MEMORANDUM

To: Faculty, University of Toronto Scarborough
From: Professor James Donaldson, Vice-Dean Recruiting, Enrolment & Student Success
Date: 11 September 2020
Re: Access to Quercus course pages by Accommodated Tests & Exams staff

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The Accommodated Tests & Exams team in the Office of the Registrar applies disability-related exam accommodations for students registered with Access*Ability* Services, as a service to aid instructors in fulfilling our obligations under the *Accessibility for Ontarians with Disabilities Act* (AODA). To ensure that students in your course(s) continue to receive accommodations in their on-line assessments, and minimize the additional work on your part, the Provost's Office at the University has recommended that instructors grant the Accommodated Tests & Exams staff access to courses hosted on Quercus. This will ensure that students receive their appropriate accommodations and allows Instructors and TAs not to take on the administrative tasks of applying these accommodations for individual students in their courses.

To create a more efficient process for granting Quercus access to Accommodated Tests & Exams staff, CTL has added **Jenny Hon**, Test & Exam Coordinator, to Quercus as a Course Admin. From time to time, and only with your permission, Jenny, or her team, will access your course to make necessary adjustments to student writing time as per their set accommodations.

To grant your permission that the Accommodated Tests & Exams team access your Quercus course(s), please fill out this electronic form.

Note that staff members will be required to sign a confidentiality agreement with the University, indicating that access is granted strictly for implementing academic accommodations related to tests and exams.

Staff members granted such access will **_only_**:
- View information about a quiz or timed assignment
- Adjust a student's submission date and/or time for an assignment

Staff will **_not_** be adjusting deadlines for term assignments or take-home exams. Should a student require an extension on an assignment in your course, this will be coordinated through Access*Ability* Services.

If you prefer to apply the time adjustment on your own, the Accommodated Tests & Exams team will send a list of students requiring extra-time accommodations as well as their extra time allotment within five days of the test/exam date. The Accommodated Tests & Exams team and CTL will provide Instructors with instructions on how to apply extra time and extensions on Quercus.

Should you have any questions or concerns regarding this request, please contact Jenny Hon at *accessexams@utsc.utoronto.ca* or Jamie Donaldson at *vdrecruit.enrol.utsc@utoronto.ca*.