

## Accommodations

### Special Furniture in Your Classroom

Some students require special chairs and/or tables. If you have any of this furniture in your classroom, it will be clearly marked ACCESS with a "Reserved – Do Not Remove" sign.

- Students who need this special furniture will present you with a Confidential Memo. If someone who does not have authorization tries to use the furniture, please remind them kindly that its use is designated for students with verifications of special needs.
- If a student who does not have verification from our office feels they *should* have this kind of furniture because of a disabling condition, refer them to the ACCESS Office in the LMC.

### Accommodations for Exams

ACCESS proctors tests for students needing accommodations in our testing center. It is fitted with closed circuit TV monitors, students are required to present pictures IDs, and an instructor's requirements are followed to the letter. Tests can be delivered to us in the following ways:

- You can hand-deliver them to the ACCESS Testing Office in LMC 137, between 8AM and 6PM Monday through Thursday. Friday you may deliver tests between 8AM and 12 noon.
- Exams can be placed in a gray ACCESS test transmittal envelope, then left in the ACCESS campus mailbox in the Administration Building.
- Exams can be sent via email to: [mcaccessproctoring@vcccd.edu](mailto:mcaccessproctoring@vcccd.edu)
- If you prefer, the student can deliver the exam, but you will need to seal it in a gray ACCESS test transmittal envelope and initial the seal to verify no tampering has taken place.
- Please provide your preferred contact information to aid communication.

### Note Taking Accommodations

- When a student has verification of note-taking assistance, they will give you a note taking packet along with their Confidential Memo.
- Ask for a classroom volunteer to take notes. It is important that you do not identify the student needing assistance as that would be a breach of confidentiality.
- The volunteers receive campus Service Credits which are placed on their transcripts and will enable them to receive a special seal on their diplomas. Service Credits are often required for admission by four-year colleges and universities.
- The volunteer note taking packet you are given with the Confidential Memo includes information for you, for the notetaker, and for the student. There are also several sheets of self-carboned, lined, and 3-hole-punched NCR paper. The notetaker can get more paper from the ACCESS office in the LMC building.
- Instead of using NCR paper, the notetaker may also take notes on their own paper and bring them to ACCESS where we will copy them for free and keep them in a folder for the student to pick up. Notetakers may also prefer to take notes on a laptop and then email them.
- The student in need of a notetaker will let you know how they want the notes given to them. They can ask that the notetaker give the notes to you and then you pass them on. However, we do encourage the student to identify themselves privately to the notetaker.
- Please note that if you provide lecture notes on a website you have developed for your class, it is fine to let the student know they won't need a notetaker (as long as all test questions would come from your posted notes and the text).
- If more than one student needs a notetaker, only ask for one volunteer. ACCESS will copy the notes and hold them for the students to pick up personally.
- If you cannot get a notetaker, please contact ACCESS immediately.