

Scheduling Exams in Your OSD Student Portal

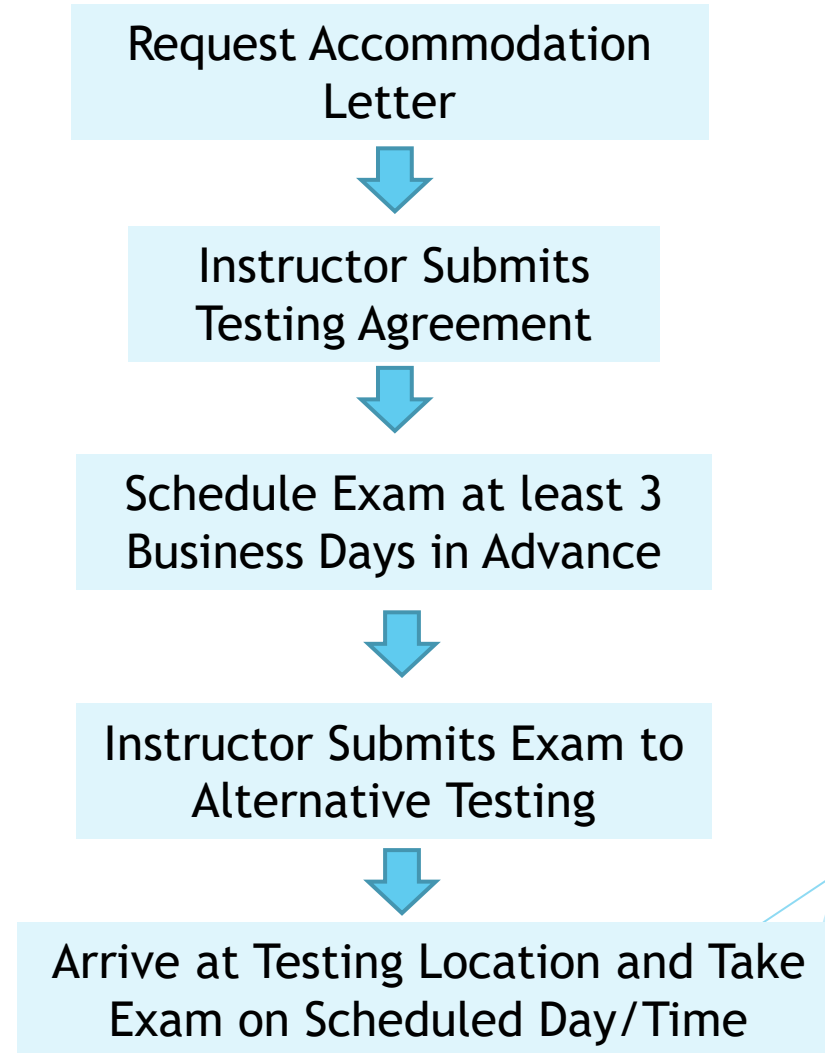
Alternative Testing Process
(Revised: 12/17/2024)

Overview of Alternative Testing

- ▶ 1. Before scheduling exams, **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 each accommodated exam 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 3 business days 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.



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) is Wade Saari, Days and Time(s) is MTWRF at 09:00 AM - 11:00 AM, Date Range(s) is 05/17/2021 - 08/12/2021, and Location(s) is SSV 177 (Campus: 1).

Select a Course for Exam Scheduling

- ▶ Next, 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

DIS 101.01 - History Of Fun In The Sun [View Other Exams](#)

Standard Exam - Tuesday, June 15, 2021 - 09:00 AM - 10:08 AM (68) [Modify Request](#) [Cancel Request](#)

Status: **Approved** Location: LAN- Private Room N

Campus: **Lancaster**

Approved Accommodation(s):

- Extended Test Time (1.5x)
- Memory Aid for Tests (1 single sided 3 by 5 index card)

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.

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

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

Submit Exam Request

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

Term(s) and Condition(s)

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

- ~ Exams should be scheduled at the same time as the regular class meeting. If scheduling a different date and/or time, you must have received prior approval from your instructor.
- ~ Check in 5-10 minutes prior to your scheduled exam. If late, staff will enforce your instructor's late policy.
- ~ Be prepared and bring all testing materials required by your instructor for your exam, e.g., scantron, green book, etc.
- ~ Anyone caught cheating, using a cell phone, or accessing unauthorized items during an exam are in violation of the college's Academic Honesty Policy. Violations will be reported to the instructor, and to the Vice President of Student Services for disciplinary action.

Add Exam Request

Back to Testing Requests Overview

Exam Request Deadline Example

- ▶ You are required to schedule your exam 3 business days 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	
7 (2nd Business Day)	8 (3rd Business Day)	*TEST DATE 9	10	11	12	13

Exam Rescheduling

- ▶ If we need to reschedule 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.

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 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