

## **Implementing Accommodations**

MD

Ensuring that you have effective accommodations is a shared responsibility between you and the Disability Office. Please start the process early, and contact the Disability Office immediately about any delays or other problems in the provision of your accommodations.

If you are taking classes outside the regular med school curriculum notify your faculty that you are registered in the DS office and have been approved for accommodations. Indicate which accommodation/s you wish to implement in the class and attach the accommodation letter inquiring if there is any additional information needed to implement the approved accommodation/s.

**Meet with staff from the Disability Office annually**

**Ensure the Disability Office has accurate contact information for you**

**Remember that accommodations cannot be made retroactively**

### **Testing accommodations**

#### **Years 1 & 2 Blackboard Exams and Quizzes**

Additional time for testing in standard coursework will be managed via blackboard by the Disability Office. This will be confirmed to you via email by Disability Office staff (Christine Low or Wendy Ramirez). Please note you must initiate your exam/quiz during the scheduled test window set by the faculty. In the event that the Disability Office staff is out of the office, Jillian Palmer, Assistant Director of Student Affairs or Darren Thomas, Curriculum Manager, will implement the accommodation and notify you by email.

#### **Hematology Small Group Quizzes**

Additional time for testing will be managed via blackboard by the Disability Office. This will be confirmed to you via email by Disability Office staff (Christine Low or Wendy Ramirez). Please note you must initiate your exam during the scheduled test window set by the faculty. In the event that Disability Office staff is out of the office, Jillian Palmer, Assistant Director of Student Affairs or Darren Thomas, Curriculum Manager, will implement the accommodation and notify you by email.

#### **Year 1 & 2 Clinical Assessments-ASM OSCE, COMPASS 1**

The ASM Coordinator (Peradeba Raventhirarajah) will receive your name and accommodation/s and will implement needed accommodations. She will communicate needed information to you via email with a copy to the Disability Office. The exact format of the exam will be provided by the course directors. Please read it carefully and bring any concerns to Disability Office staff as soon as possible to facilitate appropriate planning.

Please be aware that a student's status as a student with a disability is often noticeable during these exams when accommodations such as extended time or a separate location are required. You may opt out of your accommodations for these exams at your discretion by emailing the Director of Disability Services a minimum of 2 weeks prior to the test date.

#### **Year 1 & 2 Team Based Learning Quizzes**

Team Based Learning (TBL) is a curriculum format used in the Hematology and GI/Liver courses. TBL Quizzes are given in one of two formats- Blackboard or on paper. Both are given at the start of the TBL session for all students. Additional time for testing will be managed via blackboard by the Disability Office for both methods of TBL Quizzes. This will be confirmed to you via email by Disability Office staff (Christine Low or Wendy Ramirez). Please note the quiz will open at 6am on the day of the TBL session to facilitate use of extended testing time. You must complete the exam before the start of class to utilize the approved extended time. In the event that the Disability Office staff is out of the office, Jillian Palmer, Assistant Director of Student Affairs or Darren Thomas, Curriculum Manager, will implement the accommodation and notify you by email.

### **Year 1 & 2 Customized Assessment Exams**

NBME Customized Assessments are optional exams created from an NBME bank of basic science questions that are selected by course directors and mapped to specific content areas in the curriculum. Once you register for the exam, Lauren Linkowski, the Director of Programs and Resources for Academic Success, will receive your name and accommodation/s and will implement needed accommodations. She will communicate needed information to you via email with a copy to the Disability Office.

### **Year 3 COMPASS 2**

The Clinical Curriculum Coordinator (Jen Reyes) will receive your name and accommodation/s and will implement needed accommodations. She will communicate needed information to you via email with a copy to the Disability Office. Again, you may opt out of your accommodations for this exam at your discretion by emailing the Director of Disability Services a minimum of 2 weeks prior to the test date.

### **Year 3**

#### **Clerkship OSCE exams**

The Morchand Coordinator, Meghan Green, will receive your name and accommodation/s and will implement needed accommodations. Jen Reyes will communicate needed information to you via email with a copy to the Disability Office. Again, you may opt out of your accommodations for this exam at your discretion by emailing the Director of Disability Services a minimum of 2 weeks prior to the test date.

#### **Year 3 Shelf exams**

The Clinical Curriculum Coordinator (Jen Reyes) will receive your name and accommodation/s at the beginning of the year and will implement needed accommodations. She will communicate needed information to you via email with a copy to the Disability Office. Please note: If you decide not to use your accommodations you will need to let Ms. Reyes know a minimum of 2 weeks before the exam since the test parameters get locked by the NBME.

#### **Note taking**

Disability Office staff will provide you access to a Gmail mail box where you can log in and access notes for your class. Please note this is not intended to replace class attendance.

#### **Classroom accommodations**

These accommodations are highly individualized and need to be clarified as part of an interactive process between you and the Disability Office. The Director of Disability Services works in partnership with the Senior Associate Dean for Undergraduate Medical Education and Student Affairs and with relevant course directors to determine reasonable accommodations. It is critical that you communicate with the Course Director at the start of each course to ensure successful implementation of all approved accommodations.

#### **Clerkship accommodations**

Schedule a meeting with the Director of Disability Services no later than December 1 for the preparation of clerkships for the following year. Accommodations are highly individualized and may require extensive time to coordinate.

It is critical that you communicate at the start of each clerkship with relevant clerkship directors and or coordinators to ensure successful implementation of all approved accommodations **including blackboard exams/quizzes.** Accommodations for all clerkship exams and quizzes are managed by the clerkship director or coordinator.

The Director of Disability Services works directly with the Registrar prior to the clerkship lottery on accommodations related to placement site, travel time and clerkship hours and communicate (anonymously) about approved accommodations with the Senior Associate Dean for Undergraduate Medical Education and Student Affairs.

It may be helpful to arrange to visit the clerkship site prior to the start of your clerkship.

### **Faculty Notification of accommodations**

Students play a vital role in implementing their accommodations by alerting faculty that they are registered in the Disability Service's (DS) Office and have approved accommodations. Accommodation letters received from the DS Office can support this process. Notification should be done in a timely manner well in advance of an exam (two weeks minimum is recommended). Rising 3<sup>rd</sup> and 4<sup>th</sup> year medical students should initiate conversation with clerkship/sub I directors when they receive their lottery schedules to discuss accommodations that will impact scheduling, placement location or other unique accommodations in clinical settings. Medical students should refer to the implementation handout for clarification around implementation of blackboard exam accommodations in years one and two vs. year three, and for implementation of shelf exam accommodations in year 3. The Director of DS is available to answer any questions about implementation.

If a student experiences difficulty implementing an accommodation this is considered an urgent matter and should be discussed with the Director of Disability Services immediately. The Director, Christine Low, MSW, can be reached via email at [Christine.low@mssm.edu](mailto:Christine.low@mssm.edu). If a student has followed the process for notification of faculty and does not have approved exam accommodations the student should troubleshoot with the clinical or course director to see if the accommodations can be implemented to allow the exam to take place as scheduled. If this can not be done the student can opt to reschedule their exam. **If a student takes an exam without their approved accommodations the exam results are final as accommodations cannot be provided retroactively.**