Providing Exams to Alternative Testing

Alternative Testing Instructor Resource

Overview of Submitting Exams to Alternative Testing

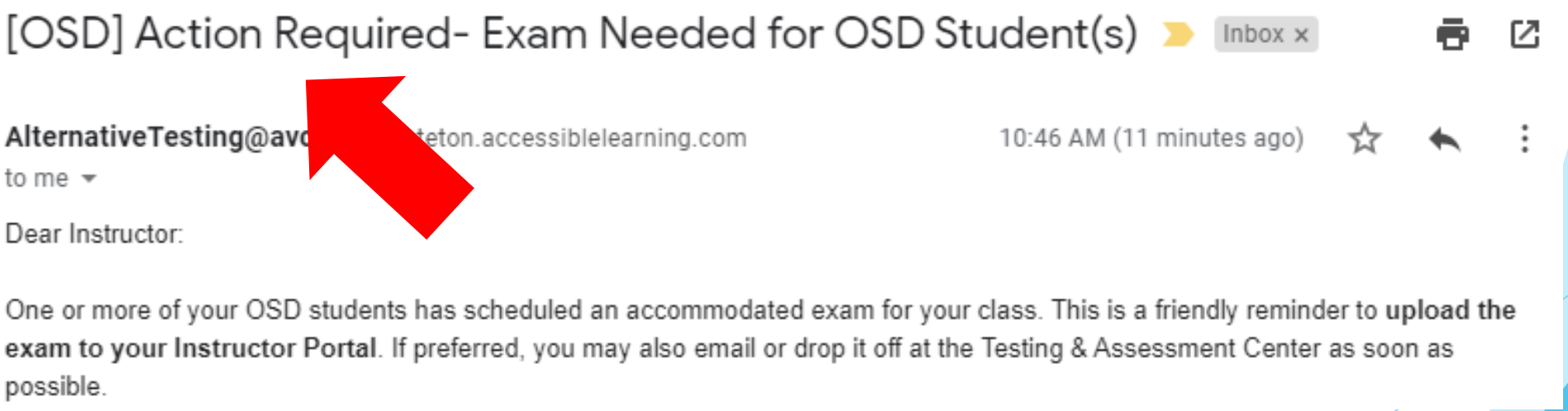
- You will receive a time sensitive “Action Required” email to submit an exam to Alternative Testing approximately four (4) days before an OSD student is scheduled to take an accommodated exam.

- This email notification will include a secure link to upload your exam through your OSD Instructor Portal.

- We kindly ask that you promptly upload/deliver your exams to Alternative Testing upon receiving the email notification in order to avoid exam scheduling conflicts, delays and preventable cancellations.

Steps to Submit Exams Via Secure OSD Instructor Portal (Preferred Method)

- **Step 1**: The "Action Required" email to submit your exam will include specific details about the exam scheduled for your class, including a link to **Upload Exam.**


[OSD] Action Required- Exam Needed for OSD Student(s) Inbox ×

AlternativeTesting@avc teton.accessiblelearning.com 10:46 AM (11 minutes ago)

