Quick Guide to Academic Accommodations for Instructors

The University of Ottawa is committed to providing academic accommodations to students with disabilities in order to grant them an equitable opportunity to access and participate fully in the learning environment with dignity, autonomy and without impediment. The University also wishes to preserve academic freedom, academic integrity and academic standards.

In keeping with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act and the University’s I-16 Academic Regulation, the University of Ottawa provides reasonable and appropriate academic accommodations for students with a known disability.

Student Academic Success Service (SASS)
Academic Accommodations

55 Laurier Avenue East, Third Floor, Room 3172 (DMS)
Ottawa ON Canada K1N 6N5
Tel.: 613-562-5976
Fax: 613-562-5159
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OUR MANDATE

The Student Academic Success Service (SASS) Academic Accommodations team works with the University community to create an inclusive academic environment that provides services and adaptive measures that minimize the impact of learning barriers. Our team is composed of qualified professionals who design and offer a range of services, including academic support and learning assistance, transcription, interpretation, and adapted exams. Each of these services and adaptive measures can be adjusted to respond as effectively as possible to each student’s needs.

ACCOMMODATIONS PROCESS

To be eligible for academic accommodation, a student must submit an intake form and a documented assessment of their disability delivered by a registered medical practitioner to SASS Academic Accommodations. The medical practitioner performs an in-depth and thorough evaluation, and then issues a formal recommendation on the type of adaptive measure(s) best suited to meet the student’s needs.

One of our highly trained learning specialists will review the student’s intake form and medical documentation to implement an accommodation plan. Not all the accommodation recommendations issued by medical professionals are approved. Each accommodation is evaluated independently and only put in place if it meets the course’s academic requirements and upholds the University’s standards for academic integrity.

Please note that only SASS Academic Accommodations can provide accommodations for students; therefore, if an instructor receives a request for an academic accommodation directly from a student, the instructor must refer the student to SASS Academic Accommodations.

PROFESSOR PORTAL (VENTUS)

All new instructors will receive an email inviting them to log into the Professor Portal. The Professor Portal allows the instructor to:

- view a list of all accommodations needed for each course
- submit pre-filled Notices of Examination (NOE)
- delete and modify NOEs already submitted
- fill out and edit Proctor Instruction sheets
- see which students have confirmed that they will write an exam at SASS Academic Accommodations (with accommodations) or in class (without accommodation)

To log into Ventus, instructors need to enter their uoAccess ID, which is the short name before their @uOttawa.ca email address (e.g.: jsmit000). It excludes any aliases or full name email addresses linked to an account. The instructor’s uoAccess password is the same one used for systems such as Outlook/Exchange, VirtuO, and UNIWeb.

IMPORTANT!

ACCOMMODATION STATEMENT FOR INSTRUCTORS

Instructors must include the following statement in their 2019–2020 syllabus and read it out loud at the beginning of their first few classes to remind students of their obligations to request any form of academic accommodation they feel they might need.

STUDENT ACADEMIC SUCCESS SERVICE (SASS)

Academic Accommodations

For students who need adaptive measures

Students who have a disability or functional limitation and who need adaptive measures (changes to the physical setting, arrangements for exams, learning strategies, adaptive technologies, etc.) to progress or participate fully in university life should contact SASS Academic Accommodations immediately by:

- visiting the SASS Academic Accommodations office on the third floor of the Desmarais Building, Room 3172
- logging into the Academic Accommodations Portal (Ventus) and completing the intake form
- calling the SASS-Academic Accommodations office at 613-562-5976

SASS Academic Accommodations offers services and implements measures to break down barriers to learning for students with physical or mental health issues, visual impairments or blindness, hearing impairments or deafness, permanent or temporary disabilities, or learning disabilities.
ADAPTED EXAMS

The SASS Academic Accommodations team implements adaptive measures for exams. These measures are determined by reviewing medical documentation provided by health care professionals and by a functional evaluation of the student conducted by learning specialists at SASS Academic Accommodations.

If you have any questions about adapted exams at SASS Academic Accommodations, please contact us:

- by phone: 613-562-5800, ext. 4493
- by fax: 613-562-5159
- by email: exams@uOttawa.ca

Adapted exam process

In order to implement the adaptive measures that students need to take their exams, SASS Academic Accommodations needs to know when their exams (final exam, quizzes, tests, midterms, etc.) will take place. Instructors must use an online Notice of Examination (NOE) form to notify SASS Academic Accommodations and their academic unit that an in-class test, quiz, or evaluation is scheduled for the course.

