



Accommodations Protocol for BSPH Faculty from Student Disability Services office

If you have a student in your course who requires disability accommodations, you will receive a formal letter. Students are asked to discuss implementation of their accommodations with individual faculty. If, after speaking with the student, faculty members have any questions about implementation or other concerns, they should contact Student Disability Services (SDS) staff at bsph.dss@jh.edu.

The following are the individual steps in the accommodation process:

Step 1: Student initiates the process for requesting disability accommodations and then meets with SDS advisor to discuss implementation. If a student discloses disability information and they do not have a corresponding accommodation letter, please refer the student to [SDS](#).

Step 2: After receiving a formal accommodation letter from SDS and/or the student, discuss the implementation plan with the student individually (either face-to-face or electronically). Some accommodations may not need to be discussed individually with students if implementation is straightforward but acknowledgement of receiving the accommodation letter is essential.

Step 3: Contact SDS with any questions about implementation or to address any concerns.

Testing Accommodations: Faculty are responsible for implementation of test accommodations for students with approved accommodations. Students should provide faculty with a formal letter indicating their specific testing needs. Upon receipt, Faculty are welcome to contact Student Disability Services (SDS) staff to ask questions or address any concerns. SDS staff are also available to assist with complex testing requests that involve scribes, alternative formats, or requests for individual proctors. The following are the individual steps to obtain alternative testing rooms for students with disability-based accommodations:

Step 1: Email bsph.schedule@jh.edu to request a space, generally within three business days of receiving a request. Please indicate in the email the course name and number, timing of the exam(s), and that the request is for a student requesting disability-based accommodations.

Step 2: After receiving a response from Scheduling, contact the student and let them know the location of the exam, how the exam will be delivered (i.e. TA will bring exam to room), and instructions for how a student should contact the faculty or TA if they have questions during the exam. Ask the student to raise any questions about the accommodation procedure before the exam takes place. If you are using a proctor, [please provide this checklist to the proctor](#).

Step 3: Please post the following "Testing in Progress" sign on the door of the testing room.



Additional Information:

- Extra time (time and a half), reduced distraction space and private testing spaces are the most common exam accommodations (extra time is provided on exams to be taken in one sitting).
- Reduced distraction space can include other students with extended time. Faculty should contact Scheduling and SDS if there are questions about a specific room/space identified. Proctoring multiple students in the same reduced distraction space requires the presence of a faculty or TA in order to promote student adherence to the academic ethics code while taking the exam in a group setting over the extended time period.
- Make sure you or a TA are available to answer questions/share updates during the accommodated exam.
- Make sure teaching assistants or proctors are informed about accommodations.
- Accommodated exams should be the same exam and should not be flagged or graded differently.
- Accommodations related to a student's ability to move or delay an exam may pertain to frequency or duration of disability impact as well as the balancing of exams or deadlines across courses. If you have questions about the corresponding accommodation after receiving the letter, please contact SDS.
- If you have questions about how to accommodate a particular student's needs, you should in general first ask the student in question if a particular accommodation will be adequate. When doing so, it is best practice to work collaboratively with the student and not ask them to divulge any more information than is necessary to meet their accommodation needs.
- Make up exam policies may need to be adjusted as an accommodation, and clear expectations about what is reasonable for each course should be established; Audrey Ndaba, Director of SDS for BSPH is the person to contact for assistance with this process. Email: bsph.dss@jh.edu.
- Some accommodation requests will not require any action on the part of the instructor. For example, a student may have an accommodation for extra time on exams, but the course may have no exams or timed assignments. In these cases, it is generally recommended to confirm with the student(s) that no action is needed, given the specific circumstances. This can be done through personal emails to students or through general class announcements (e.g., "The exam for this course is meant to be taken online at a location of your choosing. For students in this class with accommodations for reduced distraction space, please contact me if you need a specific space scheduled. Otherwise I will assume that you have access to such a space and will not need a specific room scheduled for you.").
- Confidentiality should be maintained to the greatest degree possible.