



**MEMORANDUM, DCD #11, 2021-22**

To: Faculty, University of Toronto Scarborough  
From: Professor James Donaldson, Vice-Dean Recruitment, Enrolment & Student Success  
Date: 13 Sept 2021  
Re: **Access to Quercus Course Pages - Fall 2021**  
Note: For broad distribution

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Dear Instructors,

The Accommodated Tests & Exams team in the Office of the Registrar applies disability-related exam accommodations for students registered with *AccessAbility 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, the Centre for Teaching & Learning (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.

Please fill out the [Quercus Access Consent form](#) to declare if you will grant Accommodated Tests & Exams staff access to your course(s) hosted on Quercus.

This ensures students receive their appropriate accommodations; and prevents Instructors and TAs from having to take on the administrative tasks of calculating writing time and applying these accommodations for individual students in their courses.

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 would only do the following:

- 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 *AccessAbility 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](mailto:accessexams@utsc.utoronto.ca) or Jamie Donaldson at [vdrecruit.enrol.utsc@utoronto.ca](mailto:vdrecruit.enrol.utsc@utoronto.ca).

Warm regards,

**Jamie Donaldson**

Vice-Dean Recruitment, Enrolment & Student Success