



Northlands College

Access & Equity Supports

Procedures

Northlands College aims to support all students in achieving academic success while enjoying a full and rewarding educational experience. Our commitment is to providing a diverse and inclusive learning community by providing services and support to enable students with disabilities to approach their studies in an equal and effective manner. We encourage independence, self-advocacy and equality for all students, while maintaining personal, confidential service.

Definition of Disability

An excerpt from the Saskatchewan Human Rights Code defines disability as “any degree of physical disability, infirmity, malformations or disfigurement and, without limiting the generality includes: epilepsy, any degree of paralysis, amputation, lack of physical coordination, blindness/visual impediment, deafness/hearing impediment, physical reliance on service animals, wheelchair or other remedial appliances/devices, intellectual disability or impairment, learning disability or dysfunction in processes involved in comprehension, use of symbols or spoken language, or mental disorder”.

Types of disabilities that may require accommodations

- **Medical** based-any degree of physical disability, mental disorder(s), infirmity, malformation or disfigurement. Requires a doctor’s form.
- **Psycho-educational** Assessment criteria- any intellectual disability or impairment, learning disability or a dysfunction in one or more of the processes involved in the comprehension or use of symbols or spoken language (this does not include struggling with English as a second language). Requires outside testing.

Definition of Accommodations

Accommodations are supports or services that allow a student with a disability, or other accommodation needs, a fair opportunity to engage in academic activities and fulfill essential course and program requirements. Accommodations are meant to level the playing field for students; they are never meant to provide an advantage to students. Accommodations are not the same as modifications; you must still meet the learning outcomes of your program.

The accommodations Northlands College can offer during the testing process (before designation) are:

- Ergonomics
- Separate space

Examples of classroom accommodations that Northlands College may offer following the designation of a disability are:

1. **Notetaking support**
 - a. This may be accomplished in several ways: Volunteer Peer Note taker - the instructor is asked to request a volunteer to share their course notes. The instructor can provide copies of lecture notes - if available, or audio recording of lectures.
2. **Assistive devices**
 - a. Such as an FM assistive listening device, instructor microphone, etc.
3. **Assignment extensions**
 - a. Due to the unpredictable nature of some student's disability or illness, they may require extensions at short notice, which must be mutually agreed upon by the student and instructor.
4. **Medical absences**
 - a. Due to particular medical conditions, a student may occasionally be absent from class. These absences should not affect grading regarding attendance. Prolonged absences, or a missed exam, do not fall under this accommodation and proper policy (Student Conduct #404) needs to be followed.

Examples of exam accommodations that Northlands College may offer following the designation of a disability are:

1. **Extended Time** - the length of extension (time and a half, double time, etc.) will be specified on the accommodation letter. This accommodation applies to all timed exams or quizzes (online or in-class), as well as in-class, timed assignments (ie. an in-class essay).
2. **Separate Space** - typically a break out room, office or other available space that will provide an environment with reduced distraction
3. **Reader/Scribe** - please see the role of a reader/scribe in the exam setting at the end of this procedure.
4. **Computer and/or adaptive technology** - some students may require the use of a computer alone, or a computer with adaptive technology and equipment.
5. **Ergonomic workstation** - alternative chair or tabletop, height adjustable table, alternative lighting.
6. **Exam alternatives** - on very rare occasions, the student's accommodation request may include an exam alternative. The goal of this accommodation is to allow the student an opportunity to display their knowledge and course mastery in a way that suits their particular needs. This accommodation should never compromise academic integrity. **Examples of exam alternatives can be:**
 - Exam Printed or electronic format
 - Moving the weight of the grade to another exam or assignment, or arranging a take-home exam.

Financial Assistance for Students with Disabilities

If you are a student with a disability, please register your disability as soon as you are accepted into the program. Contact Student Affairs for information about support services that may be available.

1. Canada-Saskatchewan Grant for Services and Equipment for Students with Permanent Disabilities
 - If a student has applied for a student loan and does not qualify, the student will need to provide Student Affairs with the letter of denial.
2. Other Financial Assistance Options
 - Workers' Compensation Board
 - First Nation's Band
 - Métis organizations
 - Northlands College

For Faculty and Staff

We hope you will find here the information which will assist you in supporting the needs of all of your students, particularly those with identified disability-related needs. Should you have questions or concerns at any time, please do not hesitate to contact us. Here is some important information about accessibility and academic accommodation:

1. Academic accommodations are NOT intended to interfere with academic integrity or reduce the responsibility of the student to demonstrate mastery of course content.
2. Northlands College treats all disability-related information with the highest degree of confidentiality and privacy.
3. There is no prescribed method for provisioning academic accommodations; often accommodations will vary dependent upon the individual and the nature of the particular class.
4. Student Affairs is available to assist you with any accommodation-related questions or concerns.

Instructor Responsibilities

1. Implement reasonable accommodations for students, including notetaking and exam arrangements.
2. Treat all disability-related information and conversations as private and confidential.
3. If you are uncertain of how to carry out a specific accommodation, please do not hesitate to contact Student Affairs.

Procedures for Access & Equity Supports

Procedures for Students to Register with Access & Equity

1. Talk to a Student Advisor to gather supporting documents, get verification of disability request form from your home institution.
2. Complete the Access and Equity Services package at Northlands College with the Student Affairs Coordinator.
3. If you require accommodation based on family status, gender identity or religion please contact the Student Affairs Coordinator.
 - Reasonable accommodations can be made to ensure you are not discriminated against on the basis of: religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance, and gender identity.

Procedures for Instructors Referring Students and Implementing Accommodation Plans

1. If you suspect a student has a learning disability. Complete the referral form, which can be found on our website under forms.
2. Become familiar with the letter of accommodation for each student.
3. Meet with the student individually and confidentially to discuss their accommodation needs.

Procedures for Student Affairs Coordinator

1. Meet with students to determine needs.
2. Set up external testing if required.
3. Help with registering at their home institution.
4. Develop a list of accommodations for the student.
5. Communicate with instructors. (ongoing)

Reader/Scribe Responsibilities

- The reader or scribe is present to support the student's needs through the following actions:
 - o Reading of exam instructions and questions aloud
 - o Reading of exam responses aloud
 - o Writing exam responses as they have been dictated by the student
- The scribe must write exactly what the student tells them to write, and must not paraphrase or edit the student's answers.
- The student should be prepared to spell any technical words and give the main punctuation.
- The reader or scribe are instructed not to offer textual interpretations or alterations of content. They are passive participants in the reading/writing process.
- The reader/scribe should under no circumstances indicate by any word or action that he/she thinks the student has made a mistake. This includes gesture, hesitation, speech or written word.
- The reader or scribe is **not to comment on the test or give any form of input**. However, in the case of blindness or visual disability, it may be necessary for the reader to offer an explanation of the layout or appearance of a page. This is necessary if the layout of the test item involves visual elements such as pictures, graphs or complex tabular information.