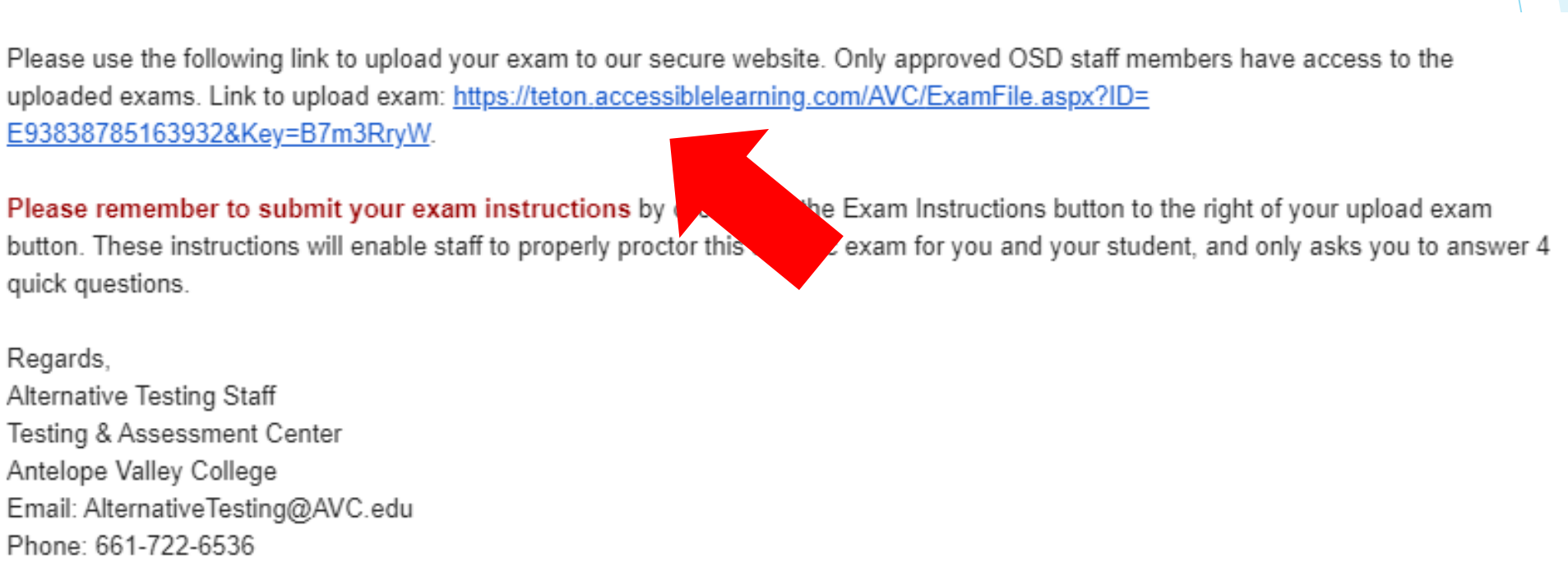
to me

Dear Instructor:

One or more of your OSD students has scheduled an accommodated exam for your class. This is a friendly reminder to **upload the exam to your Instructor Portal**. If preferred, you may also email or drop it off at the Testing & Assessment Center as soon as possible.

Steps to Submit Exams Via Secure OSD Instructor Portal

- **Step 2**: Click the link listed inside the body of the email to upload your exam file. This link will take you to the secure file upload and exam instruction portal page.



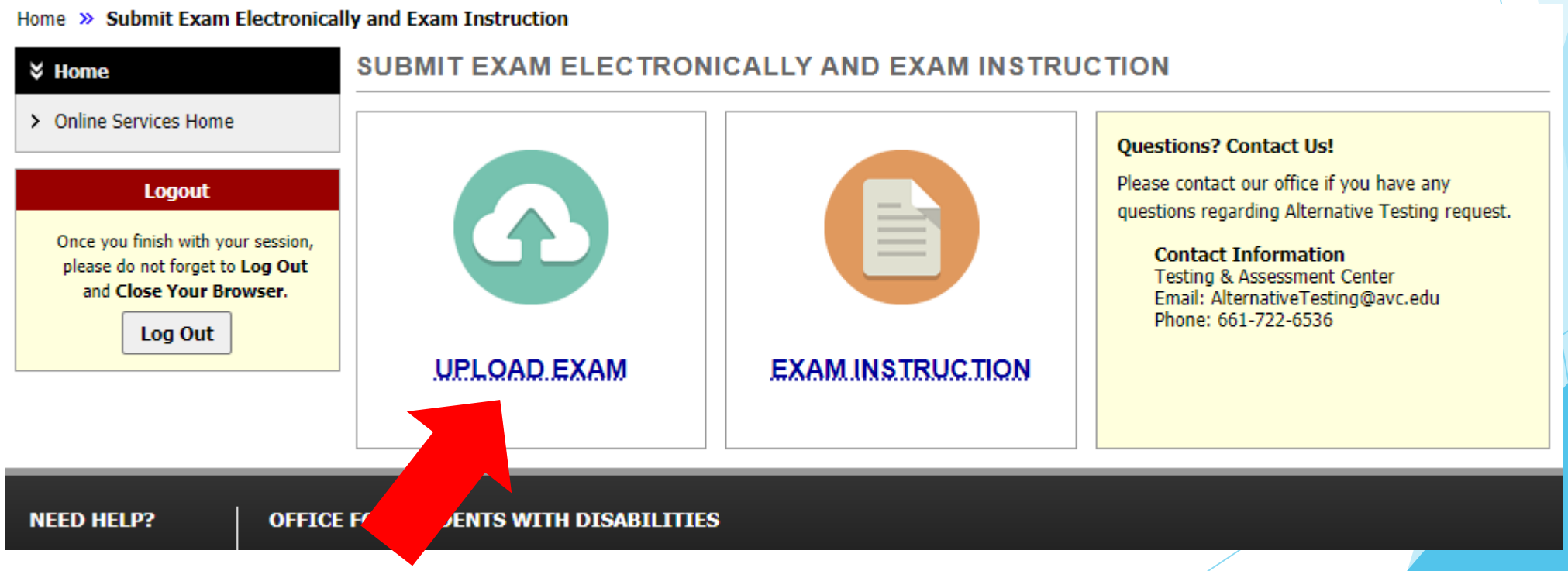
Please use the following link to upload your exam to our secure website. Only approved OSD staff members have access to the uploaded exams. Link to upload exam: https://teton.accessiblelearning.com/AVC/ExamFile.aspx?ID=E93838785163932&Key=B7m3RryW.