We recommend that instructors file NOEs for all of their courses; some academic units require instructors to do so.

1. **File NOEs** as early as one term in advance, and as late as ten (10) calendar days before the exam. Final exams (fall or winter term) that are scheduled by the Registrar’s Office do not require NOEs: the Registrar’s Office sends information directly to the academic units and to SASS Academic Accommodation.

2. Once an instructor finalizes and submits the NOE, the students in their class who are registered with SASS Academic Accommodations will receive an email notifying them that an exam has been scheduled. **Students then need to confirm where they will write the exam**, namely at SASS Academic Accommodations with their authorized adaptive measures or in class without adaptive measures. Students have until seven days before the exam date to confirm their choice. For fall and winter final exams, students must confirm their choice before November 15 (fall) and March 15 (winter).

3. About one week before the scheduled exam, the instructor will receive a reminder to [complete a Proctor Instruction form](#) and to [submit a copy of the exam](#). Instructors have up to three (3) business days before the exam to upload it. For final exams, the instructor must submit a copy of the exam and the Proctor Instruction form to their academic unit, which must upload these documents into the academic accommodation management system no later than 9 a.m., two business days before the exam.

4. Once the student has completed an exam subject to academic accommodation, the exam is placed in a sealed envelope and [delivered to the academic unit](#) by a SASS Academic Accommodations employee within two business days. The administrative representative in the academic unit will sign and date the delivery slip upon receipt of the exam.
**SHARED RESPONSIBILITIES**

Successful academic accommodations require the participation of students, faculty members and administrative staff within the University; consequently, all parties share responsibility.

**Instructors**

Faculty members and instructors, with the support of administrative staff, share the University of Ottawa’s legal responsibility to provide academic accommodations to students with disabilities. Instructors are responsible for collaborating in the academic accommodation process and for implementing approved accommodation plans by:

- referring all disability-related accommodation requests to SASS Academic Accommodations
- being aware that a person may need an accommodation even if they have not specifically or formally submitted a request
- implementing the accommodation plan with the support of their faculty and the SASS Academic Accommodations team, and participating when appropriate in the development of accommodation plans
- working collaboratively with SASS Academic Accommodations, the student, and the faculty to find a satisfactory resolution when an instructor believes that an accommodation plan jeopardizes the student’s ability to meet an academic standard, academic integrity requirements, or essential academic requirements and skills;
- in collaboration with the Teaching and Learning Support Service, considering universal design elements when designing the course to minimize the need for accommodations

More specifically, instructors must:

- read every Confirmation of Academic Accommodation (CAM) letter posted in their Professors’ Portal (Ventus) account
- submit one Notice of Examination (NOE) per exam (not per student)
- submit a copy of exam materials to their academic unit before the deadline
- respect the confidentiality of all students registered with the SASS Academic Accommodations

**SASS Academic Accommodations**

The SASS Academic Accommodations is the central resource for providing disability-related advice and for developing accommodation plans for students with disabilities. The SASS Academic Accommodations team is responsible for coordinating the academic accommodation process for students, which includes:

- obtaining and storing relevant disability-related information (e.g. documentation related to any permanent, temporary, or fluctuating functional limitation)
- assessing the University’s duty to accommodate
- when necessary, seeking additional information, assessments, or opinions about the nature of any functional limitation(s) as they relates to the student’s disability
- working collaboratively with faculties, instructors and students to provide information on accommodation decisions, to develop accommodation plans, and to oversee the implementation and delivery of adapted measures and accommodations.

**CONFIDENTIALITY**

Because the information contained in student files is protected under the Freedom of Information and Protection of Privacy Act, as well as under University of Ottawa Student Record Policy 14a, SASS Academic Accommodations personnel cannot discuss confidential and private information with instructors or employees unless the student is present or has consented to the disclosure of such information.

No mention of a student’s registration with SASS Academic Accommodations or of their use of academic accommodation services will appear on the student’s official University of Ottawa documents, such as test results, academic transcripts, or university diplomas.