
The information on this Letter of Accommodation (LOA) is confidential and cannot be released to any person within or outside the College without the written, informed consent of the student.

Accommodations are intended to address barriers and facilitate equitable access to the learning environment. Students with accommodations must meet the same essential learning outcomes as students who do not require accommodation. As per [Algonquin College Policy AC01](#), instructors and students have a shared responsibility in the accommodation process. Students are to discuss with instructors how accommodations are to be accessed in their courses.

This form is prepared in accordance with the Ontario Human Rights Code, the Ontario Human Rights Commission's Policy on Accessible Education for Students with Disabilities (2018), and Algonquin College's Policy AC01.

TO: Professor

SCHOOL: School of Business & Hospitality

PROGRAM/COURSE: Business – Accounting

PROGRAM TYPE: Full-time

STUDENT NAME: Jon Bon Jovi

STUDENT NUMBER: 123456700

DATE: July 3, 2024

If you have questions or concerns about the Letter of Accommodation, please contact the following Disabilities Counsellor: **The Centre for Accessible Learning**

The CAL has documentation on file to support the academic accommodations listed below.

IN-CLASS ACCOMMODATIONS:

- Student may require the services of a peer notetaker in the class. This service is dependent on a classmate being willing to share notes. Student may require professor support to find a peer notetaker.

QUIZ/TEST/EXAM ACCOMMODATIONS:

- Extended Time (50% more)

ADDITIONAL INFORMATION:

None

[Faculty Resources](#)

Our Faculty Resources website provides more information about this document and accommodations.

[Knowledge Centre for Student Academic Accommodations](#)

This Knowledge Centre is a collection of information, directions, processes, and best practices about Student Academic Accommodations.

[Learning & Teaching Services - Accessibility and Accommodations](#)

Learning and Teaching Services connects faculty/staff to resources to help create a more accessible and inclusive learning environment.

Quiz/Test/Exam Accommodations

CAL Test Services (room E304e) provides **in-person** and **virtual** proctoring support on behalf of the faculty when accommodations cannot be delivered in the classroom environment.

To receive CAL Test Services support, students must submit their test/exam requests using the [CAL Student Portal](#) **at least 7 days in advance** and by the **specified date** indicated on the [CAL Test Services website](#) for assessments scheduled during **Final Assessment Week**.

Faculty: For assessments that do not involve supervision, faculty are requested to implement the test accommodations outlined on the LOA. Information on how to make adjustments for test accommodations in Brightspace can be found here: [Quiz Accommodations | Digital Learning Environment Knowledge Base](#).

For the most up-to-date information on booking testing accommodations, please visit:

- [CAL Test Services Student Information](#)
- [CAL Test Services Faculty Information](#)

AC Online Students

AC Online students DO NOT book test/exam accommodations through the CAL Student Portal. Students are asked to confirm their test/exam accommodation requirements with their Course Facilitators and the AC Online Exam Coordinator at least **7 days prior to the scheduled test/exam date**.

Extended Time

Extended time is not given for program requirements measuring speed and accuracy.

Additional Assistance

If you require any additional assistance, please contact the Student Support Services Welcome Centre by phone [613-727-4723](tel:613-727-4723) x7200 or by email welcomecentre@algonquincollege.com