software (Select 'Tools' from the main menu, followed by 'Voice Typing' to utilize this function).
- For support on how to use Google Doc's free speech-to-text software, please see the following link:
- <https://support.google.com/docs/answer/4492226?hl=en>

Extra Time

- Extra time will be approved as normal for any timed tests taken through Moodle. To request extra time for a test, please email your professor (a week before the test) using the following template:

Good morning/afternoon,

I am emailing you today to request accommodations for the upcoming test/exam/take-home test in COURSE CODE/NAME. The test accommodation I am requesting is

_____ % Extra Time, based on my active accommodation plan. If you have any concerns/questions, please contact Accessibility Services.

Thank you,

For any concerns regarding course Accessibility, please fill out the COVID Advisor Update Form posted on the Tyndale Accessibility Services web page (<https://www.tyndale.ca/accessibility-services/policies-forms>).