

# ARC Faculty FAQ

There have been several process changes to how we give access to accommodations during the pivot to online teaching and learning, and we can anticipate further changes with the pivot back to in-person teaching and learning. It remains the responsibility of ARC-registered students to request accommodation letters and book exams with the ARC. If there are questions not covered on this FAQ, please contact the ARC via email at [arc@unbc.ca](mailto:arc@unbc.ca) or phone at 250-960-5682. Effective September 7, 2021, we are resuming in-person operational hours of Monday-Friday, 8:30-4:30 in **5-157**.

## Accommodation Letters

**What if I have a student who has requested accommodations, but I haven't received an accommodation letter for the student?**

All ARC-registered students need to request accommodation letters from the ARC to receive accommodations. An ARC staff member will email you a student's accommodation letters. Please encourage any students whom you have not received letters for to connect with the ARC.

**What if I have received accommodation letters, but I'm not sure if some accommodations are still relevant given course design and delivery?**

Accommodations are student specific and accommodation letters will list accommodations currently in place for the student. If there are accommodations that are not relevant for how your course is designed or delivered (i.e. exam accommodations in a course without tests or exams), then there may be no need to implement the accommodations. Email [arc@unbc.ca](mailto:arc@unbc.ca) if you have questions.

## Exam Accommodations

**Is the ARC hosting any exams in person?**

The ARC will host in-person exams for on-campus or hybrid classes.

**I have received an accommodation letter that lists exam accommodations. What is my role in administering these accommodations?**

For on campus/face to face courses

Please email ([arc@unb.ca](mailto:arc@unb.ca)) or drop off (5-157) an exam for the student 1 business day prior to the exam once you receive an exam booking notification email from the ARC.

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### For online courses

Please continue to set exam exceptions such as extended time accommodations in learn.unbc.ca for students once you receive an exam booking notification email from the ARC. (See [video](#) on setting test availability exceptions within Moodle on our website; connect with [ARC staff](#) or [CTLT staff](#) as needed).

### For hybrid courses

Please follow the protocol for online or on campus courses above, depending on whether the exam is online or on campus.

### **If a student requires extra time, and I plan to give students a 12- or 24-hour window, do I need to give the student 48 hours?**

If you have designed a test to take 2 hours, and you give your class 12 hours to complete it, then you do not need to give extra time. \*Please ensure that you explain to the class that this test is designed to take 2 hours; however, they have 12 hours to complete it.

If you have designed a test that can be accessed any time in a 12-hour period, but there is a time limit of 2 hours to that test, you will need to adjust the time accordingly. Please do not hesitate to reach out to ARC for support.

### **How do students with exam accommodations book exams with the ARC?**

Students are required to book their exams with the ARC by using our [exam booking service](#). ARC will email instructors when an exam is booked so that instructors can verify the exam booking information. ARC will also email a 4-day and 2-day reminder in advance of a quiz/exam with regards to which students require accommodations. Students writing outside of the scheduled test date and time will be required to agree to our confidentiality agreement in order to book an exam with the ARC.

### **I have received an email with a list of students who signed up for a test/exam; however, there are some students missing, should I contact the ARC?**

It is the student's responsibility to book their tests /exams through the ARC. You will only receive emails for students who have completed the booking process. Students who miss the booking timeline will not receive accommodations.

## Class Accommodations

### **I plan to record my lectures and upload my class notes. If a student has an accommodation for a note-taker, is this accommodation still necessary?**

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ARC is encouraging students to try their classes before requesting note-takers, as lecture capture and/or instructor course notes may provide greater access to course materials. However, students may still require note-takers for a variety of reasons. At this time, note-taking accommodations will be implemented if requested.

### **How does the note-taker accommodation work?**

ARC has an online [note-taking service](#) where students can request and volunteer as note-takers. If a student requests a note-taker, ARC will email the instructor with details on how students can volunteer as a note-taker.

### **My student has an audio recording accommodation. What does this mean?**

Audio recording allows students to access class material that may not otherwise be accessible. The recording can be seen as an extension of the student. If not for the barriers in the environment or functional impacts of the diagnosis, the accommodation would not be in place.

### **If I plan on recording my lectures, is an audio recording accommodation still required?**

If you are planning to record your lectures, this accommodation may no longer be required. However, some students use audio recording equipment to help them recall information in their notes. In this case, an audio recording device may still be required.

### **What audio-recording devices do students use?**

Livescribe Pen: The Livescribe Pen captures everything that is written and spoken. Recorded audio is indexed with the handwritten text in the Livescribe journal. When you tap on a written word it plays back the audio from that part of the recording.

Microsoft One Note and Notability: These programs capture everything that is typed and spoken. They can import PowerPoint slides.

Audio Recording Device: Students have a handheld audio recording device which allows them to mark important sections of the lectured content. Unlike the live scribe pen, the recorder is only an audio file. Students may also use an audio recorder on their mobile device, e.g. Voice Memos app.

### **What if students do not want to be recorded?**

Please ensure that you announce at the beginning of your class the potential for audio recording, and provide multiple ways for students to engage, such as Q

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and A, the chat box, or office hours (synchronous) or a discussion thread or email (asynchronous).

**What if I have concerns about the audio recording accommodation as I do not want students to share my intellectual property?**

ARC students sign an audio recording agreement stating that the recording is for the sole purpose of their own review of the course and that the audio recordings are not to be shared or released and are to be deleted after the course has concluded. Recording in this specific situation is not an infringement on the instructor's intellectual property rights. For information regarding copyright law and intellectual property, please contact the Copyright Officer at the Geoffrey R. Weller Library.

**What are some differences between audio recording and note-taker accommodations?**

Students and the Access Advisor/ Access Coordinator meet to discuss which option best fits the student's needs. There are many factors that indicate why a specific accommodation is agreed upon. While note-takers may be an appropriate accommodation for some students, the audio recording accommodation allows students to continue to actively engage with the course material and make their own meaning of their notes. Additionally, as the note-taker accommodation is volunteer-based, it is difficult to ensure quality notes are being written for the student.