

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 using the ODS Testing Center)
- For online exams, I added extended time or requested support from UA Online Testing Services
- I completed a Flex Plan in the ODS Online Portal to communicate parameters and expectations to students with flexible attendance
- I am prepared to offer exemption to technology ban or identify a peer notetaker for students with note-taking accommodations
- 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