Scheduling Exams in Your OSD Student Portal
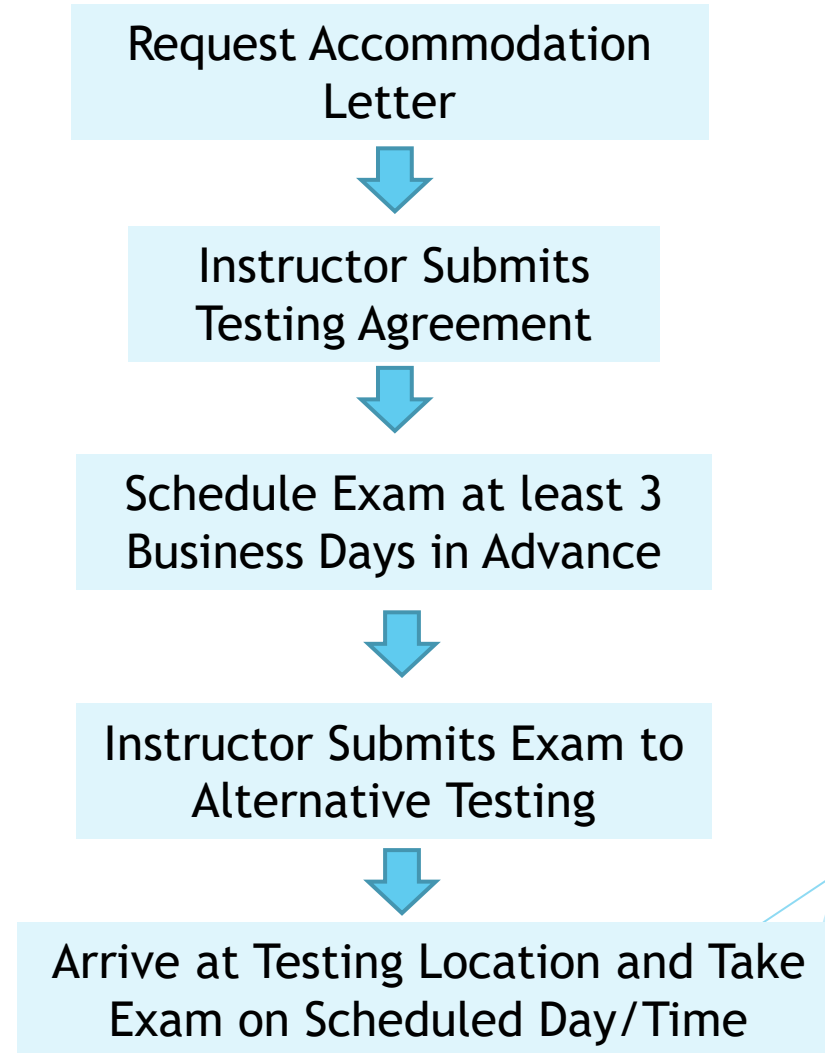
Alternative Testing Process
(Revised: 12/17/2024)

Overview of Alternative Testing

▶ 1. <u>Before scheduling exams</u>, **you must first request your accommodation letters to be sent to your instructors from within your OSD Student Portal (for assistance with accommodation letter requests, contact OSD at 661-722-6360 or email osd@avc.edu).** After submitting your accommodation letter, your instructor will be required to complete an OSD Alternative Testing Agreement for the class, which will provide our staff the instructions needed to proctor your exams.

▶ 2. Schedule exams by clicking on the "Alternative Testing" module link in your OSD Student Portal.

▶ 3. An exam scheduling request is required for <u>each accommodated exam</u> that you plan to take in the Alternative Testing location. We recommend that you schedule your exams at the beginning of the semester. Note that you are required to submit your exam requests at least <u>3 business days</u> prior to the actual test date.

Overview of Alternative Testing Cont'd

▶ 4. Before exam requests can be approved, your instructor will have to submit the OSD Alternative Testing Agreement as well as deliver the exam materials to our office.

▶ 5. Alternative Testing staff will send reminder emails to your instructor to submit required items before an upcoming exam scheduling request. If materials are not received, you will be referred to your instructor to work out an alternate solution.

Request Accommodation Letter

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Instructor Submits Testing Agreement

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Schedule Exam at least 3 Business Days in Advance

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Instructor Submits Exam to Alternative Testing

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Arrive at Testing Location and Take Exam on Scheduled Day/Time

How to Submit Exam Scheduling Request

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

Select a Course for Exam Scheduling

► Next, select your class from the dropdown menu and click "Schedule an Exam"

Fill Out Scheduling Details

- Complete all the required exam details.

- Make sure you choose the Campus Location where you attend class.

- Checkmark the accommodations you plan to use for the exam.

Submit Exam Request

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

Exam Request Deadline Example

▶ You are required to schedule your exam <u>3 business days</u> in advance of the test date. See the following example:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3 **Last Day to Schedule Exam** (1st Business Day) 4	Weekend days are not counted when scheduling exams 5	6
7 (2nd Business Day)	8 (3rd Business Day)	9 *TEST DATE	10	11	12	13

Exam Rescheduling

▶ If we need to <u>reschedule</u> your exam, you may receive an "Action Required" notice with proposed changes in your OSD Portal. To accept, simply click the link to confirm, or contact the Alternative Testing office to discuss the situation.

Final Considerations

- If you are taking an evening class or your extended test time overlaps into another one of your classes, make sure to discuss the situation with your instructor and schedule a mutually agreed upon test date/time that fits within the Alternative Testing proctoring hours.

Questions?

- If you need assistance scheduling your exams, contact Alternative Testing:
  - Email: AlternativeTesting@avc.edu
  - Phone: (661) 722-6536