Please remember to submit your exam instructions by [illegible] the Exam Instructions button to the right of your upload exam button. These instructions will enable staff to properly proctor this [illegible] exam for you and your student, and only asks you to answer 4 quick questions.

Regards,
Alternative Testing Staff
Testing & Assessment Center
Antelope Valley College
Email: AlternativeTesting@AVC.edu
Phone: 661-722-6536

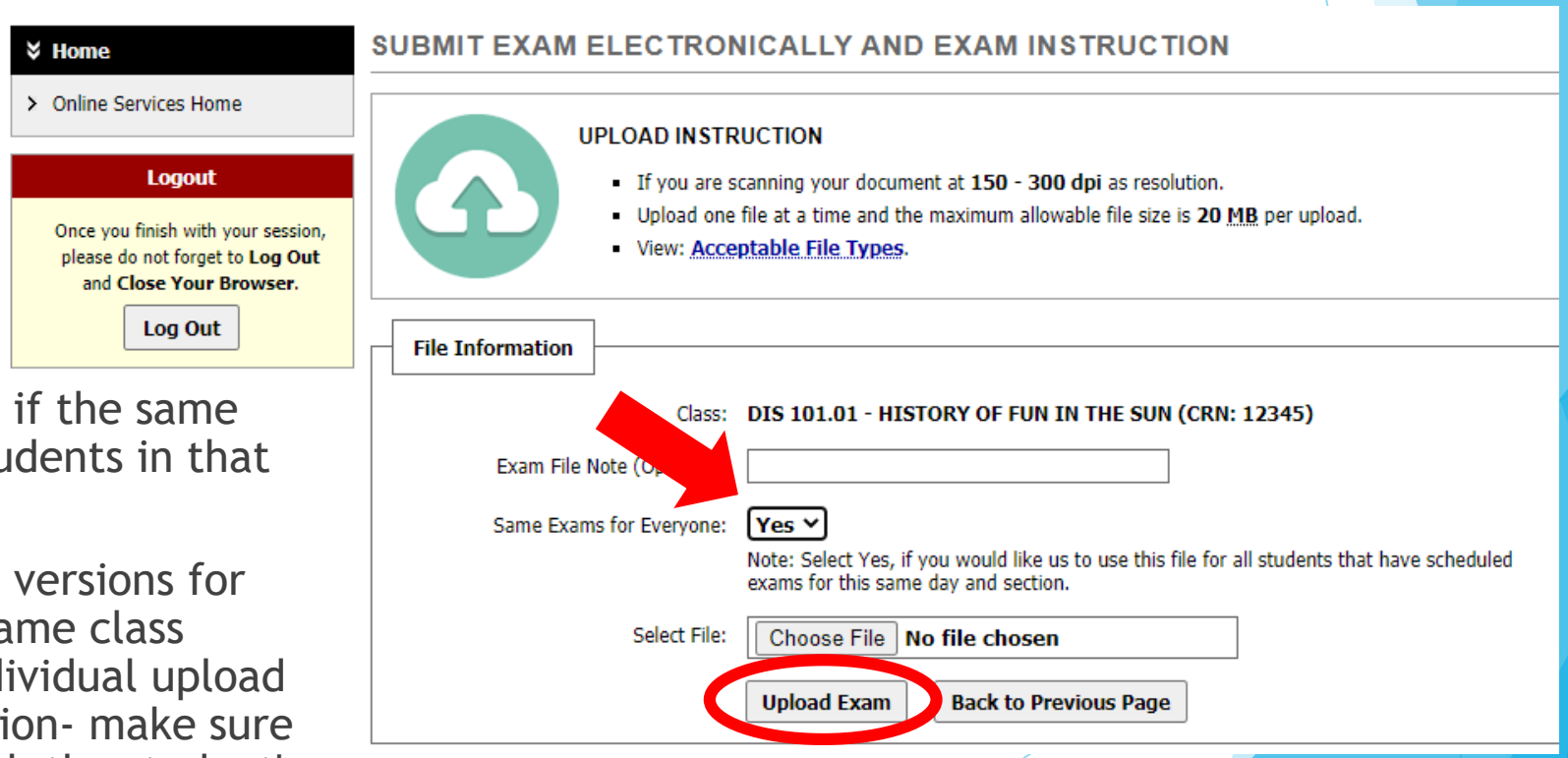
Steps to Submit Exams Via Secure OSD Instructor Portal

