Accommodations & Student Responsibilities

Fall 2016

The Office of Accessible Education and Student Support welcomes you to a new semester at Bates! Please review the following carefully - adhering to these guidelines will ensure we have the information we need for you to be able to use your accommodations effectively.

If you’re approved for:

Exam Accommodations

If you plan to take an exam in the Office of Student Affairs, you must:

1. Talk to your professor first about implementation of a testing accommodation.
2. Schedule with us a minimum of 2 business days (48 hours) in advance. Failure to do so may mean that you are not able to take your exam here.
3. Schedule your exam during the class time. The Student Affairs policy is to schedule exams as close to the actual class time as possible.

How to Schedule an Exam: Students must log-in to the Accessible Information Management (AIM) portal to schedule an exam. Step-by-step written and video instructions are available. Please note the following:

1. Be sure to schedule on time. AIM will not allow you to schedule an exam if it is less than two business days (48 hours) away.
2. When scheduling, please indicate ALL approved accommodations you plan to use.
3. Coordinate with your professor to have the exam sent to our office. Make sure we have the exam here and ready to go for you!
4. Arrive for your exam on time. Come to Lane Hall 101 ready to begin on time. Late arrival won’t extend your scheduled end time; you will be given the remaining time after you arrive to complete the exam.
5. Contact us with any questions. If you need assistance scheduling an exam, please stop by Lane Hall 101 or contact us at accessibility@bates.edu or 207-786-6222. Please note that Carolyn Kennison, who manages exams, is in the office Monday-Friday between the hours of 9am-2pm.
6. Be familiar with and follow the Exam Accommodation Guidelines.

Peer Note Taking

To utilize a peer note taking accommodation, you must:

1. Register your accommodations as soon as possible through AIM. Identifying peer note takers can sometimes take up to 2 weeks or more depending on the course.
2. Access your notes through AIM. Your assigned note taker will upload their notes into AIM.
3. Let us know ASAP if there are any issues so we can address them. We won’t know unless you tell us.

Text in Electronic Format

If approved to receive textbooks in electronic format, you must:

1. Check Bookshare or look for an electronic version of the book first (we can help you create a Bookshare account if needed). Check the Text in Alternate Format page for additional resources.
2. If you are unable to locate an electronic version of your text, send the following to accessibility@bates.edu as early as possible: Title, author, ISBN #, copyright year, and publisher. It can take up to several weeks, in some cases, to get an accessible file.
3. Provide proof of purchase. We cannot request a file from a publisher until we have this. You can drop off a copy of a receipt or email us the purchase confirmation.
4. Use these files for your personal use only. Files may not be distributed or shared with other students.