GUIDELINES FOR ACCOMMODATING COLLEGE CONNECTIONS STUDENTS WITH DISABILITIES ON THE PLACEMENT TEST

For students with specific disability-related needs please exercise the following options for testing modifications. Consult with Don Pool, coordinator of JCC's Accessibility Services Office, at 716.338.1251 or DonPool@mail.sunyjcc.edu with questions or concerns about an individual student's eligibility.

Extended Time Limits: note that the only timed portion of the placement test is the Writeplacer essay. Use the "Untimed Essay" profile to remove the time limit.

Tests Read:
- Use *Zoomtext Magnifier/ Reader* software to read the online test to the student; or
- Use the CD audio with paper/ pencil Companion version of the reading comprehension and/or math test. Please contact JCC's Accessibility Services Office for a copy at least a week ahead of your testing date to ensure sufficient mailing time. The college will do scoring; submit completed tests when testing materials are returned.

Use of Scribe:
- Allow use of voice-input software (e.g. Dragon Naturally Speaking or Voice Typing in Google Docs) to create essay in Word. Cut and paste completed essay into Writeplacer's essay text box (right click to Copy, and Ctrl V to paste); or
- Allow dictation to a typist. Student remains responsible for all sentence and essay structure, grammar, punctuation and spelling. Typing can be done directly into Writeplacer, or can be cut and pasted from Word into Writeplacer's essay text box; or
- Using Siri on an iPad using Pages or Word, a student can respond to one of the college's in-house essay prompts and then share or email it to the test administrator for printing and submitting to the college. Contact Accessibility Services Office for an essay prompt at least a week ahead of your testing date to ensure sufficient mailing time.

Spelling Exemptions:
- Allow use of word processing with access to spell check. Cut and paste completed essay into Writeplacer's essay text box. (right click to Copy and Ctrl V to paste into box.)
- When use of JCC's "in-house" essay test is necessary instead of Writeplacer, students can either hand-write their essay and have access to a dictionary or spell-check device, or can print word-processed essays and submit to the college for scoring.

Calculator Use:
- Accuplacer's built-in pop-up calculators are the only calculators allowed. Students may consult a multiplication table at any time.

Accuplacer has many **built-in accessibility features for visually-impaired students** (click on accessibility icon on lower left of screen). Additionally, Braille and large-print paper and pencil versions are available. Please contact JCC's Accessibility Services Office to request.