- **Step 3**: Click on the Upload Exam link.



Steps to Submit Exams Via Secure OSD Instructor Portal

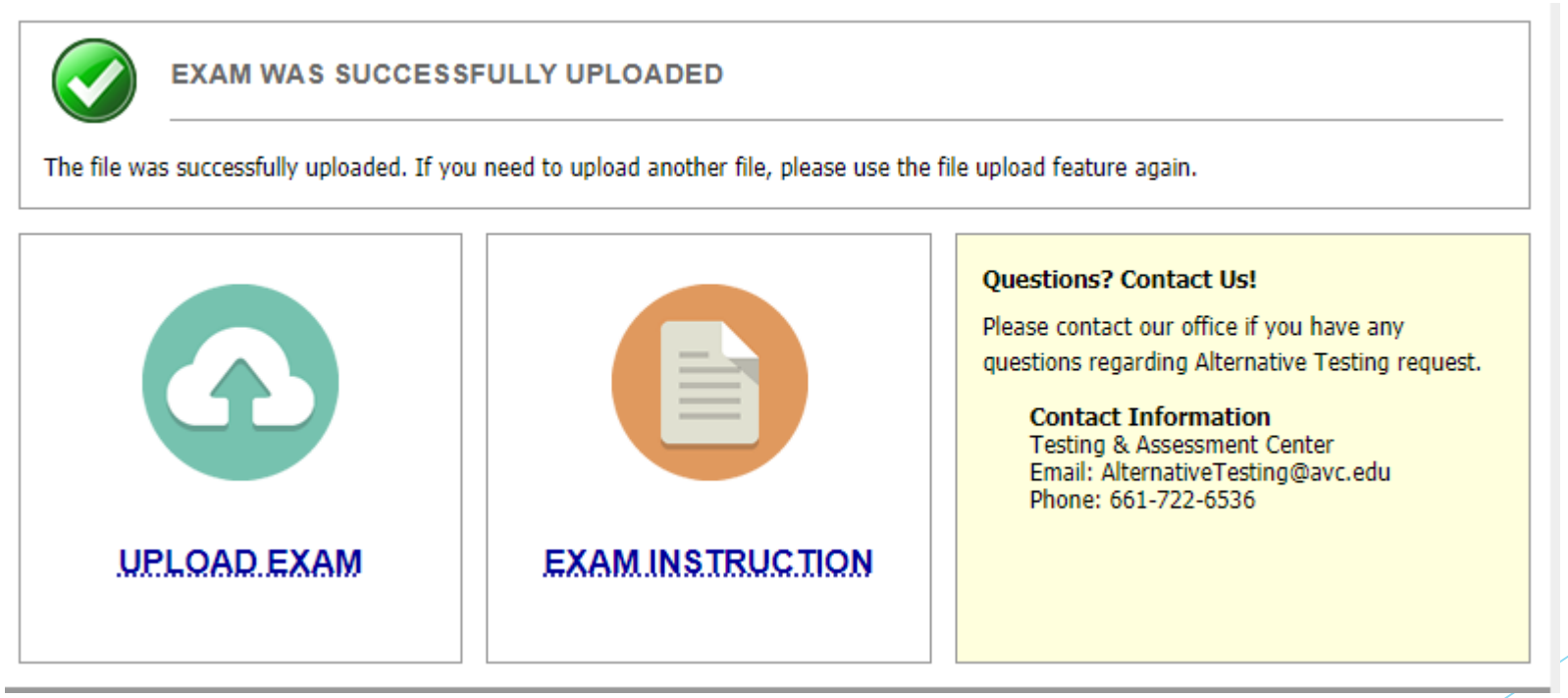
- **Step 4**: Fill out the fields within the file information section, choose and attach the exam file, then click the Upload Exam button.



