



**ADA Disability Verification Form for Adult Students
Auburn Career Center**

Student _____ Effective Date _____

Authorizing Staff Person _____

Expiration Date _____

The Office of Accessibility recommends the accommodation(s) below based on this student's documented disability and an evaluation of the student's needs.

The purpose of these accommodations is not to give disabled students an unfair advantage, but rather to give them an opportunity to demonstrate mastery of course content. No accommodations need to be provided if they cause undo hardship, such as when a student does not give sufficient notice that an accommodation needs to be made. Also, this office does not ask that instructors modify essential course requirements for the sake of this student.

If you have any questions or concerns regarding this form, please contact the Office of Accessibility for assistance.

Accommodations Recommended:

_____ **Extended time for in-class tests**

We recommend giving this student time and a half for in-class tests. This accommodation necessary to support the students' learning needs. The Office of Accessibility can assist in proctoring tests and exams as needed. Subject matter questions should be addressed with an instructor familiar with the content.

_____ **Double the regularly allotted time for taking tests.**

We recommend double time for testing. This accommodation necessary to support the students' learning needs. The Office of Accessibility can assist in proctoring tests and exams as needed. Subject matter questions should be addressed with an instructor familiar with the content.

_____ **Extension of due dates for assignments given with little notice.**

In the event that you give an assignment due in less than three days, this student may be given up to two additional days to submit the assignment.

_____ **Class notes**

This student would benefit from copies of course notes from the teacher (when possible) or from another student in the class. It is up to the student to determine how to make the request.

_____ Use of a spellchecker

The use of a spellchecker will help this student and may help the grader by making tests easier to read. If the function of the test or assignment includes measuring spelling ability, this accommodation may not be appropriate.

_____ Testing environment with limited distractions

This student would benefit from the ability to take a test in a quiet, isolated place. The Office of Accessibility is usually able to facilitate this process with adequate advanced notice.

_____ Tape record class lectures and discussions

If the material you are presenting should not be indiscriminately distributed due to publishing concerns, copyright concerns or matters of confidentiality, The Office of Accessibility can make arrangements to ensure that materials are not circulated beyond the class.

_____ Use of a calculator during tests and in-class assignments

The use of a calculator may be used during tests and in-class assignments. If a test or assignment is designed to measure the student's ability to perform functions a calculator would perform then this accommodation is inappropriate.

_____ Use of a laptop computer when taking in-class tests

The use of a laptop computer may be used when taking in-class tests.

_____ Other

Students, please note you are being given the original. Share this form with your instructor at the beginning of your class. Two weeks notification of the need for accommodations is the absolute minimum amount of lead time for instructors.

Student Signature _____ Date _____

Counselor Signature _____ Date _____