

# Scheduling Exams in Your OSD Student Portal

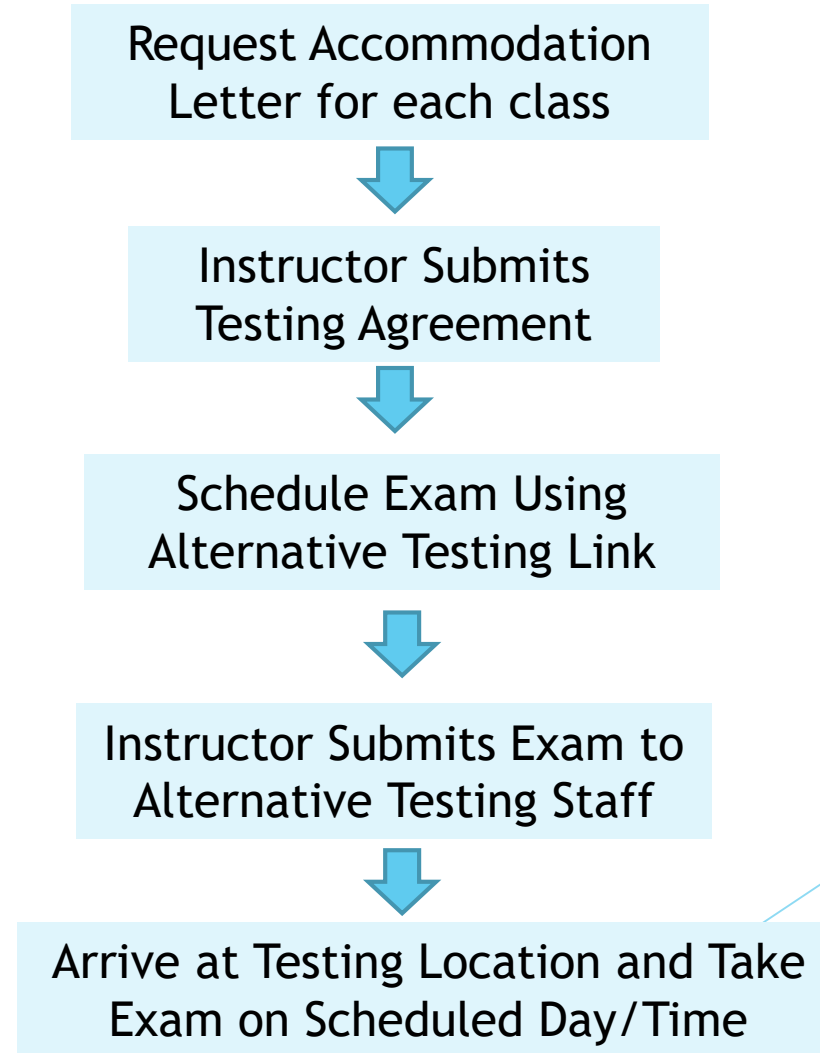
Alternative Testing Process

# Overview of Alternative Testing

- ▶ 1. Before scheduling exams, **you must first request your accommodation letter to be sent to your instructors from within your OSD Student Portal (for assistance with the accommodation letter requests, contact OSD at 661-722-6360 or email [osd@avc.edu](mailto:osd@avc.edu))**. After submitting your accommodation letter request for each class, your instructor will be required to complete an OSD Alternative Testing Agreement, which will provide Alternative Testing staff instructions for proctoring your exams.
- ▶ 2. You will schedule exams by clicking on the “Alternative Testing” menu link in your OSD Student Portal. Your instructor will be notified when you schedule an exam. This will prompt the instructor to submit your exam/quiz to the Alternative Testing staff.
- ▶ 3. An exam scheduling request is required for each accommodated exam that you plan to take. You can schedule your exams at the beginning of the semester (preferred) or when you find out the date and time of your exams. Note that you will need to submit an exam request at least 5 business days in advance of taking an exam.

# Overview of Alternative Testing Cont'd

- ▶ 4. Before exams can be administered by Alternative Testing staff, your instructor will have to submit the OSD Alternative Testing Agreement as well as the exam itself to our office.
- ▶ 5. The Alternative Testing staff will send reminder emails to your instructor to submit required exam materials before an upcoming scheduled exam. If your instructor fails to provide either the OSD Alternative Testing Agreement and/or exam, you will need to communicate directly with your instructor to work out an alternate test date.



