

# Remote Learning FAQ

## Student FAQ

### **Q: Is the Office of Accessibility Resources (OAR) still open?**

Yes, the OAR is still open Monday – Friday, 8:30 a.m. – 4:30 p.m EST. All drop-ins and student appointments will be conducted via phone or virtually until further notice. The OAR Testing Center will not be proctoring exams while remote learning is in place.

If you have a question or concern, please either call the office (Phone: 570-577-1188 and leave a message and someone will get back to you or email [OAR@bucknell.edu](mailto:OAR@bucknell.edu)).

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### **Q: What happens now that exams are online? How do I get extended time for an online exam?**

The OAR Testing Center will not be proctoring exams while the University's instruction remains remote learning. Please communicate with your instructors to discuss your exam accommodations in their courses.

- Some instructors may opt for alternative assessments (e.g. essays, untimed exams) which would not require exam accommodations.
- If your instructor is creating online timed exams, please notify your instructor if you will need extended time. Academic departments are responsible for setting up extended testing time in Moodle and all other platforms.

OAR is available to instructors and students to consult about unique circumstances.

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## **Q: I have a note-taking accommodation. Now that class is through remote learning, will I still receive note-taking?**

Once you have learned from your instructor on how they will adapt the course for remote learning, please contact [OAR@bucknell.edu](mailto:OAR@bucknell.edu) if you have any questions.

You may find that you no longer need a note-taker due to the course design changes. For example, lectures that are prerecorded videos can be watched at your own pace. On the other hand, some instructors may still opt for scheduled class meetings with real-time communication using Zoom or another platform.

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## **Q: Does this affect Modification of Attendance Accommodations?**

Those students with a Modification of Attendance accommodation should still be provided this accommodation although reasonable modifications to the structure of the agreements may be needed with the shift to remote learning. Please contact your instructors to discuss any additional barriers presented by changes to the course format. Let the OAR Director know if you need any assistance right away.

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## **Q: With the switch to remote learning, I anticipate barriers and would like to request new accommodations. What are my next steps?**

If you are not currently registered with the OAR, please follow the steps outlined on the [Registering with the OAR](#) page.

If you are an OAR-registered student, please contact [OAR@bucknell.edu](mailto:OAR@bucknell.edu).

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## Instructor FAQ

**Q: As I am adapting my course materials for remote learning, what should I be considering with regards to disability access? How do I best support my students?**

We acknowledge the significant effort required to quickly adapt your courses to online instruction. We want to collaborate with you to ensure that access for students with disabilities is maintained through this transition. Some students may encounter disability-related barriers with online instruction or assessment (e.g. students who use assistive technology, students with medical limitations on screen usage). OAR staff are available for consultation regarding best practices and accessibility. (Phone: 570-577-1188 and leave a message or email [OAR@bucknell.edu](mailto:OAR@bucknell.edu) or [hf007@bucknell.edu](mailto:hf007@bucknell.edu))

**If you have students in your course who are utilizing accessible media, please notify our Instructional Technology Team of any added materials.** The Instructional Technology team is proactively working with instructors.

Below are some tips to keep in mind as you are creating virtual course content (adapted from [DO-IT](#)):

- **Use clear, consistent layouts and organization schemes** for presenting content, and make instructions and expectations clear for activities, projects, and assigned reading.
- **Offer outlines, scaffolding tools, and adequate opportunities for practice** to help students learn.
- **When selecting new materials, try to find videos that are already captioned, and articles that are available in a text-searchable**

**format** (meaning you can highlight and search the text within the document; [click here for an example](#)).

- **Images can be made accessible to blind and low-vision students by providing captions or inserting alt text into the image.** Use large, bold fonts on uncluttered pages with plain backgrounds and color combinations that are high contrast.
  - **Provide flexibility and understanding as this experience may cause disruption to the student's home life and available resources** – which may negatively impact a student's disability symptoms.
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## Q: How will exam accommodations work? Will the OAR Testing Center proctor online exams?

**Extended time on exams as an accommodation generally only applies to traditional, time-limited exams.** If you decide to offer alternative means of assessment (e.g. essays, non-timed exams, project work), then a student's extended time may no longer be applicable. We encourage you to speak with registered students if that is the case.

**OAR will not be proctoring exams while the University's instruction remains remote.** All exams should be administered online or through other remote assessment methods by faculty. Academic departments are responsible for setting up extended testing time in Zoom or whatever platform faculty is using.

Please communicate with your students to discuss their exam accommodations in your courses. OAR is available to instructors and students to consult.

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## Q: How do I give students their extended time for online quizzes/exams?

**Prior to making time allotment adjustments, please confirm how much extended time each of your students should get for their quizzes/exams.** You can view the extended time multipliers (1.5x, 2x, etc.) for ALL of your students by following these steps:

1. Log in to [Accommodate](#)
2. Click “Accommodation Letters” and check on your students’ approved accommodations.

**Extended Time in Moodle:** Please see the [Extended Time in Moodle](#) Google sheet for more information.

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## **Q: Does this affect Attendance and Modification of Attendance Agreements?**

Modification of Attendance agreements should be honored, though reasonable modifications to the structure of the agreements may be needed with the shift to online instruction. Students with Modification of Attendance accommodations should be contacting you to discuss any additional barriers, if any, presented by changes to the course format. The OAR is available to instructors and students to consult.