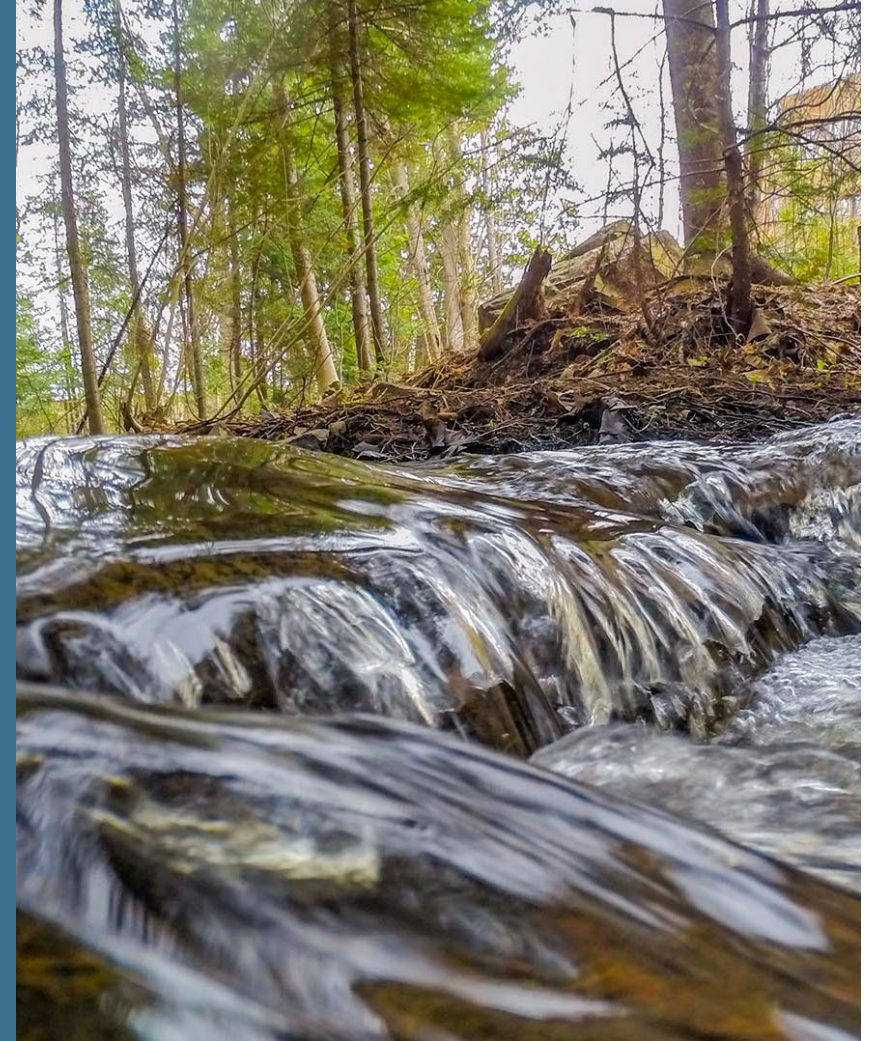


ACCESSING ACCOMMODATIONS

Nipissing University SAS-Fall 2024



ClockWork is the tool used by SAS to support students and give them access to their accommodations.

On our SAS webpage, you can find full instructions on using ClockWork to request accommodations, book an appointment, schedule testing, request notes etc.

Click "ClockWork" on the left menu of our SAS webpage for [the student instructions on how to use clockwork.](#)

USING CLOCKWORK

Accommodations 101

Documentation

- accommodations are based on what you provided to your Accessibility Consultant.
- IF THINGS CHANGE—LET THEM KNOW ASAP

Accommodations Review and Confirm

- Each term, students must approve their accommodations in the [ClockWork Portal](#).
- accommodations cannot be accessed until this is done.

