

LAKE ERIE COLLEGE

STUDENT SUCCESS CENTER

Frequently Asked Questions

1. *What is meant by “testing in the learning center with extended time”?*

The Student Success Center is open every day during the semester. This is usually the most convenient means of providing the accommodation. The additional time is decided upon an individual basis based on documentation, interview and other significant factors. Typically, the additional time offered is 50% extra. If the class is allowed one hour for an exam, the extended time would be a total of 90 minutes. In some cases, the faculty member may feel that h/she would rather provide a separate space (i.e., their office or conference room) on their own. In these cases, the faculty member should discuss the plan with the student, note the adjustment on the accommodation plan the student presents at the beginning of the semester and let the Director of The Student Success Center know so that the alteration can be documented.

2. *Since it was mentioned, can you explain the accommodation plan?*

The accommodation plan is the formal communication tool regarding student needs to faculty. By signing the Accommodation Plan, the faculty member indicates that a conversation has taken place with the student and all parties agree to the accommodations. The student may decide not to approach a faculty member with the plan and, therefore, will forfeit the accommodation in that class until they do so. We strongly suggest that the student approach the faculty member by the second week of the semester to avoid complications later.

3. *How do I schedule a reader or scribe for an exam?*

If, after meeting with the Director of The Student Success Center, it is determined that reasonable accommodations include the use of a test reader or scribe, **it is the student’s responsibility** to inform the Student Success Center Assistant at **least 48 hours** in advance of each exam to be accommodated. This will provide adequate time for the service to be scheduled.

4. *How do I receive tutorial services?*

Any student wishing to receive tutorial services must complete a *Request for Tutorial Services* form and return it to the Student Success Center. It is recommended that you sign up for services during the first two weeks of the semester.