

## MEMORANDUM (Example)

TO: Instructors of Jamie Doe as Appropriate

FROM: Greg Mason/Jenn Loue, Disabilities Coordinators

DATE: As appropriate

SUBJECT: **Jamie Doe, Student in Your Classes This Semester**

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Jamie Doe, a student in your classes this semester, has asked me to notify you of her/his need for special accommodations due to a disability. Based on her/his disability and the documentation I have on file, Jamie is entitled to the following accommodations:

1. She/He should be provided with extended time for tests and quizzes in an isolated, distraction-free environment—with the possible use of reader to allow her/him to hear the questions as well as read them visually. (Extended time is defined as 1 ½ to 2 times the normally allotted time). *Should you wish my office to proctor any tests for which Jamie requests extended time, please contact me to discuss arrangements.* See also the attached Procedures for Proctoring of Extended-Time Tests for more information.
2. She/He should be permitted the use of an electronic spell-checker or computer word processing program for all in-class written assignments or essay exams.
3. She/He may also benefit from being allowed to use an audio-recorder to record lectures as a back-up to her/him notes. (She/He may discuss with her instructors using a cell phone for this purpose, strictly for her/his personal use as a learning aid, not for any other purpose or for publication in any format.)
4. She/He should be permitted to receive copies of lecture notes from you or from a dependable classmate, if you can help her/him identify one. (I will provide Jamie with special NCR paper and/or a photocopier code that can be used to make immediate copies of a classmate's notes.)
5. She/He should be permitted to use a calculator for all mathematics quizzes and exams when appropriate (i.e., not when basic arithmetic operations ability is being evaluated).

In addition to these accommodations, Jamie will be assisting herself/himself by using regular and frequent tutorial support, by consulting with you if she/he has questions, and by meeting with me for study skills help and other assistance as necessary.

Jamie should be approaching you if any of the above accommodations need to be arranged, particularly exam accommodations. If you prefer, feel free to approach her/him after class or via note to meet with you to discuss accommodations, but please do not discuss accommodations with Jamie in front of the entire class.

If you have any questions, or if I can offer you any assistance, please feel free to call me at (724) 287-8711 extension 8327; or e-mail me at: [greg.mason@bc3.edu](mailto:greg.mason@bc3.edu) if you prefer. Thanks!

## BUTLER COUNTY COMMUNITY COLLEGE

INSTRUCTOR'S INFORMATION (see also Student's Information attached)

### PROCEDURES FOR PROCTORING OF EXTENDED-TIME TESTS FOR STUDENTS WITH DISABILITIES

Revised Sept 2016

Extended-time testing is a specialized service available on a limited basis to qualifying students. This Service can be delivered in the following ways:

#### 1) Provide Extended-Time Testing Yourself

a) Arrange the extended-time so student does not miss out on regular class lecture or lab.

b) Arrange for testing to occur in an environment that is free of noise, interruptions, etc.

*\* This is especially important for students who have attention deficit disorder (ADHD) or who are otherwise highly distractible\**

c) Communicate with student the amount of time they have to complete test.

*\* The standard for extended-time testing is 1 ½ to 2 times the normal allotted test time. (Due to the inherent difficulties, testing may take even longer for students who are blind, visually impaired or have significant physical difficulty)\**

#### 2) Proctored by College Personnel

**Note:** The student is responsible for approaching you to request extended time and for making the arrangements with college personnel to set up proctored testing.

a) Discuss with student when you would like her/him/her/him to take the test. *\* We recommend that students test on the same day as their peers when feasible. \**

b) Contact appropriate office to arrange delivery or pick-up of the test prior to the test date.

c) Be sure to attach a note that indicates how much time is normally allowed for the test/exam and indicate if the student is permitted to use any materials (calculator, notes, book, dictionary, etc.) **No** aids will be permitted without your written authorization.

The following BC3 College Personnel/Office will arrange proctoring of extended-time testing:

##### **Main Campus:**

Greg Mason, Disabilities Coordinator/Academic Counselor  
(724) 287-8711 ext. 8327; email: [greg.mason@bc3.edu](mailto:greg.mason@bc3.edu)

##### **BC3@Armstrong:**

Karen Zapp, BC3@Armstrong Student Services/Technology Support Specialist  
(724) 902-7467; email: [karen.zapp@bc3.edu](mailto:karen.zapp@bc3.edu)

##### **BC3@Cranberry:**

Lauren Buchanan, Director of BC3 at Cranberry  
(724) 772-5521; email: [lauren.buchanan@bc3.edu](mailto:lauren.buchanan@bc3.edu)

##### **BC3@Lawrence Crossing:**

Jennifer Loue, Assistant Coordinator Disability Services  
(724) 287-8711 ext. 8342; email: [jennifer.loue@bc3.edu](mailto:jennifer.loue@bc3.edu)