- Make sure to answer “Yes” if the same exam applies to all OSD students in that particular course section.
- If you have different exam versions for different students in the same class section, please use the individual upload links in the email notification- make sure to label each exam file with the student's name.

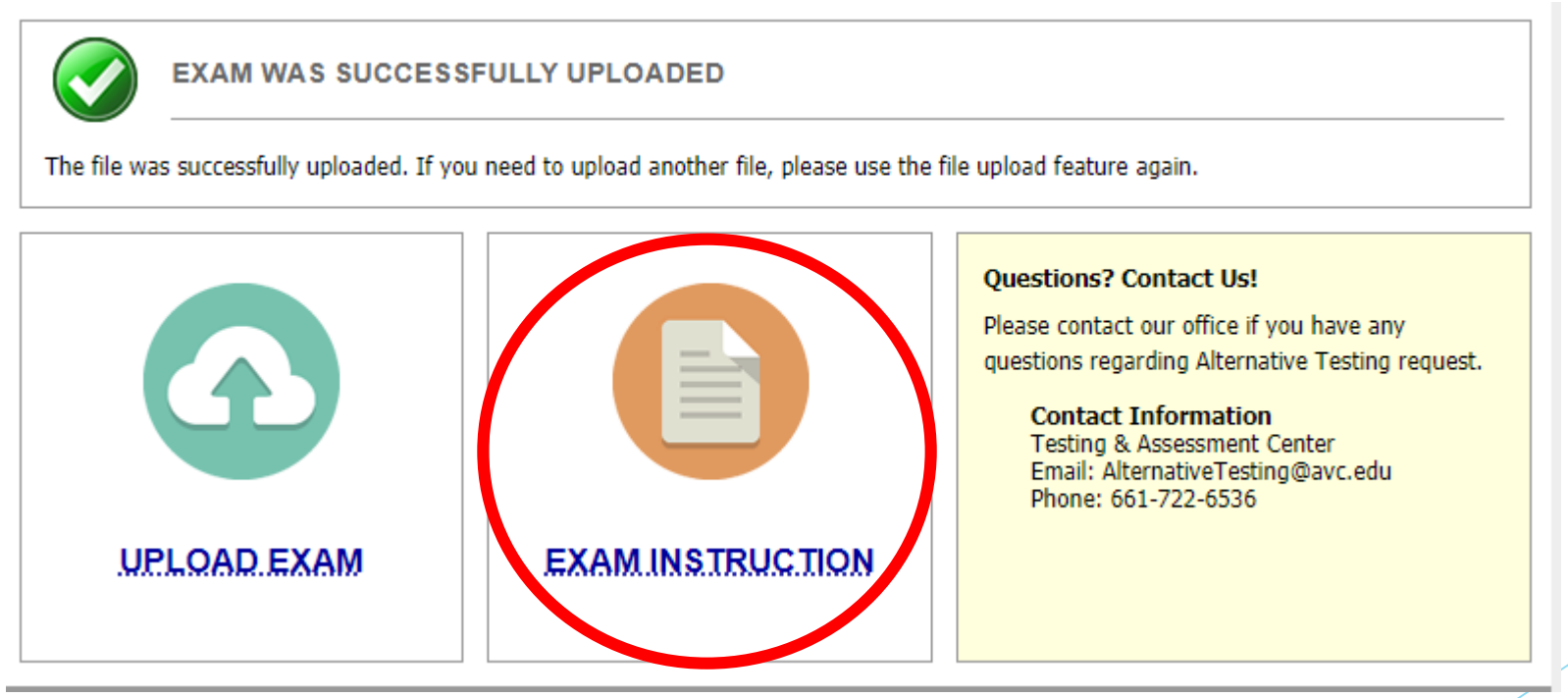
Steps to Submit Exams Via Secure OSD Instructor Portal

- **Step 5**: A green check mark will confirm that you have successfully uploaded the exam.



