



## Confirmation of Adaptive Measures letter

Every student whose need for adaptive measures has been validated by Access Service will receive a Confirmation of Adaptive Measures letter (CAM). Ventus will automatically send out a student's CAM by email to each of the student's professors once the student's registration at Access Service is complete.

The CAM names the student and confirms that he or she is registered at Access Service, has provided appropriate professional documentation, and has been assessed by Access Service's staff. The CAM lists the adaptive measures the student will need for accessibility in the classroom, at examinations, and for the course materials. It also notes any adaptive measures that have complementary information sheets that professors can request from students or from Access Service. The CAM will also include the name and contact information of the student's learning specialist at Access Service, and a reminder to file the notice of examination form.

Students have access to the current session's CAM through their individual Ventus accounts, and can print their CAM at any time. Because CAMs printed from a student's account and delivered manually does not have any signatures, the letter will have a QR code that professors can scan and a link that they can enter into their browsers. These will take professors to a page that will authenticate the contents of the printed letters.

When a student is newly registered at Access Service, CAMs will be sent to the professors as soon as the student's registration at Access Service is complete. For returning students with ongoing adaptive measures, professors can expect to get a general email at the beginning of a session indicating that a student in the course is registered with Access Service and reminding the professor to file their Notice(s) of Examination. Once the late registration date for the session has passed, professors will receive a CAM for each returning students registered in their course(s).

