



**West Virginia Wesleyan College
Learning Center**

To: Wesleyan Faculty
From: Shawn Kuba, Learning Center
Date: August 21, 2017
Re: Accommodations for students with diagnosed disabilities

John Doe is a student with a diagnosed disability. He should be granted testing accommodations to allow equal access to the educational experience in your class. If you have questions related to John's request or special needs, you may contact his Comprehensive Advisor, (xxxx), by phone at extension (xxxx), or by e-mail at (@wvwc.edu). Please note that all information provided to you in this note or by the student is **strictly confidential**. This letter must be kept in a secure location.

Examples of typical testing accommodations for which the student **may be eligible include but are not limited to:**

- Extended time
- Proctored separate location for a reduced distraction environment
- Reader/Scribe
- Calculator

Examples of additional testing accommodations, depending on the functional limitations of the disability:

- Paper/pencil option for computer-based tests
- Spellcheck/Franklin Speller (Test Lab spellcheckers available)
- Word processor for essay tests and quizzes
- Clarification of directions