Steps to Submit Exams Via Secure OSD Instructor Portal

- **Step 6**: Your specific test proctoring instructions will be followed using your OSD Alternative Testing Agreement for the class. You may use the Exam Instruction feature to provide any additional information not contained in the Testing Agreement.



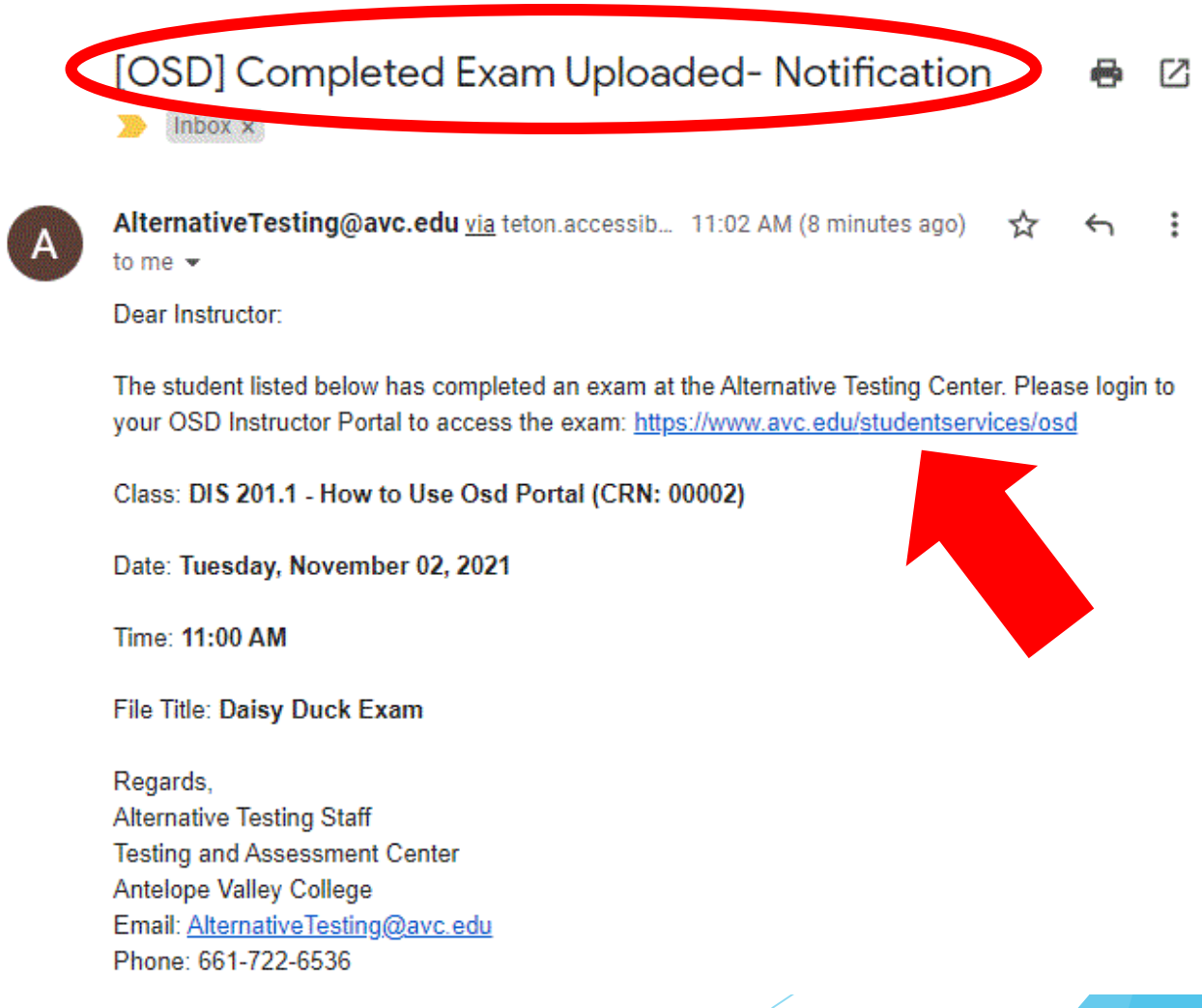
- The Exam Instruction feature provides you an open ended text box. Once filled out, click the "Submit Exam Instruction" button.