Review deadlines and policies such as:

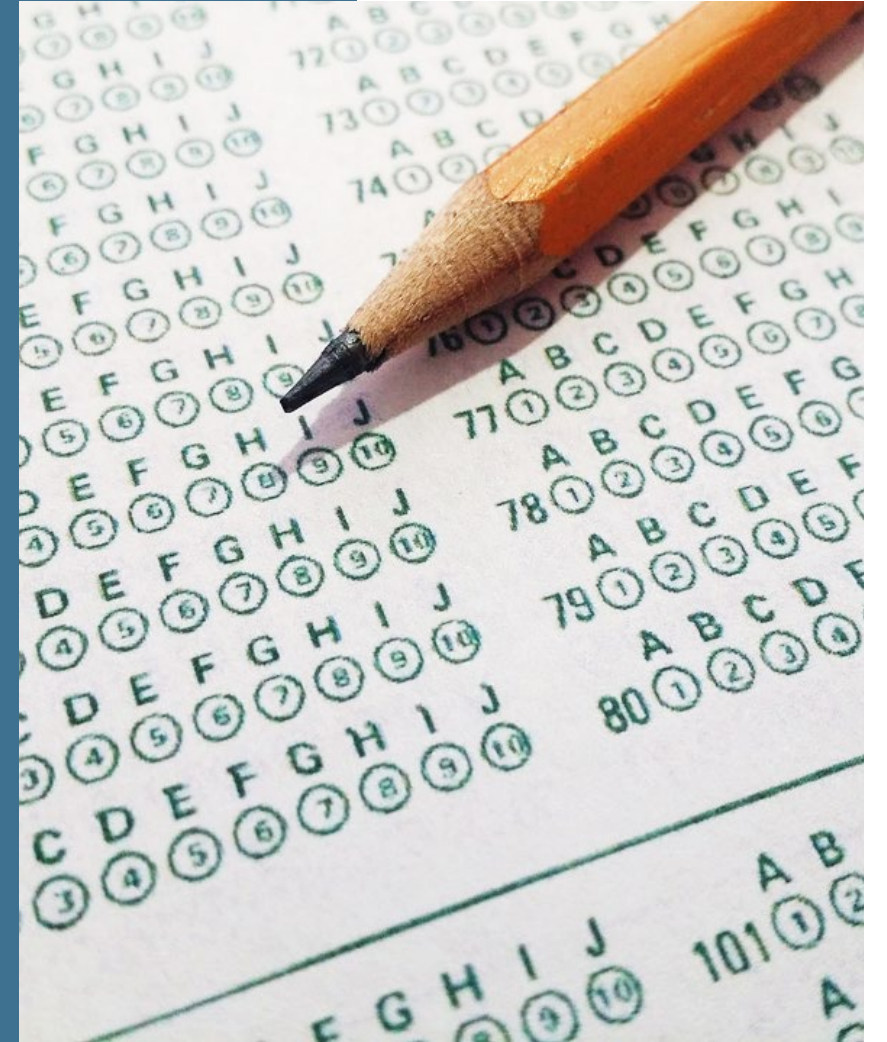
- deadlines to book testing or request special arrangements
- policies on requesting extensions on assignments, using memory aids etc.
- click "[Policies and Forms](#)" on our webpage and refer to the policies that apply to you

SAS Agreements

- If you are eligible for testing or note taking accommodations, you must submit the applicable agreement by clicking "Forms" in the [ClockWork Portal](#).

TESTING ACCOMMODATIONS

For questions or concerns:
sastesting@nipissingu.ca



Testing Accommodations-Overview

Testing Accommodations are available:

- in person in our testing centre
- online
- in person off-campus (Distance Education courses)

Deadlines

- You are responsible for requesting your testing accommodations and advising SAS of disability-related conflicts by the posted deadlines.

Booking IN-PERSON testing

- using the [ClockWork student portal](#) if writing in North Bay
- by contacting SAS directly if you need to write in person, off campus

Disability-related conflicts

- this also applies to online testing or in-person testing off-campus
- we will work with you and your professor to make alternate arrangements

Testing Accommodations-Deadlines

If you miss the deadlines:

- SAS may not be able to fully accommodate you
- SAS may not be able to resolve disability-related conflicts
- Let us know ASAP if:
 - you missed a deadline
 - a new test has been scheduled
 - you registered with SAS AFTER the deadline dates
 - you have made an error booking testing in the portal

Deadline dates can be found:

- in the ClockWork Portal by clicking "Book a test"
- on your LOA
- throughout B210.
- in reminder emails sent by SAS

Accommodated Testing Policies

CONCERNS AT TESTING TIME

If you believe your accommodations are not provided:

- DO NOT START the assessment or STOP as soon as you identify an issue.
 - In-person tests and exams: let your proctor know.
 - Online tests/midterms and take-home exams: email your faculty and (copy sastesting@nipissingu.ca).
 - Official online exams: Instructions will be provided ahead of exams.
- SAS may not be able to advocate for students who choose to continue writing.

