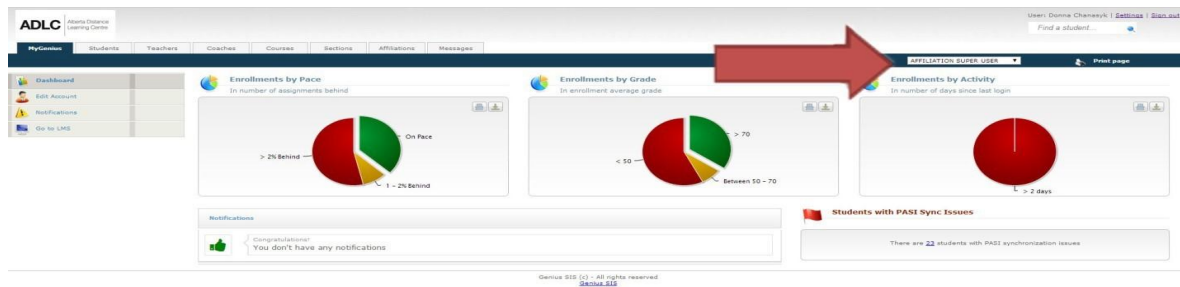
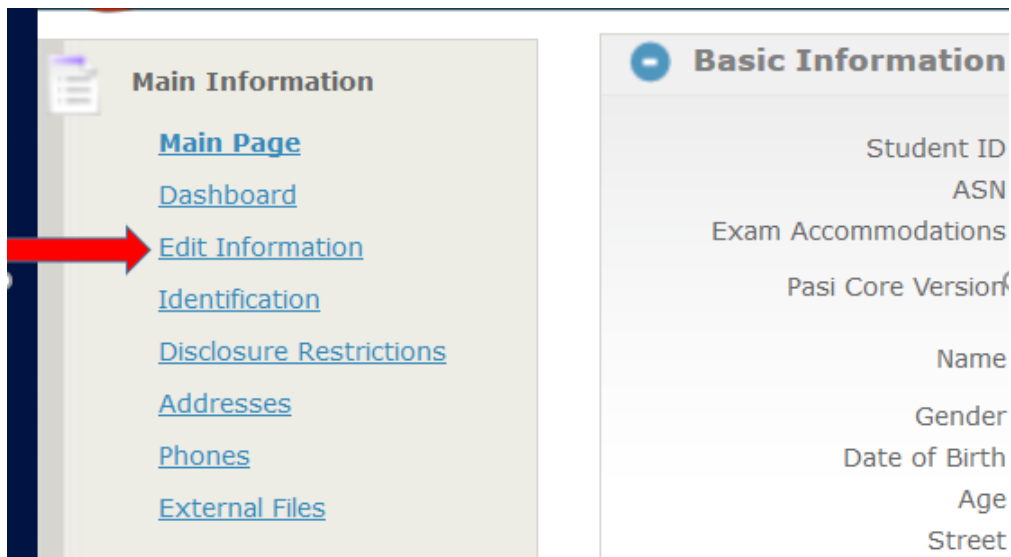


*This document is intended to help SuperUsers add exam accommodations & IPPs to student files*

1. When you've logged into the SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Find your student then select **Edit Information** in the **Main Information** block.



3. In the **Academic** block, **Exam Accommodations Required**, select Yes and choose the accommodations the student needs from the list and **Save**.


**Academic**

Grade Level:

Local ID:

Graduation Path:

Printed Exam Required:

 Exam Accommodations Required:

Opt out of scanning :

Exam Accommodations Notes:

Select	Name
<input type="checkbox"/>	Ambient Noise Audio
<input type="checkbox"/>	Braille version
<input type="checkbox"/>	CD/MP3 version (for learning of physical disability)
<input type="checkbox"/>	CD/MP3 version (for visual impairment)
<input type="checkbox"/>	Coloured Paper
<input type="checkbox"/>	Extra writing time
<input type="checkbox"/>	Franklin Language Master
<input type="checkbox"/>	Frequent breaks
<input type="checkbox"/>	Isolation
<input type="checkbox"/>	Large-print version
<input type="checkbox"/>	Reader
<input type="checkbox"/>	Recorded response
<input type="checkbox"/>	Scribe
<input type="checkbox"/>	Sign-language interpreter
<input type="checkbox"/>	Speech-to-text software
<input type="checkbox"/>	Text-to-speech software
<input type="checkbox"/>	Use of Computer

4. Forward a copy of the IPP or Assessment to Partner Support for filing into the student's External Files.

## Questions?

Give us a call at 1-866-774-5333 or email [info@adlc.ca](mailto:info@adlc.ca)