DESP ACCOMMODATIONS

General Information Module: Welcome!

GENERAL INFORMATION

Every semester:
- submit the appropriate accommodation request forms to DESP
- and a copy of your current class schedule with instructors’ names

Instructor Notification:
- Teachers receive a form with information regarding your approved accommodations
- This form is emailed to instructors no more than 10 days after you drop off all your forms to DESP.

Submit Forms!
- We will not contact your instructors with your accommodations information until all necessary forms are submitted!

Next steps

Read the rest of this document for information about accommodation areas.
- Test taking
- Note taking
- Etext/Other Assistive Technology
- Furniture
- Equipment
- Mobility
TEST TAKING ACCOMMODATIONS

First STEP

To receive Test Accommodations:
- fill out the Test Accommodations Agreement
- includes the policies and procedures regarding test accommodations.
  - TEST ACCOMMODATIONS AGREEMENT

Next Step
- Your instructor will indicate if he or she would prefer to administer the tests.
- Otherwise, DESP will administer your tests and quizzes.
- Your instructor will also give directions to DESP for test administration, for example, whether it is an open book/closed book test, etc.
- Your teacher will be responsible for getting your quizzes and tests to DESP.
- It is important to remind your teacher that you will be taking your test or quiz in the DESP Test Center and ask that he or she send the test to Mike.

How to Schedule a Test in the DESP Test Center

- Fill out DESP test request form.
- Must submit a week in advance of quiz, test, midterm or final.
- Example: For test Monday 6/17/13, submit request by Monday 6/10/13
- If instructor gives less than a week’s notice, notify DESP ASAP
- We will confirm it with your instructor.

Ways to submit a test or quiz request:

Form Available:
- Fill out the form
- Then: CLICK “Submit”
- Online Test Request Form

OR
- Complete pink test request form
- Available in DESP front office
- Deposit in the box on the reception desk
Time and Location of Tests:

- Every effort is made to give quizzes, tests, midterms and finals at the same time as your class.

ONLY EXCEPTIONS:
- have back to back classes
- DESP Test Center not open
  - special arrangements will then be made
- Most tests are taken in the DESP Test Center
- may be other locations during midterms and finals.

Online Classes
- Instructors receive accommodation notification form
- Identify yourself to instructor as a DESP student and eligible for test accommodations
- Instructors need to make adjustments in the on-line management system to extend test
- Let DESP know that you are requesting test accommodations for online class.

IMPORTANT
- If test accommodations are not going smoothly
- See Accommodation Specialist ASAP!!
- Don’t wait 1 week or even 1 or 2 days-- come in ASAP!!
NOTE TAKING Accommodation

- Note takers are West Valley College students
- enrolled in the same class
- provide a fellow student with a set of their class notes.
- Students receiving this accommodation must attend all classes.
- Note taking is not a secretarial service.
- Students requesting notetaking
- fill out the Note taking Agreement form and drop it off at DESP.
- NOTE TAKING ACCOMMODATIONS FORM

Notetaking: Next Steps
Students receive a notetaking packet
- includes information for the notetaker and a supply of notetaking paper.
- The note taker meets with Mike to
- obtain additional NCR note taking paper and sign the Notetaker Agreement.

Note taker paper is NCR paper: The note taker keeps the top copy and the bottom copy goes to you

TIPS FOR FINDING NOTE TAKERS
You may:
- Ask a classmate yourself
- Ask the teacher for help finding a note taker
- Get a hold of Mike so he can try to find one for you (may take longer)
**Etext/Assistive Technology**
- Alternate Media
- Braille, large print, etext, and other formats
- Access to Learning Ally and other alternate media services
- Etext for student textbooks for classes

**Equipment available includes:**
- CCTVs
- Screenreaders (Jaws)
- Screen Magnifiers (builtin, and Zoomtext)
- Speech Recognition (Dragon Naturally Speaking)
- Kurzweil text-to-speech

**DESP Computer Lab:**
- Check in and out to use the DESP Lab and printer

**Assistive Technology TRAINING/INFORMATION**
Make appointment to get:
- Trained on text-to-speech software
- Kurzweil for use with etext, papers, and classroom assignments
- Information on other software available, many of which are free
- Trained on the use of the smart pen
- Information about related apps for mobile devices
- Individualized assessments to determine the most appropriate assistive technology for each in the classroom setting
**Etext GENERAL INFORMATION**

- If you have a disability that affects your reading, one of your accommodations may be etext.
- Etext is your textbook on a CD.
- You put the CD into the CD drive on a computer with special text to speech software and the text is highlighted and read aloud to you while you read the text on the computer screen.
- To receive etext, you must qualify for it as an accommodation. You should talk to a counselor or learning disability specialist to find out if you qualify for this accommodation.
- DESP orders your book on CD or may also sign you up for an etext service.

**Etext PROCEDURES**

- Getting your books as etext is a simple procedure:
  - Make an appointment at the front desk or stop by during drop-in times.
  - Fill out a simple contract.
  - Bring your books and course schedule with you.
  - We will order your book as etext and notify you when your etext is ready to pick up. There is no need to leave your hard copy of your textbook with us.

**FURNITURE**

If you are in need of adapted Furniture in a classroom you need to fill out the form that is labeled “Furniture Request”

- Furniture that needs to be placed into a classroom is generally moved on Thursdays.
- [FURNITURE REQUEST FORM](#)

**EQUIPMENT LOANS**

- DESP has a limited number of tape recorders, FM Loops, Smart Pens and text readers which may be borrowed for a semester.
- Fill out the form entitled “Equipment Loan Agreement.”
- If you are borrowing a tape recorder, there is an Agreement for Tape Recording Classes form that you will need to sign.
- [EQUIPMENT LOAN FORMS](#)
MOBILITY
• If your disability affects your mobility on campus and you assistance, please come in or call the front office of DESP.

IMPORTANT INFORMATION
• DESP General Phone Number: 408-741-2010
• DESP Web Page