

# INSTRUCTOR CHECKLIST

- My syllabus statement is up to date
- I logged in to the ODS Online Portal to view accommodation letters
- I added any TA's or other instructors to my course in the ODS Online Portal
- I communicated with students to confirm receipt of their accommodation letter
- I communicated with students about where they will receive exam accommodation (i.e., department conference room, ODS, etc.)
- I completed an Alternative Testing Agreement in the ODS Online Portal (if applicable)
- For online exams, I added extended time or requested support from UA Online Testing Services
- I met with students who have attendance modifications to discuss parameters and expectations
- I have a plan for providing access to missed content when needed
- I contacted ODS or reviewed faculty guidance for any questions or concerns about accommodations.
- I am prepared to refer students to ODS if they disclose disability or request accommodation without an accommodation letter