



## ACADEMIC ACCOMMODATIONS

*This detailed guide provides the interpretations, applications, and expectations for academic accommodations in the Upper School.*



## ACCOMMODATION

## INTERPRETATION

ASSISTANCE WITH NOTE-TAKING

This accommodation is intended to provide information that the student would have gotten on their own were it not for their disability.

USE OF A RECORDING DEVICE

This accommodation is intended to aid students who may take in information more effectively by listening rather than writing.

PREFERENTIAL CLASSROOM SEATING

This accommodation is intended to ensure that a student's seat is placed in a location that is most beneficial for their learning in the classroom.

USE OF A COMPUTER FOR WRITING  
ASSIGNMENTS AND IN-CLASS WRITING

This accommodation allows students to use a laptop computer in the classroom for notes and assessments. This accommodation supports students with learning disabilities that affect skills in reading and writing.

PERMISSION TO WRITE ON THE TEST  
BOOKLET RATHER THAN SCANTRON

Students with this accommodation are allowed to circle answers directly on the exam sheet or to write the answer choice clearly to the side of the question.


USE OF 4-FUNCTION CALCULATOR FOR  
MATH AND MATH-RELATED  
ASSIGNMENTS, QUIZZES, AND TESTS  
AS APPROPRIATE

This accommodation allows students to use a calculator on all math placement exams, in all math classes, and in science classes with a math component.

EXTENDED TIME ON TESTS/QUIZZES

Students with this accommodation may have 50% more time than is normally allowed on an assessment.

## APPLICATION/EXPECTATION

- Teachers make outlines or PowerPoint Presentations accessible prior to class
  - Teachers coordinate student note-takers (teachers may ask student note-takers to email electronic copy of notes directly to students, or teachers may scan or copy notes for students)
  - Teachers utilize "screen capture" feature of SmartBoard and post notes electronically
  - Note: Teachers are NOT expected to provide copies of personal notes to students
- 
- Students may use recording device to record class lectures and/or discussions
  - Teachers may control the time and manner of use of the recording device
- 
- Teachers will allow students to move to the front of the class when possible
  - Teachers maintain discretion to move students who abuse this privilege or become disruptive
  - This accommodation does not allow students to leave the presence of a teacher for testing
- 
- As with all students under the BYOD policy, students who use electronic devices inappropriately during class may lose the privilege of access to those devices
  - Students with this accommodation may type in-class assessments provided that those assessments are essay-type assignments
  - Some testing formats, such as spelling tests, fill-in-the-blank, and short answers, may require students to hand-write their responses (some exemptions to this policy may be granted with administrative review of medical documentation)
- 
- Students with this accommodation will not be expected to fill in or transcribe answers onto a scantron form
  - Teachers should clearly communicate to students where and how to write answers
- 
- Only a basic function calculator or function adapted calculator may be used in some situations
  - Scientific and/or programmable calculators may not be allowed
  - For example, if the assessment is designed to test whether students can sketch the graph of the line  $y = 2x + 3$ , the use of a graphing calculator would be inappropriate. In this example, a basic four-function calculator would be allowed.
  - If the assessment is designed to test whether a student can use order of operations with numerical expressions correctly (e.g. Evaluate  $2(3+9)/3$ ), the use of any calculator would be inappropriate.
  - Students are expected to provide their own calculators
- 
- Students with this accommodation are eligible for 50% more time on all in-class work, quizzes, and tests
  - Students with this accommodation are eligible for 100% extended time on semester exams
  - Extended time does not apply to homework or to other assignment deadlines
  - Students are normally expected to use extended time during lunch tutorial and after school tutorial
  - Teachers, students, and grade-level counselors may also work together to coordinate extended time before school, during lunch, or after school
  - Tests and quizzes are to be completed on the same day that the assessment begins (ie, test completion does NOT carry over to the next day)
  - Teachers may choose to give students a limited portion of the test at a time (rather than allowing the student to see the entire test at once)
  - Teachers also may choose to disallow students from correcting answers when students leave and come back to finish a test with extended time
  - Teachers may choose to require students to work on sections of test in order
- 

## ACCOMMODATIONS FOR INTERNATIONAL STUDENTS

### • ALLOWING THE USE OF AN ELECTRONIC DICTIONARY/TRANSLATOR

- Students with this accommodation may use an electronic translator as assistive technology in classes where English/grammar is not the focus of the lesson.
- The dictionary/translator must be a word-to-word or word-to-phrase English/native language dictionary that does not contain definitions.
- The dictionary may not contain diagrams, written notes, formulas, etc.
- The dictionary must be an approved device by designated school personnel.
- The student may only use the device with direct permission from the teacher.

## ACCOMMODATIONS NOT RECOGNIZED IN UPPER SCHOOL

### • SPELLING ACCOMMODATION

- Students will be held accountable for correct spelling under certain testing conditions, such as spelling tests in English and correct spelling of certain terms in World Languages and Science. Teachers are available to clarify the exact parameters for spelling and to provide resources to help students cope with this requirement.

### • READERS FOR TESTS

- While the students may be granted readers for standardized tests such as the PSAT and SAT, readers are not provided for tests or exams given in the Upper School.

### • PRIVATE ROOM FOR TESTING

- While some students may have preferential seating for testing, teachers are not expected to allow students to leave the classroom for testing.

### • LISTENING COMPREHENSION

- In World Languages classes, students will be assessed using a listening comprehension format. Students tested in this format will not be allowed to have access to a transcript of the material being tested.



WOODWARD ACADEMY

1662 RUGBY AVENUE COLLEGE PARK, GEORGIA 30337  
WOODWARD.EDU