

## **Notetaking, Proctoring, and Parking Updates 2018-2019**

Effective Fall quarter 2018, an approved notetaking accommodation may include:

- Access to your computer, laptop, or tablet
- Livescribe pens
- Sonocent audio notetaker

### **The impetus for this change**

1. Notetaking is a skill that all college students should master. Peer notetaking does not lend itself to acquiring and honing this skill. Having a peer notetaker allows the student with a disability to assume a passive learning mode, ask fewer questions, and encode less information to long term memory.
2. One of our most critical goals is to foster independence and autonomy. Independence and autonomy are fostered when students are in charge of their own notetaking process. Recording technologies allow students to be more engaged in, and actively follow the lecture without worrying about missing critical information, and later rephrase lecture points in your own words.
3. With technology-based notes, you have full control over your notetaking, you have a direct reference to what was explained in class, you can retrieve information for review more quickly and accurately, and have more independence in your learning.
4. It can take weeks to identify, hire, and process student notetakers. With technology-assisted notetaking, this sometimes lengthy process is eliminated altogether.
5. Peer notetaking is unreliable and we cannot guarantee the quality of peer notes -- some notetakers fail to upload notes in a timely fashion; others, without advanced notice, stop uploading notes during the quarter; or for some classes, no notetaker is identified, leaving you without notetaking support.
6. Some students report that peer notes are inadequate and do not fully cover the course content. Technology-assisted notetaking allows students to take notes that cover all course content, tailoring notes to your specific needs.
7. Incorporating technology-assisted notetaking allows us to meet the unique and varied needs of all of our students.

As instruction has changed (online, lecture capture, flipped classrooms) and notetaking tools improved (smart pens, apps, etc.), many disability service offices have changed their approach and are reconsidering what it means to encounter a barrier in notetaking and how such barriers can be relieved.

In order to effectively meet the needs of its constituents, the Center for Accessible Education (CAE) has reconsidered its approach to notetaking support and will be offering multiple notetaking options. The primary method of notetaking support, consistent with disability services around the country, will be technology-assisted notetaking. This will ensure that our goal of fostering independence and autonomy among our students is reflected in the options available to our students.

As the CAE moves away from peer notetaking, we are inviting students who are approved for peer notetaking to change their notetaking accommodation for Fall 2018. Please call 310-825-1501 or email your CAE counselor to discuss your options.

## FAQs

- [What happens after Fall 2018?](#)

During Fall 2018, CAE will be auditing the use of peer notetaking. If no equally effective technology-based notetaking option is reasonable, peer notetaking will be considered on a case-by-case basis. Please look out for a series of emails in Fall 2018 that will detail the transition to technology-assisted notetaking that will be taking place in Winter 2018.

- [Aren't you legally required to provide me with a peer notetaker?](#)

Although Peer Notetaking may be considered a form of auxiliary aid, Universities are not required to provide a peer notetaker as the sole method by which course notes are accessible to students. UCLA is committed to providing students with access to Auxiliary Aids, such as technology-based notetaking, to meet the following criteria:

(1) A recipient to which this subpart applies shall take such steps as are necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills. (2) Auxiliary aids may include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions. [34 CFR 104.44 Academic adjustments](#)

- [I miss class because of my disability. How will I get my notes if I don't have a peer notetaker?](#)

A notetaking accommodation is an auxiliary aid that is not a substitute for a student's course attendance. Generally, a best student practice is to connect with others in your class to share any missed materials due to absences. If your disability impacts your attendance to courses, please contact your CAE counselor to determine appropriate accommodations.

## **Proctoring Updates**

Effective Fall quarter 2018, CAE will be implementing an updated exam accommodation of a **distraction-reduced** exam environment.

All students who received:

- Semi-private exam space
- Separate test environment
- Private Space

will be switched to **distraction-reduced** testing. Please note that this environment will ensure the most optimal environment for you to take your exams. You will be given the option of utilizing a divider, ear plugs, noise cancelling headphones, or other strategies designed to minimize distractions.

- [What if I was not approved for one of the above 3 options?](#)

Other exam accommodations will remain the same.

- [What will this change look like?](#)

An email will follow that includes pictures and descriptors of the various test environment options. Please follow up with your counselor if you have any questions.

## **Parking Information**

### **Where do I go on campus for disability parking?**

For students who have a DMV-issued parking placard, you may take your placard receipt directly to [Parking Services](#) to purchase and receive your campus parking permit.

### **So what type of parking is available through the CAE?**

The CAE is the entity on campus that determines reasonable academic accommodations for students with disabilities. The CAE does not assign disability-based parking permits. For any questions related to postsecondary academic accommodations, you can refer to the [ADA](#) site for more information (the hyperlink will take you directly there).

### **Who determines eligibility for disability-based parking permits?**

Each state establishes criteria and procedures to issue accessible parking *permits* (often in the form of distinctive license plates or placards) to individuals with disabilities. For the state of California, the information is provided through the [DMV](#) website.

### **What about accessible parking?**

A parking permit assigned to a student based on disability is distinctly different from the University's obligation to provide accessible parking allocations. UCLA is committed to providing accessible parking spaces as described in the [mandate](#). Specifically, the ADA/504 office works with transportation regarding accessible spaces, signage and barrier removals as described in the CA/ADA [mandate](#).