# Accommodations Glossary

## ASL Interpreter

**Definition:** American Sign Language interpreter for in class and exam scenarios.

**Professor Responsibility:** Allow interpreter access to all classroom settings and provide class materials ahead of time.

**Student Responsibility:** Communicate needs to FSC and the interpreter.

**FSC Responsibility:** Schedule and provide qualified ASL interpreting services

## Calculator

**Definition:** Use of a calculator in tests where appropriate

**Professor Responsibility:** Use of a calculator in tests where appropriate. Allow calculator use if it does not compromise test integrity.

**Student Responsibility:** Bring an approved calculator to tests.

**FSC Responsibility:** Approve calculator use and inform professors of the accommodation.

## Captioning for Virtual Classes

**Definition:** Subtitles are provided for online lectures or videos.

**Professor Responsibility:** Enable captions or provide captioned materials.

**Student Responsibility:** Request captioning if not already available.

**FSC Responsibility:** Arrange captioning services or ensure platforms are accessible.

## Copy of PowerPoint

**Definition:** Provide a digital or printed copy of the lecture slides.

**Professor Responsibility:** Share PowerPoint slides with the student before or after class.

**Student Responsibility:** Request slides if not provided.

**FSC Responsibility:** Assist in collecting materials, as needed.

## DM System

**Definition:** An assistive listening device where the professor wears a microphone to amplify their voice.

**Professor Responsibility:** Wear the microphone and ensure it is functioning during lectures.

**Student Responsibility:** Request and maintain the device as needed.

**FSC Responsibility:** Communicate the request to Professor.

## Extended Time (x1.5, x2)

**Definition:** Allows students extra time (1.5x or 2x) for tests/exams.

### In-person tests

**Professor Responsibility:** Upon request, coordinate with FSC Exam Staff to provide a copy of the test and any details necessary to ensure proper delivery of the exam.

**Student Responsibility:** Use the FSC Test Request Form to inform FSC about the required accommodation times for the in-person test.

**FSC Responsibility:** Arrange an appropriate testing environment, ensure proper exam invigilation, exam delivery and inform professors of timing needs.

### Online tests

**Professor Responsibility:** Adjust students' time on Brightspace (for the semester) based on the list available through Accommodate.

**Student Responsibility:** Nothing; time accommodations are provided by Professor.

**FSC Responsibility:** Communicate via Accommodate a list of approved students' time accommodations.

## JAWS

**Definition:** Screen reader software for visually impaired students.

**Professor Responsibility:** N/A

**Student Responsibility:** Request screen reader software in advance.

**FSC Responsibility:** Provide and support the use of JAWS software.

## Large Print

**Definition:** Enlarged text materials for visual accessibility.

**Professor Responsibility:** N/A

**Student Responsibility:** Notify FSC of specific font/size requirements.

**FSC Responsibility:** Convert or supply large print materials as needed.

## Notetaking Assistance

### Option 1: Peer notetaker

**Definition:** Peer notetaker

**Professor Responsibility:** N/A

**Student Responsibility:** Request a Peer notetaker through the FSC.

**FSC Responsibility:** FSC will email students in the class to find a peer notetaker.

### Option 2: Glean

**Definition:** Opt to use the notetaking software Glean.

**Professor Responsibility:** Support the use of Glean in the classroom.

**Student Responsibility:** Request Glean through the FSC, upon approval and receipt of license comply to all guidelines put forth in the Student Recording Agreement.

**FSC Responsibility:** Communicate the request to the professor and supply the Glean license.

## Professor Approved Cue Sheet

**Definition:** Professor-approved cue sheet for exams. See here for more details: [Cue Sheets Guidelines](https://www.smu.ca/webfiles/CueSheets-2024.pdf)

**Professor Responsibility:** Review and provide feedback on cue sheet. Once approved, send cue sheet directly to FSC to be included with test.

**Student Responsibility:** Create and submit the cue sheet for approval at least one week before the test date.

**FSC Responsibility:** Facilitate communication between professor and student regarding the cue sheet.

## Speech-to-Text Software

**Definition:** Technology that dictates for the student.

**Professor Responsibility:** N/A

**Student Responsibility:** Request software when needed for assignments and exams.

**FSC Responsibility:** Provide access and technical software support.

## Staggering Tests/Exams

**Definition:** Scheduling exams to avoid having more than one in a single day.

**Professor Responsibility:** If requested, coordinate with FSC, Advising Offices and possibly other professors to adjust exam dates.

**Student Responsibility:** Request exam adjustments well in advance.

**FSC Responsibility:** Facilitate communication and help resolve scheduling conflicts.

## Text-to-Speech Software

**Definition:** Technology that reads written text aloud.

**Professor Responsibility:** N/A

**Student Responsibility:** Request software when needed for assignments and exams.

**FSC Responsibility:** Provide access and technical software support.

## Use of a Computer

**Definition:** Permission to use a computer for typing during exams or notetaking.

**Professor Responsibility:** N/A

**Student Responsibility:** Request use of a computer to FSC.

**FSC Responsibility:** Approve use and ensure settings adhere to exam integrity standards