

OSD Faculty Resources

GUIDANCE FOR INSTRUCTORS ON SUPPORTING STUDENTS WITH DISABILITIES:

- Be aware of and comply with Normandale's policies and procedures for providing accommodations.
- Notify students that accommodations are available, either on class syllabi or by announcing it in class.
- Set and enforce academic and course conduct standards.
- Determine essential elements of the course or program.
- Permit the use of approved accommodations.
- Collaborate with students and OSD in arranging and providing accommodations.
- Respect and maintain a student's right to privacy about his or her disability.
- Suggest on your syllabi that students with disabilities contact the Office for Students with Disabilities if they have not already done so, in order to receive academic accommodations. **Please use this syllabus statement:**

"Normandale Community College is committed to providing equal access for students with disabilities through the Office for Students with Disabilities (OSD). If you experience educational barriers because of a disability, please make an appointment for an intake/interview to discuss these needs and to implement appropriate accommodations for your Normandale courses. Schedule an appointment by calling the OSD staff at 952-358-8625, emailing OSD@normandale.edu, online at normandale.edu/osd, or by stopping by the L1750 office. *This syllabus is available in alternate formats upon request.*"

For more information please reference the [OSD Faculty Handbook](#).

FREQUENTLY ASKED QUESTIONS FROM FACULTY:

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Q1: How do I give students extra time for online tests/quizzes?

A1: The OSD will notify you which students are eligible for extra time on tests, and the students should email you to confirm that they want to actively use this accommodation. Even if you give the entire class extra time, the OSD student still needs to have their time extended in comparison to the rest of the class. Add extra time for tests in D2L by following the steps below:

1. Within your D2L course, go to the Classlist.
2. Click on the arrow to the right of the student's name who needs the time restriction changed.
3. Choose the Edit Accommodations option.
4. Check the box next to Modify Time Limit.
5. Use the Multiplier of original quiz time field and enter the number you see on the student's accommodation plan (usually 1.5 or 2).
6. Click Save.
7. These changes will now automatically affect all of that student's quizzes and tests within that D2L course.

Please note: The prior method (some faculty will remember) used the "Special Access" menu that added a "key" icon next to the quiz/test to indicate the time has been modified. There is no longer any kind of icon to indicate the time is adjusted, so students may check in with you to confirm.

Be aware that if you are proctoring exams with Zoom that you'll need to proctor the OSD students longer. If that's not feasible for you, you may want to consider using a proctoring solution like Respondus Monitor or HonorLock. Otherwise, if you use Zoom, you'll need to have a student requiring extra time either start early or continue longer than the rest of their classmates.

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Q2: Do I need to provide extra time for lab practical exams?

A2: Yes, faculty do need to find a way to provide extra time for lab practical exams. The OSD will notify you which students are eligible for extra time on tests, and the students should contact you to discuss what the timing and plan will be for using this accommodation. How you provide this can vary depending on the format of the exam.

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Q3: What does "quiet setting" mean as a test accommodation (and how can it be applied when proctoring via Zoom)?

A3: When a student has the accommodation of a "quiet setting" for tests, that means they have the right to take their tests outside of the on-campus classroom environment. When students have face-to-face classes and tests in the classroom, they need to request their tests be delivered to the OSD by giving the instructor a testing letter and purple test form. The instructor delivers the test to the OSD office in L1750 (or the drop-off slot just outside the entrance) with the [purple test form](#) attached to the test. For a visualization of the request process, please see: [Testing Procedures Flowchart](#).

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Instructors who choose to use Zoom to proctor online tests should follow these tips to promote a quiet testing environment (this is not an endorsement of Zoom proctoring):

- For increased test security, it is helpful to have all testers using Zoom to leave their Zoom microphones and cameras on.
- Students can be advised to turn off their computer's system volume to decrease noise distractions.
- Students can "pin" the instructor's video to their screen so they do not have the distraction of seeing all of their classmates during the testing session.
- Faculty should turn off their own videos so Zoom only shows a black square with their name to reduce visual distraction for the students during the testing session.
- Once students are done testing, they end their Zoom testing session by hitting the "End" button. Students with OSD testing accommodations can stay beyond the regular testing time based on their extra testing time accommodation (there may also be times that having them start early to get extra time would be reasonable).

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Q4: Do I have to permit the use of audio recording in the classroom? What about recording live video lectures (such as Zoom)?

A4: Yes, audio recording class lectures and discussions may be a necessary accommodation for some students. If the OSD approves use of an audio recorder for a student, you must allow it. As a general rule, any classroom material which a student typically would take notes on may be recorded. If you are concerned about OSD students audio recording in your classroom, you could contact the OSD staff for assistance. Faculty who record their video lectures and make them available online provide a helpful tool for all students.

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Q5: What if a student with a disability has "student note taker or lecture notes" as an accommodation?

A5: In synchronous classes (in-person or online) a student with this accommodation may ask you for a copy of your lecture presentation notes/slides if you don't already post them on D2L for the entire class. If this is not an option you can provide, they should contact the OSD to request a volunteer note taker. The OSD will then email the class roster to recruit a volunteer. For online asynchronous classes, this accommodation is not applicable as the barrier it is intended to remove is the challenge of a live lecture environment. If lectures are in video format, the student can remove the barrier by slowing down the video, pausing and rewinding.

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Q6: Who determines what type of accommodations will be provided?

A6: The college has staff in the Office for Students with Disabilities (OSD) with expertise in verifying disabilities and determining academic accommodations. Accommodations are determined in consultation with the student and, when necessary, in collaboration with

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the instructor. Academic accommodation decisions are based on reviewing professional documentation of the student's disability. The OSD will send each instructor a form confirming that the student has registered with the OSD; the form will list the accommodations that have been approved for use at Normandale. If a student requests an accommodation and you haven't received the form, direct the student to contact the OSD for assistance.

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Q7: Do academic accommodations lower the standards for students with disabilities?

A7: No. Academic accommodations are changes to a task or classroom environment to provide equal access for qualified students with disabilities. Accommodations are designed to assist students in overcoming barriers that result from functional limitations due to their disability. The intent is not to lower course standards; students with disabilities are still responsible for meeting course and conduct requirements.

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Q8: May I make suggestions for alternative types of accommodations or ways to adapt a particular accommodation for a student?

A8: Yes. You may make suggestions to the student and the OSD about the effectiveness or appropriateness of an accommodation to a particular situation. However, you may not discourage or disallow an accommodation that has been approved by the OSD for use by a specific student.

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Q9: Is the college required to provide individual tutoring for students with disabilities?

A9: No. Individual tutoring is not an accommodation, but tutoring is available for all Normandale students in the Tutoring Center, Math Center, and online through Tutor.com (free if accessed through the link in D2L).

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Q10: Do I have the right to know what type of disability a student has when they request an accommodation?

A10: No. Disability information is private and a student does not have to inform the instructor about their disability or diagnosis when implementing accommodations. While you should not ask a student what type of disability they have, you may ask a student if there is anything you should know, and they may choose to share information about their disability at that time. You are expected to teach students with disabilities, treat them with respect and dignity, and work collaboratively with the student and the Office for Students with Disabilities (OSD) to ensure that appropriate academic accommodations are provided.