**Or**

Sean Carroll, Director of Lawrence Crossing  
(724) 658-1938; email: [sean.carroll@bc3.edu](mailto:sean.carroll@bc3.edu)

##### **BC3@LindenPointe:**

Jennifer Loue, Assistant Coordinator Disability Services  
(724) 287-8711 ext. 8342; email: [jennifer.loue@bc3.edu](mailto:jennifer.loue@bc3.edu)

**Or**

John Suesser, Director of BC3@LindenPointe  
(724) 346-2073; email: [john.suesser@bc3.edu](mailto:john.suesser@bc3.edu)

##### **BC3@Brockway:**

Jill Martin-Rend, Director of BC3@Brockway  
(814) 265-1813; email: [jill.martin-rend@bc3.edu](mailto:jill.martin-rend@bc3.edu)

## BUTLER COUNTY COMMUNITY COLLEGE

STUDENT'S INFORMATION (see also Instructor's Information attached) page 1 of 2

### **PROCEDURES FOR PROCTORING OF EXTENDED-TIME TESTS FOR STUDENTS WITH DISABILITIES**

Revised August 2015

#### **FAQ:**

##### Do I qualify for this service?

You may qualify for this service if you can provide the Disability Services Office with appropriate written, third party documentation of a disability for which extended-time testing is an appropriate and reasonable accommodation.

*\* If feel you need this service you MUST fill out **Disability Services Application** and provide written, third party documentation of disability. \**

##### If I qualify, how will my Instructors be notified?

If the Disability Coordinator determines that your documentation of disability makes you eligible for extend-time testing, you will be notified via email from the Disability Coordinator and you will be required to obtain your written memorandum (memo) from Disability Coordinator. This memo is yours to keep and present to your instructors as you see fit. REMINDER: This is YOURS. DO NOT give this to your instructor. They may make a copy and/or access an e-copy of it online via their faculty portal.

##### How do I utilize this service, and what are the rules?

#### ***IT IS UP TO YOU TO INFORM YOUR INSTRUCTORS THAT YOU ARE AFFORDED THIS ACCOMMODATION***

- 1) Speak with your instructor well in advance of the test that for which you wish to receive extended-time. The two of you should determine if your instructor will provide extended time in a setting agreeable to both of you OR whether you will have your test proctored.
- 2) If you agree that test will be proctored, YOU must contact the appropriate office to schedule date and time you will be taking the test. **(See Who to Contact List)**

#### **STUDENT GUIDE TO PROCEDURES FOR PROCTORING OF EXTENDED TIME TESTING**

- 1) Contact appropriate office to schedule date and time you will take your test (**We appreciate/expect at least 1 week notice when possible, and in any case no less than 24hours notice**) *\* You should attempt to schedule your proctored test on the same date and approximate time as the test is being administered to other/him students.\**

**REMINDER:** *Be sure to allow yourself enough time to start and finish test in one sitting, you will not be allowed to leave the proctoring area once your test has begun. There will be no exceptions to this rule!*

- 2) Inform your Instructor about where and when you have scheduled your proctored test so that they can make arrangements for the test to be delivered or picked up. Also make sure that they attach a note to the test verifying any aids you may be allowed to utilize during the test (calculators, book, notes, tables, graphs etc.). Without specific written permission from the instructor, you will not be permitted to use any aids or references.

## BUTLER COUNTY COMMUNITY COLLEGE

*STUDENT'S INFORMATION (see also Instructor's Information attached) page 2 of 2*

### **PROCEDURES FOR PROCTORING OF EXTENDED-TIME TESTS FOR STUDENTS WITH DISABILITIES**

Revised August 2015

- 3) If you have concerns about time conflicts, please contact your instructor and the appropriate college office PRIOR to the scheduled time. If you show up to take a test you have not scheduled in advance, don't be surprised when there is no test for you to take!
- 4) If for any reason you are unable to take the test at scheduled day and time, please contact both your instructor and the proctoring office ASAP to reschedule. PLEASE NOTE THAT YOUR INSTRUCTOR MUST APPROVE CHANGES TO THE ORIGINALLY SCHEDULED DATE AND TIME AND THAT THE INSTRUCTOR MAY NOT PERMIT MAKE-UP TESTS. The Instructor's policy MUST be our policy re: Make-up testing.
- 5) Be aware that proctored tests are held to the same college policies concerning Academic Dishonesty as all other/him tests and any and all violations will be reported to the appropriate college authorities.
- 6) Finally, COME PREPARED! Bring the materials you will need for the test. We do not supply these items.

#### **WHO TO CONTACT:**

The following BC3 College Personnel/Office will arrange proctoring of extended-time testing:

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##### **BC3@Armstrong:**

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