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). 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

1. 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.

2. 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”
Select a Course for Exam Scheduling

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

*Alternative Testing staff will do their best to approve late requests, but approval is not guaranteed and will depend on staffing and room capacity.*
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.
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
  - Phone: (661) 722-6536