



MSVU Accessibility Services
Accommodate Codes: Glossary

This document provides an overview of the accommodation codes used by Accessibility Services and what they mean in practice for instructors. These codes are used in the Accommodate system and included in student accommodation letters to help communicate required supports in your course.

Accommodations are designed to reduce disability-related barriers while maintaining the academic integrity and essential requirements of each course. Some accommodations may require collaboration between the instructor and student to determine how they can be implemented appropriately within the context of the course. Accessibility Services is available to support this process and provide guidance where needed.

*For security purposes, any permitted electronic devices used during timed assignments (i.e. tests, quizzes, exams, etc.) will be provided by Accessibility Services, unless otherwise approved by the instructor

ABS - Occasional Class Absence

This student may require occasional class absences due to disability-related needs and/or medical appointments. The student is responsible for discussing this accommodation with the instructor in advance to determine reasonable limits on absences that maintain academic integrity and do not compromise essential course learning outcomes.

ADC - Audio Described Content

Audio description may be required for visual media (i.e., videos, presentations, or images) where meaning is conveyed visually. This may be provided through narration or integrated into closed captions to describe essential visual information not otherwise accessible. For example, describing action in a scene such as: a person walking down a dimly lit alley while another individual approaches from behind holding a wallet.

ADV - Advance Class Notes

The student requires access to instructor lecture notes or equivalent materials in advance of class. When materials are available in Moodle, they should be posted prior to each class to support access to course content.

AEM - Accessible Educational Materials

Accessible Educational Materials are required to ensure equitable access to course content. This may include providing print and digital materials in alternative formats to support accessibility and reduce barriers to learning.

AF - No Afternoon Tests/Finals

This student is unable to complete any timed assignments (i.e. tests, quizzes, exams, etc.) during afternoon hours.

AM - No Morning Tests/Finals

This student is unable to complete any timed assignments (i.e. tests, quizzes, exams, etc.) during morning hours.

AN - Ambient Noise

This student may use a device to listen to sounds (i.e., instrumental music, nature sounds) during any timed assignments (i.e. tests, quizzes, exams, etc.). Accessibility Services will provide this to the student to ensure integrity of the sounds.

ANI - Service Animal

This student may sometimes, or always, be accompanied to class by their approved and regulated service animal. Please let us know immediately if you have any concerns such as an allergy or phobia.

AR - Audio Recorded Lectures

This student may use a device to record auditory lecture content in class. They will stop recording during class discussions. The student will not share or distribute the recording, and they will delete it at the end of the term. If you wish, you can ask your student to sign our Audio Recording Agreement which confirms these clauses. This is a classroom accommodation managed by Accessibility Services.

ASL - Sign Language Interpreters

Your student may be accompanied by one or two ASL interpreters, who will stand at the front of the class. The interpreters should not impede your teaching or disrupt/ distract the class in any way. Please ensure there is seating available for them. ASL is organized by our office, we will communicate with further instruction.

AT - Assistive Technology

Any item, device or service used to increase, maintain or expand the functional capabilities of an individual with a disability who faces a barrier to performing a task. This student requires specific AT and is working with our office, we will communicate with further instruction.

BRK - Breaks

This student may need to step out of the classroom during lectures for a short break. They also may have to step out while completing any timed assignments (i.e. tests, quizzes, exams, etc.). If they need to step out while writing a final exam, they will be accompanied by an Accessibility Services staff member or their proctor.

CAL - Calculator

This student is eligible to use a calculator during any timed assignments (i.e. tests, quizzes, exams, etc.), provided it does not jeopardize the academic integrity of the course.

CAR - CART (Communication Access Realtime Translation)

A service in which a certified CART provider listens to speech and instantaneously translates the speech to text providing your student with a typed transcription on their device. Accessibility Services facilitates this service and our office, we will communicate with further instruction.

CC - Closed Captioning

Closed Captioning (also known as 'Subtitles') provides a text version of spoken, and implied context of a video.

COM - Computer for Class/Tests

This student may use their own computer during class for notetaking, or a secure, internet-disabled computer provided by our office for timed assessments (i.e., tests, quizzes, and exams) to support participation, retention, and comprehension of course material.

DBT - One Day Between Tests

This student requires at least one day between completing any timed assignments (i.e. tests, quizzes, exams, etc.). [Please find the extra time calculator and how to add extra time for online tests, if needed.](#)

DC - Dictionary

This student is eligible to use a dictionary when completing any timed assignments (i.e. tests, quizzes, exams, etc.), provided it does not jeopardize the academic integrity of the course. Dictionary is provided by Accessibility Services.

DRK - Dark Glasses

This student may be wearing dark glasses when attending classes or completing any timed assignments (i.e. tests, quizzes, exams, etc.).

