

Guide to Alternative Formatting

What is Alternative Formatting?

Alternative formatting refers to print materials that can be accessed using other means such as a screen reader or other software, or enlarged, paper-based materials.

Students may need a different format than a hard copy text or a 12 point font, paper-based exam to access their reading assignments, tests / exams. When instructors receive notification of alternative formatting the Centre is referring to both textbooks (e-texts) and more commonly, assessments.

Common Test / Exam Format Changes

Large Print

- The student may need a test / exam in larger print. Professors are to reproduce the test / exam to ensure all of the content is present

PDF

- The student may need a test / exam in PDF format. This enables the Centre's staff to upload the test / exam into a software program that the student uses as part of their accessibility plan

The Centre will safely dispose of all electronic versions of a test / exam once complete.

E-texts Guidelines

The Centre can retrieve on behalf of a student an alternative formatted text directly from the Publisher.

Our copyright laws require students to confirm proof of purchase before the Centre can make a request to the Publisher.

Prior to making a request, check the [Dalhousie Bookstore](#) website, other online textbook retailers, or the Publisher directly to determine if the textbook is available in a digital format.

E-texts are not to be reproduced or shared. Students are encouraged to review Dalhousie's [copyright guidelines](#).

Additional Information

Access Advisors are available to answer questions you might have regarding this accommodation.

Halifax Campus: Student Accessibility Centre 6225 University Avenue, Killam G28 902.494.2836 access@dal.ca	Truro Campus: Student Success Centre 11 Sipu Awti 902.893.6672 scc@dal.ca
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