DEFERRALS

The deferral process for missing a test/exam depends on the reason:

- Disability-related:
 - SAS can advocate for you directly with the professor or Registrar's Office.
- Other reasons:
 - Tests, midterms/and take-home exams: discuss options with your professor.
 - Official final exams: submit an official deferral request through WebAdvisor and provide requested information.
- Information about [Deferral of SAS Tests and Exams](#) can be found on our webpage.

BOOKING ON-CAMPUS TESTING

(using the
[ClockWork Portal](#))

Click for VIDEO:



ONLINE TESTING

- Your faculty will provide testing accommodations, including additional time **except for official final exams** set by the Registrar's Office,
- **NO ONLINE TESTING** will take place in the SAS testing centre unless approved by your Accessibility Consultant

Using Adaptive Technology with LockDown Browser

Text-to-Speech: Read&Write is available with limited functions. If you have any concerns, contact SAS as soon as possible.

Speech-to-Text/Dictation: **PLEASE** contact SAS as soon as possible

For online testing with NO browser restrictions, you can use any software you prefer.

DISTANCE LEARNING

In-person testing

If writing in North Bay:

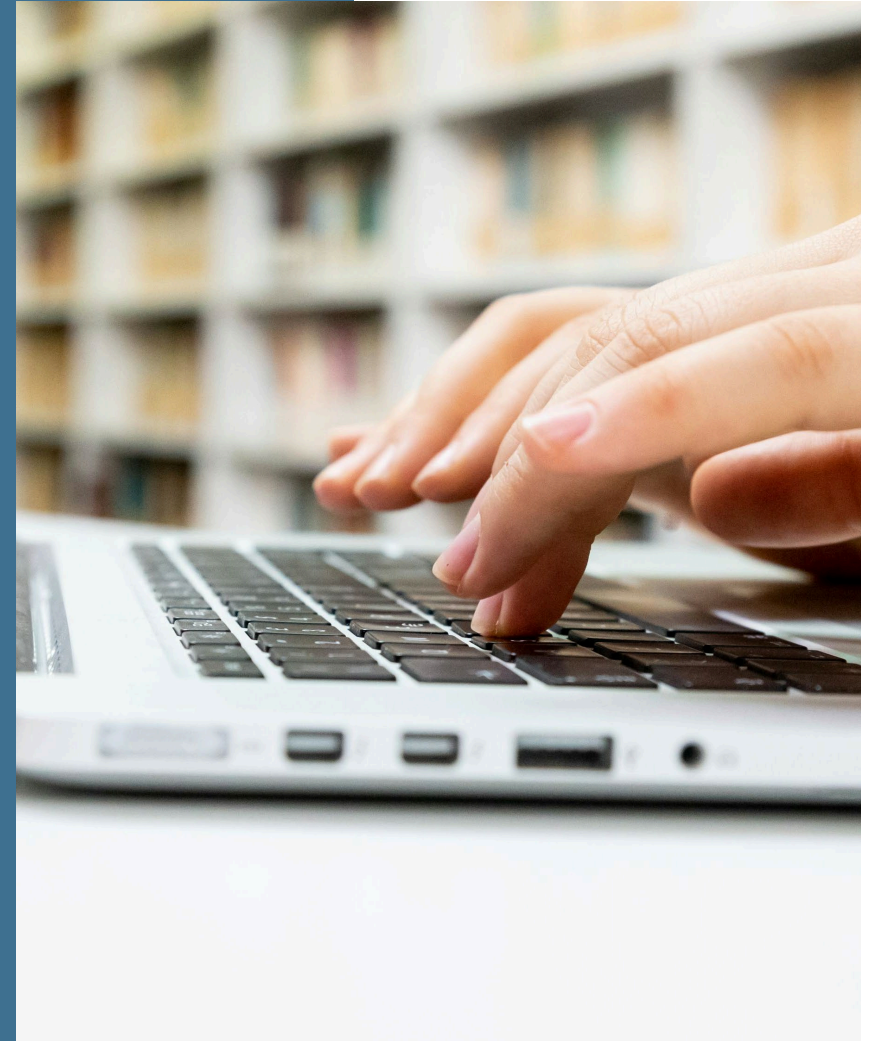
- follow the same process as booking on-campus testing, using the ClockWork portal,

To write in a location other than North Bay:

- **Midterms:** Email sastesting@nipissingu.ca to make arrangements.
- **Exams:** SAS will make arrangements for you to write, with accommodations, in a remote testing centre.

