
The information on this Letter of Accommodation (LOA) is confidential and cannot be released to any person within or outside the College without the written, informed consent of the student.

Accommodations are intended to address barriers and facilitate equitable access to the learning environment, so this may change how a student learns and demonstrates their knowledge of the course material, but not what is taught. Academic accommodations should not undermine or compromise the learning objectives of a course or a program – faculty and students can discuss how accommodations are implemented in their courses.

This form is prepared in accordance with the Human Rights Commission's Guidelines for Accommodating Persons with Disabilities, the Ontario Human Rights Code, and Algonquin College Policy AC 01.

To:	#<instructorname>#	SCHOOL:	#<.889>#
STUDENT: NAME:	#<firstname># #<lastname>#	PROGRAM/COURSE:	#<.1459># #<.463>#
STUDENT NUMBER:	#<student_no>#	PROGRAM TYPE:	#<.442># #<.443># #<.444># #<.445># #<.446># #<.447>#

This Letter of Accommodation was created by the following Disabilities Counsellor. If you have questions or concerns, please contact **#<counsellorfirstname># #<counsellorlastname># #<counselloremail>#**. If the counsellor is not available, contact the Student Support Services Welcome Centre at welcomecentre@algonquincollege.com 613-727-4723 x 7200 for assistance.

The CAL has documentation on file to support the academic accommodations listed below.

#<.1779># #<.1815># #<.1778>#

IN-CLASS ACCOMMODATIONS

#<accommodationsprof>#

#<.1460>#

LAB ACCOMMODATIONS

QUIZ/TEST/EXAM ACCOMMODATIONS

#<accommodationsexam>#

ADDITIONAL INFORMATION

#<accommodationsother>#

For more information about this document and accommodations, visit our website at <https://www.algonquincollege.com/cal/faculty-resources/>

[Knowledge Centre for Student Academic Accommodations](#)

This Knowledge Centre is a collection of information, directions, processes and best practices about Student Academic Accommodations.

[Learning & Teaching Services - Accessibility and Accommodations](#)

Test/Quiz/Exam Accommodations

CAL Test Services (room E304e), provides **in-person** and **virtual** proctoring support on behalf of the faculty when accommodations cannot be delivered in the classroom environment.

To receive CAL Test Services support, students must submit their test/exam requests using the [CAL Student Portal](#) at least **7 days in advance and by the specified date indicated on the CAL Test Services website for final exams scheduled during Final Assessment Week.**

For assessments that do not involve supervision, faculty are requested to implement the test accommodations outlined on the LOA.

Faculty - Information on how to make adjustments for test accommodations in Brightspace can be found here: [Quiz Accommodations | Digital Learning Environment Knowledge Base](#).

For the most up-to-date information on booking testing accommodations, please visit:

- [CAL Test Services Student Information](#)
- [CAL Test Services Faculty Information](#)

Students registered in Academic Upgrading, Bachelor of Science in Nursing (BScN), Bachelor of Information Technology (BIT) must email caltestservices@algonquincollege.com with their timetable, including course codes and professor names, in order to access the [CAL Student Portal](#) for test booking and LOA distribution.

***AC Online Students**

AC Online students DO NOT book test/exam accommodations through the CAL online portal. Students are asked to confirm their test/exam accommodation requirements with their CourseFacilitators at least **7 days prior to the scheduled test/exam date.**