# How to Submit Exam Scheduling Request

- ▶ On the left side navigation menu of your OSD Student Portal, select “Alternative Testing”

The screenshot displays the 'My Dashboard' interface. On the left, a navigation menu is visible with the following items: Home, My Dashboard, My Profile, SMS (Text Messaging), Additional Accommodation Request Form, My Mailbox (Sent E-Mails), My Accommodations, My Eligibility, List Accommodations, **Alternative Testing** (circled in red), and Notetaking Services. The main content area is titled 'OVERVIEW' and contains a section for 'PRINTING FACULTY NOTIFICATION LETTER IN PDF'. This section includes a PDF icon, a note stating it may take up to 10 seconds to generate each PDF file, an important note about listing notification letters, a 'Select Class' dropdown menu set to 'Select One', and a 'Generate PDF' button. Below this is a section for 'LIST ACCOMMODATIONS FOR SUMMER 2021' with a 'Refine Search Result' dropdown set to 'Search All' and a 'Refine Search' button. At the bottom, there is a table listing accommodations for the 'Term: Summer 2021'. The first entry is 'DIS 101.01 - History Of Fun In The Sun (CRN: 12345)' with links for 'Modify Request' and 'Cancel Request'. Below the table, details for the selected class are provided: Instructor(s) Wade Saari, Days and Time(s) MTWRF at 09:00 AM - 11:00 AM, Date Range(s) 05/17/2021 - 08/12/2021, and Location(s) SSV 177 (Campus: 1).

# Select a Course for Exam Scheduling

- ▶ Select your class from the dropdown menu and click “Schedule an Exam”

**My Dashboard**

Home >> My Dashboard >> **Alternative Testing**

**ALTERNATIVE TESTING**

OSD Alternative Testing Agreement Summer '21(s)

Below is the list of all OSD Alternative Testing Agreement Summer '21(s) submitted through the system. **You can still request exams even if there is no OSD Alternative Testing Agreement Summer '21 specified.**

Select Class: **DIS 101.01 - History of Fun in the Sun (12345)**

**Schedule an Exam**

**UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM**

<b>DIS 101.01 - History Of Fun In The Sun</b>	<a href="#">View Other Exams</a>
<b>Standard Exam - Tuesday, June 15, 2021 - 09:00 AM - 10:08 AM (68)</b>	<a href="#">Modify Request</a> <a href="#">Cancel Request</a>
Status: <b>Approved</b> Location: LAN- Private Room N	
Campus: <b>Lancaster</b>	
Approved Accommodation(s):	
▪ Extended Test Time (1.5x)	
▪ Memory Aid for Tests (1 single sided 3 by 5 index card)	

# Fill Out Scheduling Details

- ▶ The resulting screen allows you to schedule a specific date and time for the exam.
- ▶ Make sure you choose the Campus Location where you attend class.
- ▶ You will also check mark the accommodations you plan to use for the exam.

### CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MTWRF	09:00 AM	11:00 AM	05/17/2021 - 08/12/2021	SSV 177

#### Exam Detail

OSD Alternative Testing Agreement Summer '21 Type: **2021 Summer- OSD Alternative Testing Agreement**

Request Type \*: **Standard Exam** ▼

Campus Location \*: **Lancaster** ▼  
**Note:** Select campus location where your class normally meets.

Date \*: **06/16/2021**  
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*: **9 AM** ▼ **00** ▼

#### Services Requested (As Applicable) \*

<input type="checkbox"/> Ability to Make Up Tests Missed Due to Disability Related Absences	<input checked="" type="checkbox"/> Extended Test Time (1.5x)
<input checked="" type="checkbox"/> Memory Aid for Tests (1 single sided 3 by 5 index card)	<input checked="" type="checkbox"/> Private Room for Tests

#### My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Notetaking Services
- > My Documents
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:

**Primary Advisor**  
Name: **Wade Saari**  
Phone: **Not Specified**  
[Send Email](#)

#### Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Log Out**

# Submit Exam Request

- ▶ After filling out the exam details, you must read and agree to the terms and conditions and select “Add Exam Request.”