Traditional Exam Delivery Methods

- You can also deliver exams by:
  - Email Attachment: AlternativeTesting@avc.edu
  - Drop off hardcopy:
    - Lancaster: Testing and Assessment Center, T-100 Portable in Parking Lot C
    - Palmdale Center: Student Services, Assessment Center
  - Campus Mailbox: Office for Students with Disabilities

Retrieve Completed Exams through OSD Instructor Portal (Preferred Method)

- Once a student completes an exam, you will receive an email notification with an embedded link that directs you to the OSD Instructor Portal login.



[OSD] Completed Exam Uploaded- Notification

Inbox ×

AlternativeTesting@avc.edu via teton.accessib... 11:02 AM (8 minutes ago)

to me

Dear Instructor:

The student listed below has completed an exam at the Alternative Testing Center. Please login to your OSD Instructor Portal to access the exam: https://www.avc.edu/studentservices/osd

Class: **DIS 201.1 - How to Use Osd Portal (CRN: 00002)**

Date: **Tuesday, November 02, 2021**

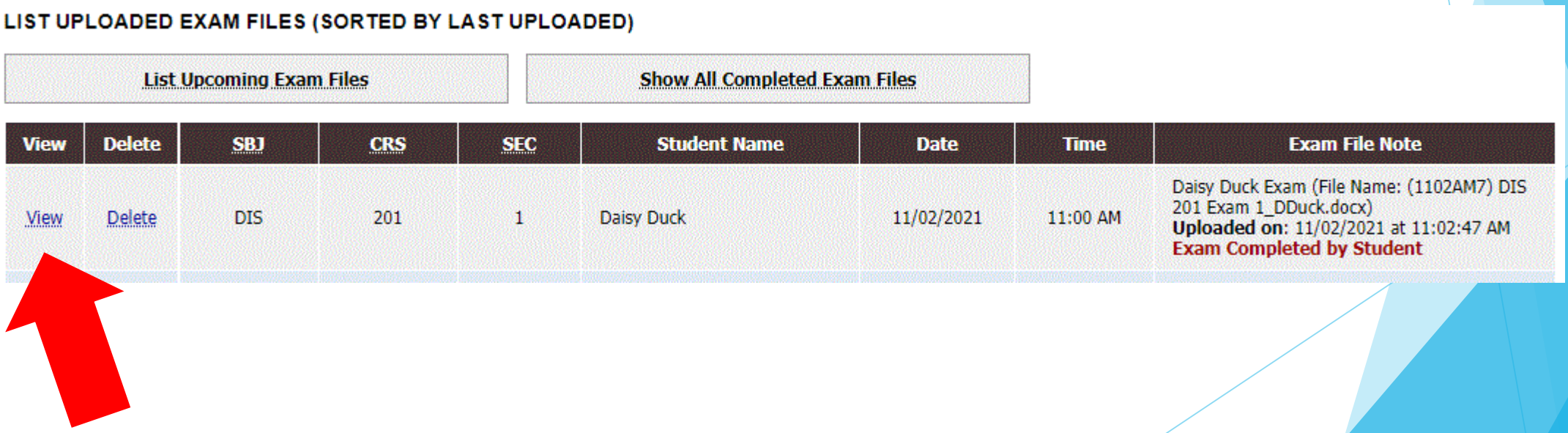
Time: **11:00 AM**

File Title: **Daisy Duck Exam**

Regards,
Alternative Testing Staff
Testing and Assessment Center
Antelope Valley College
Email: AlternativeTesting@avc.edu
Phone: 661-722-6536

Retrieve Completed Exams from OSD Instructor Portal

- Once logged in, click the “Alternative Testing” menu link and scroll down the page to the “List Uploaded Exam Files” section and click “View” to access the student’s completed exam.



