

Useful Resources

Disability Resource Center

Smith Memorial Student Union, 435
Polly Livingston
Phone: 503-725-4150
e-mail: drc@pdx.edu

SHAC Testing Office

University Center Building, 310L
Diane Smith or Heather Goah
Phone: 503-725-5301
e-mail: testing@pdx.edu

Assistive Technology

Branford P. Millar Library, 110
Phyllis Petteys or Erik Ferguson
Phone: 503-725-8395

DRC Faculty Handbook can be viewed or downloaded from:

https://stage.www.pdx.edu/media/d/r/DRC_Faculty_Handbook.pdf

To download a proctoring form for a student who tests with the:

PSU Testing Office
<http://testing.pdx.edu>

QUESTIONS ABOUT ACCOMMODATIONS?

For questions about the accommodations granted:

Contact the Disability Resource Center,

503-725-4150

For questions about test proctoring/procedures:

Contact the SHAC Testing Office,

503-725-5301



SHAC Testing Services
<http://testing.pdx.edu>
310 University Center Building

Portland State University
527 SW Hall Suite 310
Portland, OR

Phone: 503-725-5301
Fax: 503-725-2551
E-mail: <http://testing@pdx.edu>

Accommodating Students with Disabilities: A Quick Reference Guide from the SHAC Testing Office



Portland State University
527 SW Hall Street
Suite 310
Phone: 503-725-5301
Fax: 503-725-2551

SHAC Testing Services
<http://testing.pdx.edu>
310 University Center Building

When a student approaches you requesting accommodations...

1. With no documentation to support the request - Refer him or her to the Disability Resource Center.
2. With medical documentation to support the request - Refer her or him to the Disability Resource Center.
3. With a Letter of Accommodation from the Disability Resource Center-Read the letter and meet with the student to discuss their accommodations.

When you meet with a student to discuss accommodations...

Discuss the specifics of the implementation of the accommodations. For example, if the accommodation is extended time on tests, discuss when and where the test will be taken.

- If you and the student agree that you, the professor, can meet the accommodation needs, the student will test with you.
- If you cannot meet the accommodation needs, the student will test at the SHAC Testing Office.

If the student disagrees with your method of providing accommodations for testing...

The student can choose to test at the SHAC Testing Office.

The student has given you a Letter of Accommodation from the DRC but you don't really know any detail about the student's medical condition.

1. Information about the student's medical condition is **CONFIDENTIAL** and you are not entitled to any more information than necessary to provide accommodations.
2. Information that you do possess should not be shared with other students or with faculty members except as necessary to provide accommodations.
3. The student may share information about his/her medical conditions with whomever she/he chooses.

There are three types of accommodations that are NOT considered reasonable:

1. Making accommodations that create substantial changes in any essential element of the curriculum.
2. Making accommodations or allowing participation that creates a direct threat to the health and safety of others.
3. Making accommodations that substantially alter the manner in which you provide instruction. Please call the Disability Resource Center if you would like to discuss scenarios for working with students with disabilities.

Accommodations and Disability Resource Center.

In addition to providing academic accommodations for students, the DRC works with PSU faculty to identify strategies for most effectively working with students with disabilities. Accommodations provided for students with disabilities at PSU will vary according to the disability of the student. The most commonly offered accommodations include:

- A notetaker
- Extended time on examinations
- Text in alternative format
- Sign language interpreters and real-time captioners

In general, any student registered with the DRC who is provided the above accommodations should give you instructions on how to fulfill the accommodation.

It may require you to make an announcement in class to solicit for a notetaker, to give a course syllabus to the DRC office so that books in alternative formats can be procured, or to bring an exam to the SHAC Testing Office.

If, at any time, you are unsure of how to fulfill an accommodation request, please call the Disability Resource Center at (503) 725-4150.