

## Procedure for Setting Up Exam Accommodations In Online Classes

*Please note this procedure is for students completing online degrees in the  
SocialWork@Simmons and Nursing@Simmons programs*

Each semester, students are required to complete accommodation letters for their courses in a timely manner to inform the instructor of the accommodations they wish to utilize in their course. Upon delivery of the letter, students are encouraged to communicate with the instructor about how exam accommodations will be implemented in the course.

### **Scheduling online exams with professors:**

1. Students must schedule an appointment with a Disability Services staff member during the first few weeks of the term. Students may schedule an appointment by calling the front desk at 617.521.2474 or by emailing a staff member.
2. During the meeting, students have an opportunity to request their accommodation letters. Students may choose to have all their approved accommodations in each of their online courses, or they may wish to apply certain accommodations in their courses. Students will be asked to provide the course code, instructors name and preferred e-mail address for each of their course instructors.
3. Based on the student's request, accommodation letters will be generated after the meeting and emailed to the course instructor. The student will also be copied on this email.
4. Students are asked to communicate with each of their instructors to determine how extended time on exams and quizzes will be implemented in the online course.
5. If extended time on exams and quizzes needs to be implemented, the course instructor will need to contact the 2U Faculty Support Line at 1.877.552.0628 to request that the accommodation be applied and to confirm the amount of additional time that needs to be included on all of the exams and quizzes scheduled in the course. Students should not contact the support team as it is the responsibility of the course instructor.
6. The Faculty Support Team at 2U will be responsible for increasing the time allotted for all exams and quizzes that are scheduled in a given course.

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617.521.2474

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