

Queen's Student Accessibility Services (QSAS)
Letter of Accommodation

Accommodations approved or renewed on: November 15, 2017
Accommodations listed are **valid until March 10, 2020**

Queen's Student Accessibility Services
Student Wellness Services
69 Union Street
Mitchell Hall, Queen's University
Kingston, Ontario, Canada
K7L 3N6
Phone: 613-533-2506 Fax: 613-533-6740
wellness.services@queensu.ca

Student Name: **Testy Test**

Student Number: **500T**

QSAS Advisor: **Advisor Smith**

This letter verifies **Testy Test** is registered with QSAS as a student with a disability. Based on review of supporting documentation, screenings and intake processes; QSAS has approved the following academic accommodations:

Exam Accommodations

Note: Exam accommodations apply to all timed assessments, including in-class tests, quizzes, midterms, or exams.

- Extra Time: 10 min per 1 hour exam
- Scantron exempt (multiple choice questions answered on exam sheet)

Classroom Accommodations

- Permission to audio record lectures

Practicum/Field Placement Accommodations

None

Agreement:

By clicking “My Accommodations are Correct” during the QSAS online registration process, **Testy Test** indicates approval and acceptance of the academic accommodations listed above.

NOTE: If this student requests an **assignment extension** or **exam deferral** for reasons of a disability for which they are accommodated via this Letter of Accommodation, **please do not refer** them to the Extenuating Circumstances Policy. Students are advised to email their instructor if they need an extension or deferral due to their disability, with a copy to their QSAS Advisor. If you have any questions or concerns in considering any requests, please contact the QSAS Advisor.

The academic accommodations outlined in this letter have been approved on behalf of the University by Queen’s Students Accessibility Services (QSAS). Accommodations are approved by QSAS in accordance with the *Ontario Human Rights Code* and providing them are the responsibility of the entire campus. Once notified, instructors/educators have an obligation under the *Code* to implement the approved accommodation. Instructors should contact their department for resource support or **Monique Dube** with any concerns or questions.

Disclaimer Regarding Use of Audio Recording and Advance copies of Slide Decks as Accommodation

Students who have permission to audio record lectures or to receive copies of instructor slides or handouts in advance of class, as accommodations agree that these materials are to be used for personal study only and no other purpose.

The student also understands that they must not share these materials with anyone without the explicit consent of the lecturer. The student understands that information contained in these materials may also be protected under federal and international copyright legislation. Therefore, they may not be published, quoted or otherwise distributed without the lecturer’s explicit written consent.

By accepting this agreement, the student understands that violating these restrictions may result in withdrawal of these accommodations.