Accommodation Instructions for Faculty

Please see the following instructions for the most common accommodations approved by the CAE. If instructions are not listed for a particular accommodation that you have questions about, please contact the CAE for clarification.

Exam Accommodations: If students choose to use their exam accommodations, they will request to be put onto the CAE Proctoring Center schedule. Students make their requests through the Student Portal for Clockwork. We encourage students to speak with their professors regarding their accommodations and in some cases professors will provide the accommodations themselves. This is always helpful and appreciated. The professors are notified 9 days prior to the exam, and will receive reminders until an exam is uploaded to Clockwork or delivered to the Proctoring Center. Professors are sent a link to the Faculty Portal, where they can view the Accommodations Letters, see the list of students, confirm/edit date and exam times, give exam instructions and upload the exam. The Faculty Portal can be found at:
https://cw.osd.ucla.edu/ClockWork/user/instructor/default.aspx

Clarification of specific exam accommodations:
- LD Formula 100%<=1hr; 75%<3hrs; 50%>= 3hrs (100% default), means the following:
  - For exams less than or equal to an hour, the student receives double time
  - For exams between 1-3 hours, the students receives 75% extra time
  - For exams 3 hours or longer, the student receives time and a half

- Extra time only: the student is only approved for extra time and does not need an adjustment to the exam environment

- Computer/Writer/Reader for exams: If the student has been approved for one of these accommodations and selects them for an exam, they will most likely be accommodated through the CAE. This means that based on their disability, they require the use of a computer, a scribe, or that the exam be read out loud for them.

- Exam Environment:
  - Separate testing environment: distraction-reduced environment with no more than about 20 students
  - Semi-private room: distraction-reduced environment with no more than 10 students
  - Private exam room: One student only

- Time-Compensated Breaks: Students are allowed a circumscribed amount of time (typically 5, 10, or 15 minutes per hour) to take a break that does not deduct from their exam time

If you have any questions regarding proctoring services, please contact the Proctoring Center directly at caeproctor@saonet.ucla.edu or call 310-825-2651.

Adjusted assignment deadlines in consultation with CAE: It is the student’s responsibility to initiate a conversation with their CAE counselor prior to an assignment deadline, or as soon thereafter, when requesting an extension. It is understood that such requests will be considered on a case-by-case basis. Should a student need to extend a deadline beyond the initial extension, the request will be considered on a case-by-case basis. Following this, a reasonable timeline for an extension will be communicated to the faculty member. Further, if a student has not been approved for this accommodation and is seeking an extension retroactively, please consult with the CAE. Note: before communicating a reasonable extension timeline, the CAE will consult with the faculty member and review the syllabus to ensure that no fundamental aspects of the course are compromised by the request for an extension.

Adjusted attendance requirements in consultation with CAE: It is the student’s responsibility to initiate a conversation with their CAE counselor when they miss class, or as soon thereafter, when requesting an excused absence. It is understood that such requests will be considered on a case-by-case basis. As part of the interactive process, faculty are consulted to ensure that absences do not fundamentally alter program requirements. Note: It is the individual student’s responsibility to obtain copies of lecture notes and/or materials from missed classes. The CAE cannot provide notes for students who are absent from class if not initially approved for notetaking.

Powerpoints or handouts provided at least one day before the class, when possible: The CAE and the student will discuss this with you if-needed based on lecture style. If this is needed but is not possible, please contact the CAE to discuss a reasonable alternative.

Livescribe Smartpen: This is a pen that audio records. You do not need to do anything for this accommodation. Students are required to sign an agreement indicating that they will not sell, distribute, transcribe, or disseminate audio recordings, and that academic integrity is expected.
**Breaks During Class:** You do not need to do anything for this accommodation. There is no limit to how many breaks can be taken. The student is expected to come back to class after break. Student should still be in class for the majority of class time.

**Notetaking:** For the notetaking accommodation, the professor does not need to do anything. The student will request supplemental notes through the CAE Student Portal (Clockwork), and the CAE Staff will then obtain a notetaker from the class, and coordinate the student’s access to the notes.

**Disability Seating:** This means that the student has a seating need. The student will first see if they are able to access their needed seat/desk. If not, the CAE will consult with facilities to provide the required seating accommodation.

**Adjusted Participation Requirements:** In some cases, a student’s disability may impact their ability to participate to the full extent in courses. If participation is a fundamental aspect of your course, an alternative accommodation may be determined by contacting the student’s CAE counselor.