

Please review the FAQ's for information that clarifies how to proceed with changes due to online instruction. Please note, all exams, including accommodated exams, will be virtual and administered by professors, not the ASAC. Please contact us at exams@american.edu for questions.

How do I get my accommodation letters?

- Students registered with ASAC can request their updated letters using the following link: [letter request form](#)
- Students not yet registered with ASAC need to follow the 3-Step-Registration Process by following this link: [registration form](#)

What do I need to do once I have my letter?

1. Students are responsible for providing a copy of the letter to each of their professors. Please do this as soon as the semester begins.
2. Students should meet with their professor to discuss the contents of their accommodation letter, specifically speaking about how the accommodations (including exam accommodations) will be implemented in the course.
3. Students need to notify their professor via email at least 7 days in advance of an assessment if they plan to use their exam accommodations. This will provide enough time for the professor to ensure accommodations can be implemented. If this deadline is missed and the professor expresses difficulty with providing accommodations, please reach out to your Disability Access Advisor (DAA).
4. If a change in accommodation is needed, the student should contact their DAA to discuss an alteration/update.

It is highly encouraged to make a master calendar for the semester that includes all the dates for your assessments (exams, quizzes, etc.) This will help to make sure assessments do not overlap with other classes. Please feel free to email your DAA to help with making a master calendar for the semester. We are happy to help.

How will my testing accommodations be administered during online instruction?

Professors will be responsible for administering all exams, quizzes and other assessments using Blackboard, Canvas and other platforms. Students need to notify their professor via email at least 7 days in advance of an assessment if they plan to use their testing accommodations. This will provide enough time for the professor to ensure accommodations can be implemented. If this deadline is missed and the professor expresses difficulty with providing accommodations, please reach out to your DAA for assistance.

What if my extended time conflicts with another class?

Communicate with your professor about beginning or ending your exam at a specific time that will allow you to attend your other classes. If you need help speaking to your professor, your DAA is happy to help you.

How do I use text-to-speech or speech-to-text during exams?

Please email exams@american.edu to receive detailed instructions on this subject.