

# Faculty Notification Letters and TAF

The previous Academic Accommodation “letters” have been redesigned.

THIS INFORMATION IS CONFIDENTIAL  
PLEASE PROTECT THE PRIVACY OF THIS STUDENT  
UNLV DISABILITY RESOURCE CENTER

## Academic Accommodation Plan

Student: Bob Boop NHSE#: 1007934521 Term: Summer Year: 2016  
Instructor: Patricia Heisser Course: WMST 113.1009  
Disabilities Specialist: Anita Stockbauer Email: anita.stockbauer@unlv.edu Ph#: (702) 895-0866

It is important for you and the student to discuss the accommodations identified below, and how they will be implemented. Based on the student's right to privacy, disclosure of the specific diagnosis is private and considered protected information.

For more information on how to implement accommodations, contact the DRC counselor noted above. DRC staff will work collaboratively with you to implement these accommodations and support an accessible learning environment. We are located in SSC-143.

### Class Accommodations:

The student uses books converted into alternative format(s).

Notetaking Services

The student needs instructor assistance in identifying a peer notetaker.

### Test Accommodations:

The student needs extended time (2.0) for tests and quizzes.

The student will take tests/quizzes in a room with reduced distraction outside the classroom. (DRC Code I)

A DRC Test Proctor will transfer marked answers to the ScanTron card.

The student will use a DRC provided reader.

Exams will be proctored in the DRC.

### Other Accommodations:

### Suggestions And Strategies:

\_\_\_\_\_  
DRC Counselor

\_\_\_\_\_  
Student

UNLV DISABILITY RESOURCE CENTER  
Faculty Notification Letter  
(Academic Accommodation Plan)

Tuesday, January 03, 2017

Spring 2017 - GUFFAW 100.1000 - UNDERWATER BASKET WEAVING (CRN: 201701)

Student: Frank \_FancyPants - (NSHE# 1231231231)

Instructor: Andrew Cousteau Luiz

Based on the student's right to privacy, disclosure of their specific diagnosis is private and considered protected information.

It is important for you and the student to discuss the following academic accommodations and how they will be implemented.

Frank \_FancyPants is eligible to receive the following accommodations:

#### 1. Alternative Testing

- o Break - Medical or Bathroom
- o Extended Time (1.5x) Exams/Quizzes
- o **Reader**  
DRC will provide a reader for exams.
- o Reduced Distraction

The new design of the “letters” has been simplified and renamed Faculty Notification Letter.

At the bottom of the new Faculty Notification Letter is a link to the new Testing Accommodation Form (TAF) form and contact information.

**\*\* IMPORTANT \*\***

Please complete the following online Testing Accommodation Form (TAF) to provide the DRC with the necessary information to proctor the exams/quizzes for this course section. Only ONE completed form is needed to process the requests of ALL students requiring accommodations for this course section.

TAF Link:

<https://olympic.accessiblelearning.com/UNLV/ContractInstructor.aspx?ID=2088&CID=91781&Key=7zCGWHG>

For more information on how to implement these accommodations, contact the disability specialist noted below. The DRC staff will work collaboratively with you to implement these accommodations and support an accessible learning environment.

**Kelly Sheehan**  
 Not Specified  
 Disability Resource Center  
 Phone: [702-895-0866](tel:702-895-0866)  
 Location: SSCA-143



Official Document

The green Test Accommodation Form will no longer be used to schedule tests, approve test materials, or confirm exam delivery/return instructions. All of these functions will be accessible through the TAF link located at the bottom of the Faculty Notification Letter.

