Instructor Check List for ADA Accommodation Letters:

_____ For Internet Courses, did I check both my JSCC email as well as my Blackboard email for ADA Accommodation Letters?

_____ Did I read the ADA Accommodation Letter?

_____ Did I meet privately with the student to discuss a protocol for implementing the accommodations before signing the letter and **signifying that we did**?

Ex. Extended time or distraction reduced testing environments….when, where, etc. (Keep a copy and student is responsible for return of second copy to the ADA Office)

_____ Did I make note of all the accommodations requested by the student for my course?

_____ Do any of the approved accommodations fundamentally alter the essential functions or reduce the curricular standards for the course? If so, contact the ADA Office (856-6077) for assistance.

_____ If test proctoring assistance is needed, contact the ADA Office (856-6077) or the Learning Resource Center-LRC (Shelby 983-5930 or Jefferson 856-7788) **at least 2 days prior** to the test.

**Information required:**
- Date and Time of Test
- Copy of the Test
- Total time allotted with accommodations
- Best way to return the exam (Instructors must arrange for retrieval of LRC proctored exams and a signature of retrieval is required.)

_____ Have I placed reminders on my calendar to make certain that I am providing the required accommodations throughout the entire semester?

_____ For internet courses, have I adjusted the student’s allotted time for all exams/quizzes in Blackboard through adding an exception in test options? (Guidelines for adding specific student time exceptions are available under Instructor Resources in Blackboard or you can contact Valerie McCombs-Distance Ed Technology, vmccombs@jeffersonstate.edu for additional assistance)

Still have questions?
ADA Accommodations Office
205-856-6077
ada@jeffersonstate.edu