DSK - Large Workspace

This student requires a table and chair when completing any timed assignments (i.e. tests, quizzes, exams, etc.). Accessibility Services will provide this accommodation.

DT - Double Time

This student should be given double the amount of time the class is given to complete any timed assignments (i.e. tests, quizzes, exams, etc.). [Please find the extra time calculator and how to add extra time for online tests, if needed.](#)

EA - Educational Attendant (EA)

This student may be accompanied to their classes and/or any timed assignments (i.e. tests, quizzes, exams, etc.) by their Educational Attendant. Their EA may assist this student with notetaking, setting up or being seated in the classroom, removal of jackets and bags, collecting lecture handouts, etc. The EA should not impede your teaching or disrupt/ distract the class in any way. Please ensure there is seating available for them.

EF - Enlarged Font

This student requires all course content, including any timed assignments (i.e. tests, quizzes, exams, etc.), to be in a specific font size. Please submit tests and final exams with the correct font size. If you're not sure of the font size needed, contact accessibilityservices@msvu.ca

ET - Time and a Half

This student should be given one-and-a-half times the amount of time the class is given to complete any timed assignments (i.e. tests, quizzes, exams, etc.). [Please find the extra time calculator and how to add extra time for online tests, if needed.](#)

EVE - No Evening Tests/Finals

This student is unable to complete any timed assignments (i.e. tests, quizzes, exams, etc.) during evening hours.

FM - FM System

A Frequency Modulation (FM) system is a device that transmits your voice directly to the student's hearing aid or cochlear implant, while reducing surrounding sound. This device, which is often hung on a lanyard, would be worn by you to ensure your student can hear your lecture. This device will be provided by Accessibility Services or the student.

FOC - Focus Item

This student may have access to a discreet item during class and tests to help them focus or stay calm. It should not disrupt/distract the class in any way.

FOO - Food/Drink

This student may bring food and/or drink to your classroom and/or test environment. This should not impede your teaching or disrupt/ distract the class in any way. If they complete any timed assignments (i.e. tests, quizzes, exams, etc.) with Accessibility Services, we will ensure the integrity of what they bring.

GRM - No Grammar Penalty

This student should not be penalized for incorrect grammar on a test unless grammar is an academic requirement of the course. This accommodation applies to any timed assignments (i.e. tests, quizzes, exams, etc.) only, not to assignments that are worked on outside of the classroom time.

GRP - Alternate Group Work

This student may require assistance with forming a group or they may need to work on their own. Any student with this accommodation has been instructed to discuss this with you, as it requires mutual agreement between the instructor and the student, prior to implementation. If an essential academic requirement of your course is the successful demonstration of how students work together, this accommodation may not be appropriate (contact accessibilityservices@msvu.ca for support). However, if it is possible for this student to demonstrate their knowledge of course material in other ways (i.e. working alone, without jeopardizing the academic integrity of your course), please provide this accommodation.

IS - Tests in Isolation

This student will be in a room with a proctor and no other students or staff, when completing any timed assignment (i.e. tests, quizzes, exams, etc.). The student will likely be writing with Accessibility Services so we will provide the room and the proctor.

LIT - Adjusted Lighting

This student may ask you to dim the lights in the classroom or to adjust them to be brighter. If you need assistance with this, please let us know and we will ask Facilities Management to assist you.

MED - Medication

This student may have to take medication(s) while completing any timed assignments (i.e. tests, quizzes, exams, etc.). This should not disrupt/distract the surrounding students in any way.

MOD - Modified Test Format

This student may require an alternate way to demonstrate their course knowledge when completing particular timed assignments (i.e. tests, quizzes, exams, etc.). For example, they may be unable to be successful with multiple choice format or conversely, with essay style format. Any student with this accommodation has been instructed to discuss this with you in order for you to learn the format required for them and whether or not a different format is a reasonable accommodation for this course. If a modified format of the timed assignment jeopardizes the academic integrity of the course, this accommodation will require collaborative discussion with Accessibility Services.

NT - A Note-Taker

Students volunteer/are hired to provide notes to other students in the class. This is facilitated by Accessibility Services through the Notetaker Portal.

NWC - Not with Class

This student is unable to complete any timed assignments (i.e. tests, quizzes, exams, etc.), with their peers in the classroom therefore they may work in our Accessibility Services Test Centre.

ONE - One Test per Day

This student can only complete one timed assignment (i.e. tests, quizzes, exams, etc.), within a 24-hour period.

