

Spring 2026
Course Accommodations Letter

Dear Melissa Test,

Based upon the documentation you have submitted, you are eligible to receive the following service(s):

Eligibility

1. Alternative Testing

Alternative testing can range from different formats of test taking such as portfolios to use of electronic formats.

Additionally, Testing accommodations are changes to standard testing procedures that allow individuals with disabilities to demonstrate their true aptitude or achievement level. These accommodations are designed to address the effects of a disability on a student's ability to take a test, without altering the content or scope of the test.

o **Access to Food/Drink Testing**

The student will need access to food and drink when necessary during testing. The student has agreed to do so in a manner that minimizes the impact on other students.

o **Extra Time 1.50x**

The student is allowed 1.5X time to take quizzes and exams. If you need these exams proctored by SAS, please complete contact proctoring@npe.nmt.edu for your request. As always, faculty and departments can opt to proctor students at anytime. Extended test time (X the standard amount of time; applies to timed in-class exams and timed on-line exams only and NOT to untimed take home exams)

If the base time for the exam is extended by the professor this information should be provided to the proctoring center as soon as possible.

o **Single Proctoring of Exams**

Single proctoring in an exam refers to a system where one individual oversees and monitors a student during an exam to ensure academic integrity and prevent cheating. This proctoring can take place in person or online, with various methods available, including live proctoring or recorded proctoring. The goal is to create a secure environment where the student is the only one taking the exam. As always, faculty and departments can administer single proctoring.

Single proctoring in the SAS proctoring center must be requested by the student with faculty knowledge. single proctoring can be requested by emailing proctoring@npe.nmt.edu.

2. Classroom Access and Accommodation

Classroom access can be tailored to students with disabilities, providing necessary modifications or supports to ensure they can participate in the learning environment.

- **Grammar or Spelling Usage Classroom**

Grammar and word usage (Spelling) should not be graded unless they are key components of the course objectives. When grammar and word usage are key components, review by a person, spell check and grammar software are allowed.

You will need to present this letter to your instructors in order for these accommodations to begin.

Before presenting your letter, ensure you fully understand the accommodations it outlines. Familiarize yourself with each accommodation to confidently discuss them with your instructors.

Preparing to Meet with Your Instructors

Schedule a Meeting: Email or speak with your instructors to schedule a meeting. Choose a time that is convenient for both you and the instructors, ideally early in the semester.

Organize Your Materials: Have a copy of your accommodations letter ready. It may be helpful to have both a physical copy and a digital version, in case your instructor prefers one over the other.

Presenting Your Letter

Introduce Yourself: Begin the meeting by introducing yourself and explaining that you have an accommodations letter you'd like to discuss.

Explain Your Needs: Clearly state the accommodations you require, using the letter as a guide. Be prepared to explain how these accommodations help you succeed in your coursework.

Answer Questions: Be open to any questions your instructor might have. They may want to understand how best to implement these accommodations in their classroom.

Discuss Implementation: Work collaboratively with your instructor to discuss how each accommodation will be implemented. This might involve discussing specific details, like where you will sit during exams or how you will receive notes.

It is the responsibility of the student to request a new accommodations letter each semester.

Thank you for reaching out the NMT Student Access Services Office. If you have additional questions or concerns, please reach out to studentaccess@npe.nmt.edu or at (575) 835-6209. If you have an appointment please check in at Fidel 245.