**Term(s) and Condition(s)**

Please indicate that you have read and agreed to the following statement(s):

- \*\*IMPORTANT\*\*** This exam scheduling request form is to be completed by students attending **In-Person Face-to-Face and/or Blended classes**.
- You are encouraged to schedule all exams at the start of each semester after receiving your syllabus.
- You are asked to schedule your exams no later than five (5) business days prior to the exam date.
- Be sure to schedule Mid-term and Final exams as soon as possible.
- Schedule your exam as close to your class time as possible.
- Check in 10 minutes early for your exam and no later than the scheduled start time. If late, testing staff will enforce your instructor's late policy.
- Be prepared and bring your scantron and/or green book if required.

[Add Exam Request](#) [Back to Testing Requests Overview](#)

# Late Exam Request

- ▶ If you schedule an exam with less than 5 days advance notice, you will be prompted to fill out a reason for the late request.
- ▶ Once filled out, select “Submit Late Exam Request.” Make sure to check back on the status of your request. The “Status” is shown under the “Upcoming Exam Request(s)” heading of your Alternative Testing page.

Welcome Daisy Duck! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

> My Eligibility  
> List Accommodations  
> Alternative Testing  
> Notetaking Services  
> My Documents  
> My E-Form Agreements

Any questions or concerns?  
Use the following contact information:  
Primary Advisor  
Name: Wade Saari  
Phone: Not Specified  
Send Email

Logout  
Once you finish with your session, please do not forget to Log Out and Close Your Browser.  
Log Out

MTWRF	09:00 AM	11:00 AM	05/17/2021 - 08/12/2021	SSV 177
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**LATE EXAM NOTICE - ACTION REQUIRED**

You must submit your exam scheduling request at least 5 business days prior to the actual test date.  
Late exams requests require approval from Testing & Assessment Center staff.

**Late Exam Request**

Reason \*: Exam/Quiz just assigned  
If you select **Other**, please specify the reason of late exam request below.

Additional Information: My instructor scheduled an in-class exam before the required 5 days in advance scheduling policy.

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your osd alternative testing agreement summer '21)

I have read and understand the late exam request policy above.

Submit Late Exam Request Back to Exam Detail or Modify Date

- ▶ \*Alternative Testing staff will do their best to approve late requests, but approval is not guaranteed and will depend on staffing and room capacity.



# Exam Rescheduling

- ▶ Occasionally, the Alternative Testing staff may have to reschedule your exam. An “Action Required” notice will appear at your OSD Student Portal homepage with proposed changes. To accept, simply click the link to confirm or contact the Alternative Testing staff to discuss a different arrangement.

**My Dashboard**

Home >> My Dashboard >> Overview

**OVERVIEW**

**LOGIN AS USER FEATURE**  
Back to My Profile

**SMS (Text Messaging)**  
Status: OFF  
Update Preference

**Home**  
> My Dashboard  
> My Profile

**My Accommodations**  
> My Eligibility  
> List Accommodations  
> Alternative Testing

**ACTION REQUIRED - REVIEW EXAM RESCHEDULING NOTICE(S)**

- **DIS 101.01 - History of Fun in the Sun's Standard Exam** on Monday, June 21, 2021 at 09:00 AM  
Proposed Date: **Wednesday, June 23, 2021**  
Proposed Time: **09:00 AM**  
Note from Staff:  
When the class meets  
Deadline to Respond: **Saturday, June 19, 2021**  
Action: [Confirm Proposed Exam Time](#)

**PRINTING NOTIFICATION LETTER IN PDF**

**Note:** It may take up to **10 seconds** to generate each PDF file.  
**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

# Final Considerations

- ▶ If your class meets outside of Alternative Testing proctoring hours, make sure to discuss the situation with your instructor to work out alternate dates/times that fit within our operating hours.
  - ▶ When you submit an exam scheduling request outside your class meeting time, you will receive an email asking you to confirm that you received permission from your instructor.
  - ▶ You will then need to reply to the email with confirmation of your instructor's permission before Alternative Testing staff can approve your exam scheduling request.

## Questions?

- ▶ Contact the Alternative Testing Staff:
  - ▶ Email: [AlternativeTesting@avc.edu](mailto:AlternativeTesting@avc.edu)
  - ▶ Phone: (661) 722-6536