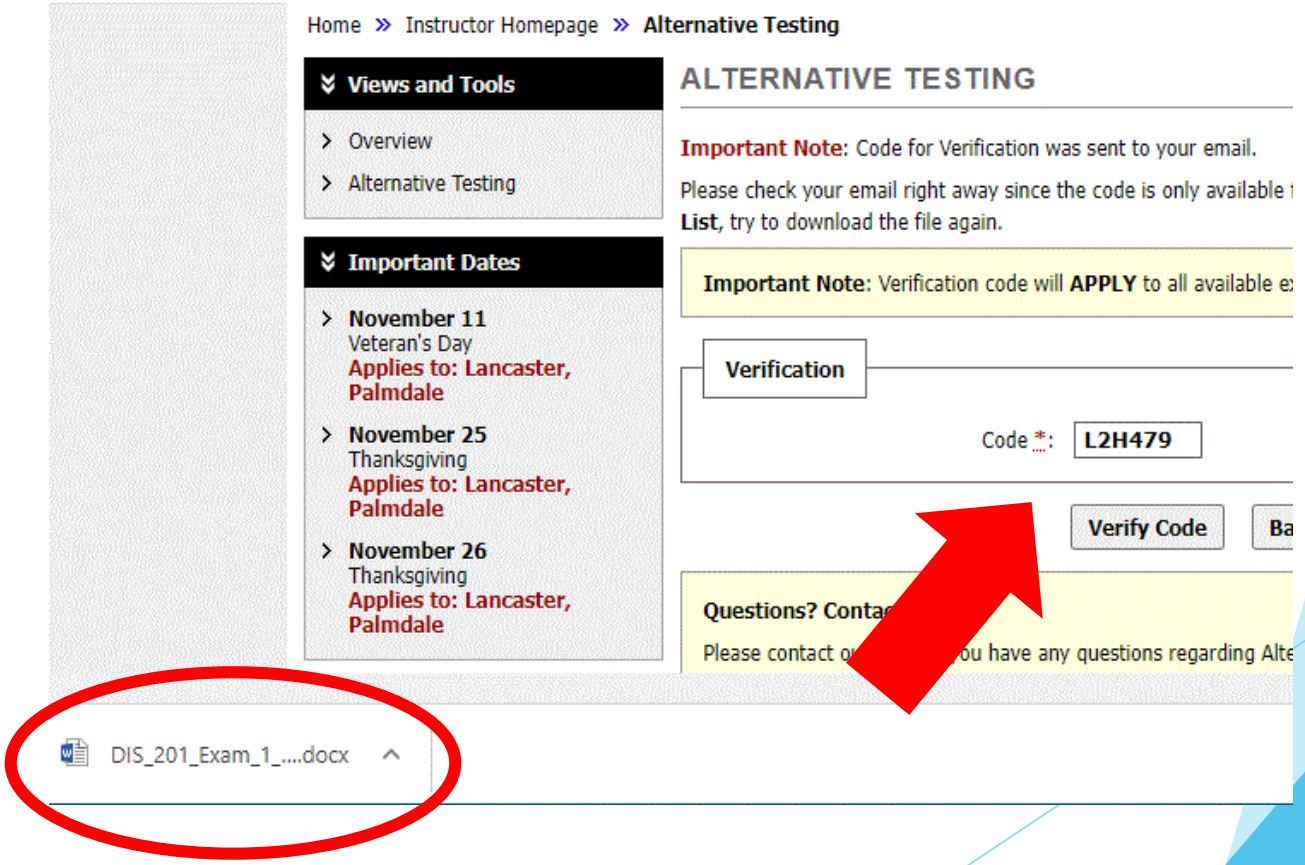
LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

List Upcoming Exam Files | Show All Completed Exam Files

View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	DIS	201	1	Daisy Duck	11/02/2021	11:00 AM	Daisy Duck Exam (File Name: (1102AM7) DIS 201 Exam 1_DDuck.docx) **Uploaded on**: 11/02/2021 at 11:02:47 AM **Exam Completed by Student**

Retrieve Completed Exams from OSD Instructor Portal

- After clicking “View” you will receive an authentication email with a “Verification Code” that is needed to download the exam. Once verified, you will see the exam appear at the bottom of your screen as a downloadable file.



Final Considerations

- Please feel free to contact us if you need assistance with this process. We look forward to working with you in offering a quality test accommodation experience to our students.

Questions?

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