

## **Transition to Remote Learning**

### **Faculty FAQs**

#### **How will Accommodations work Online?**

##### **Extended time on exams**

The most commonly used online learning platforms allow faculty to extend the time of their exam for students who have accommodations. You can find more information about how to extend the time on an exam at: <https://canvas-support.emory.edu/design/accessibility-in-canvas.html>

Please note that for an 80 minute exam, a student with 50% (i.e. time and half) extended time should be given 120 minutes while a student with 100% (i.e. double time) extended time would get 160 minutes.

##### **Reduced Distraction Location**

If you are administering an exam online, students are responsible for finding an environment that can work for them. If possible, consider setting up your exam in a way that does not have to be taken at a specific time of day (for example, a student can take the exam anytime on Monday March 30). This may allow students who are in a busy household to take the exam at a time of day when their house is quieter.

##### **“Take home” or Asynchronous Exams**

If you allow students unlimited time to complete an exam before a deadline, extended testing time would not apply. For instance, if you have an essay exam that is due by March 30, you would not have to provide extended time if there is no time restriction imposed for the student to complete it in one sitting.

##### **Notetaking**

Students who are serving as note takers will receive communication from our office that they are still expected to take notes if any audio or video lecture material is being presented. If you or the student have specific questions about how notetaking will work for them please contact Atlanta: [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu) or Oxford: [oxfordnotetaking@emory.edu](mailto:oxfordnotetaking@emory.edu).

##### **Use of a Reader and/or Scribe for Exams**

If you have a student who needs to use a reader or scribe for their exams, please consult with the OAS staff member listed on the Accommodation Letter so we can work this out with you and the student. Due to the online environment, there will need to be some flexibility considered when discussing solutions.

##### **Breaks During Exams without Time Penalty**

There are some students who may need to take frequent breaks during their exam. Depending on how you plan to administer your exam this may or may not need to be addressed. If you or a

student has concerns about how this will work please reach out to DAS staff at Atlanta: [accessibility@emory.edu](mailto:accessibility@emory.edu) or Oxford: [oas\\_oxford@emory.edu](mailto:oas_oxford@emory.edu).

### **Use of a Calculator**

If you have a student who needs to use a calculator for their exams, please consider setting up your exam in a way that does not prevent a calculator on their work surface. If an online proctoring service is used, it is important to inform the proctor of specific items that will be allowed during the testing session.

### **Consideration of Absences and Extended Time on Assignments**

It is understandable that many University students might be experiencing issues with accessing their courses or submitting assignments on time. For students who have these approved accommodations, DAS staff can assist the student and professor in navigating what this might look like on a course by course basis.

### **Interpreters/CART**

DAS has been in touch with faculty of those students who use American Sign Language Interpreters or Communication Access Realtime Translation in the classroom. If you have a student in your class using these accommodations, and haven't heard from DAS, please contact Atlanta: [accessibility@emory.edu](mailto:accessibility@emory.edu) or Oxford: [oas\\_oxford@emory.edu](mailto:oas_oxford@emory.edu).

### **Captions for Videos**

DAS strongly encourages the use of captions for any video or audio created. You can find additional information about captioning in Canvas or Zoom: <https://canvas-support.emory.edu/design/accessibility-in-canvas.html>

### **Using Proctoring Software**

Please note that some students may have issues or concerns around using proctoring software for any number of reasons. You could consider using alternatives such as a “paper” exam that you email them, or developing the exam in a way that would not necessitate proctoring software. Contact your program chair or academic deans to determine your approach.

### **Other accommodations**

If a student receives other accommodations that will be impacted by the change in course administration, please communicate with the student immediately to discuss options. DAS staff is available to assist as needed in conversations about how to apply accommodations.