

Accommodations for Disability-Related Needs

1. For accommodations on a Language Placement exam (LPE), students need to Contact the Languages and Cultures Department DA to request that they proctor their LPE with their DSS approved testing accommodations.
2. Email the DA a digital, official copy of your Disability Support Services Letter of Accommodations (LOA). An LOA is generated by the DSS office when a student has been registered as a student with a disability, and it lists all of that student's approved accommodations including those for testing. DSS students can retrieve their own official copy of the LOA through their MyCLU portal via the Accommodate tab. This means the student does not need to wait for DSS to be the middle man.
3. Ask to schedule a date and time with the DA to proctor their LPE which might mean a time outside of when they are proctoring other students. Most DSS students are approved for an alternative testing location so that there are fewer distractions etc.
4. If you do not wish to share your LOA with the DA, contact the DSS office and they can provide you with a letter that states what your testing accommodations are. There is a form on the DSS webpage where students can request to access their DSS records which they would fill out in order to request a letter from DSS.

Remember that scheduling an LPE exam will depend on the testing room and proctor availability; so be sure to plan ahead.

Should a student need testing accommodation for a language that is not one of the standard LPE exams, additional steps may be required, which can be discussed with the LPE Proctor.

*DA's email can be found here:

<https://www.callutheran.edu/college-arts-sciences/languages/resources/placement-exams.html>

Or email languages-cultures@callutheran.edu