NOTE TAKING SUPPORT

For questions or concerns:
notetaking@nipissingu.ca



Note Taking Support-Overview

There are 2 types of Note Taking support. Your Accessibility Consultant will determine what is appropriate based on your documentation.

Peer Note Sharing

- most common note taking support
- not a guaranteed accommodation

Professional Note Taking

- guarantees student will receive notes

Note Taking Program

Note Sharer/Taker Availability

- If after a few weeks no one has volunteered to provide notes, and you have concerns, please contact your Accessibility Consultant
- We will let you know if notes become available later in the term.

Contact SAS if:

- if you add, drop a course or change sections
- have any issues with your notes or

Recording Course Content

- If your accommodations include recording course content you must:
- comply with all privacy and copyright laws
 - stop recording if the professor instructs the class to stop taking notes

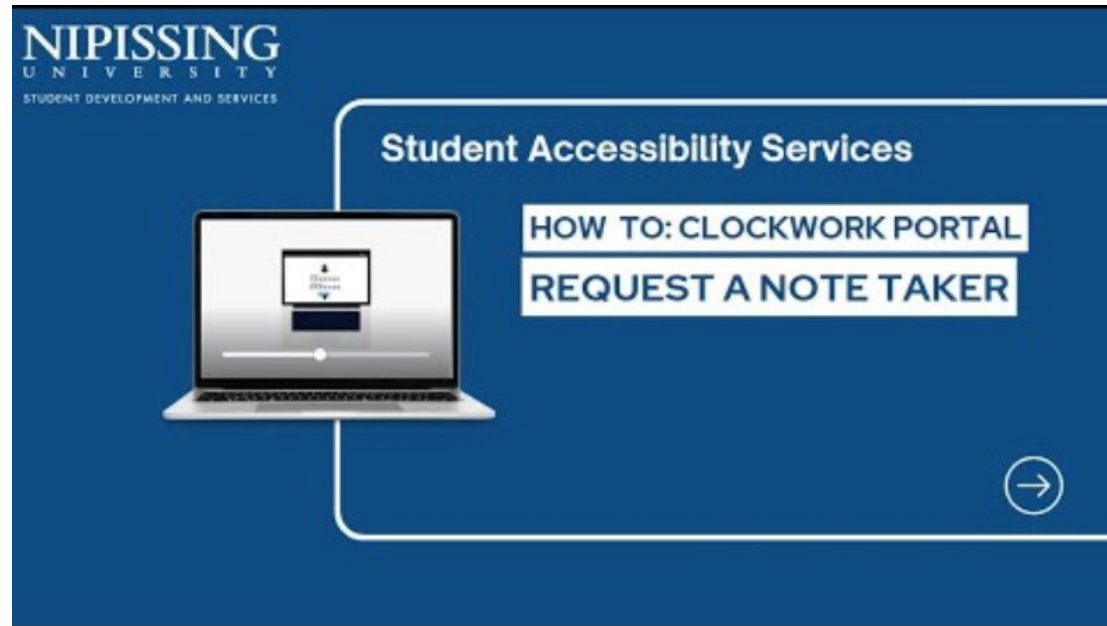
Bursary for Students with Disabilities (BSWD)

- If you are OSAP-eligible and require a Professional Note Taker, you may be asked to complete a BSWD application.

REQUESTING NOTES

(using the
ClockWork Portal)

Click for VIDEO:



ADAPTIVE TECHNOLOGY

E-Textbooks

- Complete the [Textbook Request Form](#)
- DO THIS ASAP after books have been listed to avoid delays from publishers
- Booklists can be found on the [bookstore's website](#)

Adaptive Software and Technology

- **Text-to-Speech:** Read&Write is available to all students. [See details on our page.](#)
- **Speech-to-Text/Dictation:** Contact our Adaptive Technician for assistance.

Devices and Equipment

- **Funding requests to purchase or replace adaptive devices or equipment** must be supported by disability documentation.
- your Accessibility Consultant and SAS Adaptive Technician can assist you.

Contact Info:

You can reach our Adaptive Technician:

- By phone: 705-474-3450, Ext. 4791
- By email: sastech@nipissingu.ca
- In person: Office B210