PAR - Alternate Participation

This student may require alternate participation in class discussions and/or when called upon by the professor. Any student with this accommodation has been instructed to discuss this with you, as it requires mutual agreement between the instructor and the student, prior to implementation. Please consider an alternate way for them to demonstrate the class material or consider not penalizing them for non-participation. If an essential academic requirement of your course is the ability to participate in class, this accommodation will require collaborative discussion with Accessibility Services.

PPR - Paper Version

This student may require an alternate format to complete any timed assignments (i.e. tests, quizzes, exams, etc.) electronically. If they choose to complete any timed assignments in our Testing Centre, we will ask you to provide us with an electronic version so we can print a paper copy.

PRA - Accessible Practicum

This student may require accommodations during their practicum, co-op, or internship. Please discuss accommodation needs directly with the student. If further clarification is required following this discussion, please contact our office.

PRE - Alternate Presentations

This student may require an alternative presentation style in front of the class; please consider an alternate assignment or other way for this student to demonstrate their knowledge and skills being assessed, other than via a traditional-style presentation method. Any student with this accommodation has been instructed to discuss this with you, as it requires mutual agreement between the instructor and the student, prior to implementation. If an essential academic requirement of your course is the ability to present in front of a group, this accommodation will require collaborative discussion with Accessibility Services. It may be possible for this student to demonstrate their knowledge of course material in other ways (i.e., present just to you, record their presentation and present that to you/the class, etc.), without jeopardizing the academic integrity of your course.

RA - Recall Aid

The student is permitted to use an individualized recall aid during timed assessments (tests, quizzes, exams). The content of the recall aid is to be developed in consultation with the instructor to ensure it appropriately supports recall while maintaining course learning outcomes and academic integrity. The recall aid must be approved prior to use for each assessment.

RC - Reader via Assistive Technology (AT)

This student may use a device to access reading software which allows them to listen to digital course material during class (they will already have this software) and during any timed assignments (i.e. tests, quizzes, exams, etc.). If it is during a timed assignment, Accessibility Services will provide the software.

RP - Reader by Proctor

This student may require a proctor to read aloud questions from any timed assignments (i.e. tests, quizzes, exams, etc.). Accessibility Services will provide a qualified proctor to read the questions verbatim as well as a private room for the timed assignment to be written.

SAS - Sound Amplifier

This student may use a device to filter or amplify sounds in class and during any timed assignments (i.e. tests, quizzes, exams, etc.).

SC - Scribe

This student may require a proctor to scribe (i.e., type) their verbal answers to your timed assignment questions. Accessibility Services will provide a qualified proctor, with a laptop, to type answers verbatim as well as a private room for the timed assignment to be written.

SCE - No Scents

This student is highly sensitive to scents. Please ask your class to adhere to the Mount's "No Scents Policy" by refraining from wearing scented products.

SEA - Accessible Seating

Accessibility Services will work with the Mount's Facilities Management team to provide, and reserve, the appropriate seating and placement for this student, within their classrooms.

SPL - No Spelling Penalty

Unless correct spelling is being assessed on any timed assignments (i.e. tests, quizzes, exams, etc.), as an academic requirement of your course, please do not penalize this student for any spelling mistakes they may make on their timed assignments. This accommodation applies to timed assignments, not to assignments that are worked on outside of the classroom time.

STT - Speech-to-Text

Speech-to-Text (also known as Dictation) is a form of assistive technology that gives your student the ability to speak (instead of type) digital text. Accessibility Services will provide the student with this software, when completing any timed assignments (i.e. tests, quizzes, exams, etc.).

THS - Thesaurus

This student is eligible to use a thesaurus when completing any timed assignments (i.e. tests, quizzes, exams, etc.), provided it does not jeopardize the academic integrity of the course.

TLT - Time Limited Tests

This student is unable to complete any timed assignments (i.e. tests, quizzes, exams, etc.) that exceed a specific amount of time. If required, Accessibility Services may ask you to divide your timed assignment into separate portions.

TRP - Triple Time

This student should be given triple the amount of time the class is given to complete any timed assignments (i.e. tests, quizzes, exams, etc.). [Please find the extra time calculator and how to add extra time for online tests, if needed.](#)

TTS - Text-to-Speech

Text-to-Speech is a form of assistive technology that gives your student the ability to listen to digital course materials. Accessibility Services will provide the student with this software, when completing any timed assignments (i.e. tests, quizzes, exams, etc.).

XTW - Extra Time for Work

This student may require flexible assignment deadlines. Any student with this accommodation has been instructed to discuss this with you, as it requires mutual agreement between the instructor and student, prior to implementation. Students have been instructed to ask you if this is possible and, if so, how much extra time is reasonable without jeopardizing the academic integrity of the course, or without being penalized. This accommodation is not automatically applied to every assignment but is to be utilized on an as-needed basis only.