**Making Sense of Accommodations: A Coding Manual**

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**December, 2020**

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**Rules:**

1. If there is no mention of the use of technology in the comment, then it cannot be coded EA – tech or CA – tech.

2. If a comment refers to either a test, an exam or an in-class graded assignment, then it is coded EA or EA-tech.

3. Even when a comment does not specify that an accommodation was provided during an exam, but it is clearly an accommodation used in the exam setting, then it is coded EA, or EA-tech.

4. Even when a comment does not specify that an accommodation was provided in the classroom, but it is clearly an accommodation used in the classroom setting, then it is coded CA, or CA-tech.

5. Notetaking is coded as CA, classroom accommodation, because an individual other than the respondent is providing the notes. However, when a student is using a computer in class to take their own notes, then it is coded CA-tech.

6. If a comment refers to receiving accessible materials provided by the teacher, Accessibility Centre, or publisher, then it is coded AM – Accessible/digital materials.

7. If a comment refers to receiving academic or technical support that comes from the Student Access Centre, or the Academic Skills Centre/Learning Support Centre, and is NOT an exam or classroom accommodation, then it is coded AS – Academic support.

8. If an accommodation is provided by the institution, rather than the teacher, or the Student Access Centre/Academic Skills Centre, then it is coded IA - Institutional accommodation.

9. If a comment is otherwise unclear or vague, or does not fit into the previous categories, then it should be coded as O - Other.

10. If a comment indicates that an accommodation was approved, but not utilized, then it should be coded as A/NU – Accommodation approved / not utilized.

**Coders were trained to a minimum of 70% reliability with an overall reliability after training of 94%.**

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| Category code | Category Name | Examples |
| EA | **Exam Accommodations – No Technology** | Extended time on exams; allowed to take exams in a private room; allowed access to the bathroom during exams; Temps additionnel pour les examens; local à part avec d'autres étudiants; allowed to take small breaks when needed; provided a scribe for exams |
| EA-tech | **Exam Accommodations - Technology** | Allowed the use of a computer to type my responses for exams; provided with access to Word Q; examens à l’ordinateur; allowed to use a calculator even when it is not allowed for other students; provided access to a grammar checker |
| CA | **Accommodations for Classroom and Assignments – No Technology** | Extended time for assignments; oral presentations in front of a few people; no deductions for errors when computer is not accessible for writing, no reading out loud to a class; preferred seating; can be absent from or late to class due to mental illness |
| CA-tech | **Accommodations for Classroom and Assignments - Technology** | Use a computer to take notes; système d'amplification MF lors des cours; permission to record lectures; allowed to use my laptop to write and read in class |
| AM | **Accessible / Digital Materials** | J'ai eu droit (dans une certaine measure...) à des documents accessibles; large font printed document; text books in accessible format, as well as other relevant documents; access to copies of online class documents; receive the teachers notes and slides; provided with notes in advance |
| AS | **Academic Support** | Assistance with corrections and editing work to help with formatting and organization; help for studying; tutoring services; jumelée avec une aide pour m'aider à m'organiser dans mes études; Tech support from the Accessibility office |
| IA | **Institutional Accommodation** | Early semester registration; suivi psychologique; open-door policy to see my counsellor if I felt the need; report des examens selon la situation de santé; opportunité de choisir mon stage en premier pour avoir un milieu pas trop loin de chez moi |
| O | **Other** | Accommodations only for hearing loss; my accommodation paper also listed other information teachers may need to know; magnifying glass |
| A/NU | **Accommodation Approved, but not Utilized** | Kurzweil text-to-speech (didn't use this); I was going to have a pen that helped in classes that recorded as I write, and could have them electronically too, but I forgot what happened; Prise de notes mais je n'ai jamais utilisé la prise de notes |