Office use only DATE STAMP & Initials	<b>Test Accommodation Form</b> (Request for testing at the DRC – SSC-A143) Attention: Incomplete forms will not be processed	Office use only Data entered/form printed Initials
<b>STUDENT INFORMATION</b> - to be filled out & signed by the student		
Student name _____ NSHE # _____		
Course _____ Section _____ Approved accommodations required for this exam: _____		
<b>IT IS THE STUDENT'S RESPONSIBILITY TO SUBMIT COMPLETED FORM TO DRC FIVE WORKING DAYS PRIOR TO EXAM DATE.</b>		
<b>INSTRUCTOR INFORMATION</b> – to be filled out & signed by the instructor		
<i>Date the exam is to be taken at DRC</i>	<i>Start time</i>	<i>Time allotted for class (in minutes)</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
<i>Test Materials approved for entire class:</i>		
Open book? Yes <input type="checkbox"/> No <input type="checkbox"/> Scratch paper? Yes <input type="checkbox"/> No <input type="checkbox"/> Open Notes? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Calculator (4-function)? Yes <input type="checkbox"/> No <input type="checkbox"/> Calculator (other)? Yes <input type="checkbox"/> No <input type="checkbox"/> type: _____		
Dictionary? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other materials or special instructions: _____		
<i>Format of exam (mark appropriate one):</i>		
<input type="checkbox"/> Scantron <input type="checkbox"/> Short Answer <input type="checkbox"/> Essay <input type="checkbox"/> Other: _____		
<i>Exam delivery (due to DRC one day prior to exam date):</i>		
<input type="checkbox"/> I will email the exam to <a href="mailto:drc@unlv.edu">drc@unlv.edu</a> (preferred method)		
<input type="checkbox"/> I will fax the exam to 895-0651		
<input type="checkbox"/> I will have the exam delivered to the DRC in SSC-A143		
<i>Exam return:</i>		
<input type="checkbox"/> DRC will return the exam to department main office		
<input type="checkbox"/> I will pick up exam at the DRC in SSC-A143		
As the instructor, I understand that testing accommodations will be applied as outlined in the student's Academic Accommodation Plan. In addition, the instructions I identified above will be applied to this exam.		
Instructor signature _____ Date _____		
Print Name _____ Phone _____		
Email (please print) _____		
Additional information can be found at our website at <a href="http://drc.unlv.edu">drc.unlv.edu</a> or by calling 895-0866.		
Updated 7-2013		

Home > Alternative Testing > Alternative Testing Contract by Instructor

**ALTERNATIVE TESTING - ALTERNATIVE TESTING CONTRACT BY INSTRUCTOR**

Class: **GUFFAW 100.1000 - Underwater Basket Weaving (CRN: 201701)**

<b>ALTERNATIVE TESTING CONTRACT DESCRIPTION</b> Type: <b>DRC Testing Accommodation Form (TAF)</b> Use this form for all DRC proctored exams and quizzes.	<b>FACULTY / STAFF INSTRUCTION</b> Instructors: Please look over details of this contract. Submit any modifications to the DRC. Staff: Please contact instructor with any questions you have regarding this contract.
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**Alternative Testing Contract**

- Please indicate all test materials approved for use by the entire class:**
  - No additional materials allowed
  - Open Book
  - Open Notes
  - Scratch Paper
  - Dictionary
  - 4-Function Calculator
  - Other Calculator - Specify the type below
  - Other - Specify other materials or special instructions below
- What is the format of the exam?**
  - Scantron
  - Short Answer
  - Essay
  - Online
  - Specialized Software - Specify below
  - Other - Specify below

Additional Note or Comment
- How will the exam be delivered?**
  - I will upload the exam to the Rebel Access Portal (email link will be sent to you)
  - I will email the exam to drc@unlv.edu
  - I will have the exam delivered to the DRC in SSC-A143

Additional Note or Comment
- How would you like your exam returned?**
  - The DRC will return the exam to the department main office
  - I will pick up the exam at the DRC in SSC-A143

Additional Note or Comment

Clicking the TAF Link at the bottom of the Faculty Notification Letter will take you to the "Alternative Testing Contract by Instructor" page. This page will replace the green Test Accommodation Form for approving test materials for use by the entire class, identifying exam format, exam delivery/return, and the allotted class time for any exam/quiz.

Test scheduling will be the responsibility of the student and you will receive an email to confirm the date and time.

**Exam Type(s)**

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Exam  Minutes

Final  Minutes

Quiz  Minutes

**Additional Information**

Instructor Phone Number\*:

Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Note:

**Submit Alternative Testing Contract**

**Questions? Contact Us!**

Please contact our office if you have any questions regarding Alternative Testing request.

Disability Resource Center  
 Phone: 702-895-0866  
 Fax: 702-895-0651  
 Email: drc@unlv.edu

Campus Location: Student Services Complex - Building A, Room 143  
 Office Hours: Monday-Friday: 8 a.m.-5 p.m.

Mailing Address  
 Disability Resource Center  
 University of Nevada, Las Vegas  
 Box 452015  
 4505 S. Maryland Parkway  
 Las Vegas, NV 89154-2015