

How To Fill Out the OSD Alternative Testing Agreement

Alternative Testing Instructor Resource

Revised: 12/17/2024

Overview of the OSD Alternative Testing Agreement

- ▶ 1. At the beginning of each semester, OSD students will request their approved testing accommodations for each class they anticipate utilizing those services.
- ▶ 2. In those instances, you will receive an email notification stating that “your student is eligible for OSD Alternative Testing services.”
- ▶ 3. The email notification will direct you to fill out an OSD Alternative Testing Agreement. In the Agreement, you will provide required information and testing instructions for proctoring each type of exam offered in your class. There are four exam types: 1) Standard Exam, 2) Midterm, 3) Final and 4) Quiz.
- ▶ 4. Only one OSD Alternative Testing Agreement is needed for each course section (CRN), It will apply to all OSD students with Alternative Testing accommodations that are enrolled in that CRN.
- ▶ 5. We ask that you fill out the agreement right away at the beginning of the semester. Without it, we are unable to approve exam scheduling requests from your OSD students.

Accessing the OSD Alternative Testing Agreement

- ▶ In your email notification, simply select the “OSD Alternative Testing Agreement” link.

Your student is eligible for OSD Alternative Testing services.

Please Note: This Testing Agreement should only be used for your Summer '21, In Person, Face-to-Face and Blended classes. Due to COVID restrictions, the Testing Center is operating under limited operating hours and capacity restrictions.

Please fill out the Alternative Testing Agreement by clicking on this link: [OSD Alternative Testing Agreement Summer '21](https://teton.accessiblelearning.com/AVC/TestingAgreement.aspx?ID=3828&CID=86826&Key=BWLUq2jy) (or copy and paste the following link to your browser: <https://teton.accessiblelearning.com/AVC/TestingAgreement.aspx?ID=3828&CID=86826&Key=BWLUq2jy>). This agreement will provide us your overall instructions for proctoring exams for your Face-to-Face, Summer, OSD students.

Only one Alternative Testing Agreement is needed for each course section, no matter how many OSD students you have in that section.

Instructor Portal OSD Alternative Testing Agreement

- ▶ The link takes you to the Agreement in your OSD Instructor Portal.
- ▶ Instructions and pertinent information are provided at the top of the Agreement page.

Login as User Feature

Back to My Profile

Home

> Online Services Home

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

Log Out

ALTERNATIVE TESTING - OSD ALTERNATIVE TESTING AGREEMENT SUMMER '21 BY INSTRUCTOR

Class: DIS 123.1 - How To Schedule Exams 103 (CRN: 65894)

OSD ALTERNATIVE TESTING AGREEMENT SUMMER '21 DESCRIPTION

Type: **2021 Summer- OSD Alternative Testing Agreement**
The purpose of this agreement is to provide Testing Center staff the direction needed to successfully proctor instructors' accommodated exams and quizzes, for your OSD Students that are taking in-Person Face-to-Face and in-Person Blended classes for Summer '21.
Note: The Testing Center will be operating with limited hours and capacity for Summer '21.
NOTE: If exams are not given in a proctored environment (such as take-home or online exams not proctored in the Testing Center), the exam/quiz proctoring agreement should **NOT** be completed.
- Instructors will only need to complete this OSD Alternative Testing Agreement once for each course section no matter how many students are accommodated for alternative testing in their class.

FACULTY / STAFF INSTRUCTION

Important information for Faculty:
Please note that the Lancaster and Palmdale testing hours are limited for the 2021 Summer semester due to COVID restrictions.
Faculty who teach face-to-face classes at the Palmdale Center may contact Jose Blanco at 661-722-6300 x6207 or jblanco6@avc.edu for more information regarding alternative testing for Palmdale students.
This online agreement replaces the TEST ACCOMMODATION REQUEST paper form that was in use up until Spring '20.
1. Please complete the six short questions that make up this agreement.
2. Only enter standard length of exam/quiz times for the class- **do NOT** enter extended accommodated time.
3. Your student may not be able to schedule their exam during your class time as a result of very limited Testing Center.

Completing the OSD Alternative Testing Agreement

- ▶ Scroll down to answer the Agreement questions.
- ▶ Questions will include items such as exam delivery/return preferences, specific instructions for each exam type, resources allowed, computer requirements, etc.

OSD Alternative Testing Agreement Summer '21

1. Exam(s) for In-Person, Face-to-Face & Blended Classes will be proctored at: (*The Testing Center does NOT proctor Lab Exams): *

- ☐ Testing Center Lancaster Campus (T100)
- ☐ Palmdale Center Student Services

Additional Note or Comment

2. How will you provide your exams to Alternative Testing staff? (Please provided at least 3 business days prior to the scheduled exam/quiz.) *

- ☐ Instructor to Upload to Secure Faculty OSD Portal - ***The Only Method Available During COVID Restrictions***

Additional Note or Comment

3. If clarification is needed during an exam, how should we proceed? *

- ☐ Have Testing staff contact the instructor via text or phone (Specify Below)
- ☐ Have Testing staff contact the instructor by email, (provide email below) (Specify Below)
- ☐ Ask the student to answer the question and write the needed clarification in the margin of the exam
- ☐ Have the student answer the question and email the instructor after the exam with clarification
- ☐ Other (Specify Below)

Additional Note or Comment

Completing the OSD Alternative Testing Agreement

- ▶ Near the end of the Agreement, you will provide the regular class time allowed for each exam type used.
- ▶ Note that our system will automatically calculate extended time for students that receive an accommodation for extra time.

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final	120	Minutes
Midterm	90	Minutes
Quiz	20	Minutes
Standard Exam	60	Minutes

Sample minutes shown for demonstration purposes.

Additional Information

Instructor Phone Number:

Hint: Enter 10-digit number only.

Additional Note:

Submit the OSD Alternative Testing Agreement

- ▶ You will see a confirmation message once you submit the Agreement.

ALTERNATIVE TESTING - OSD ALTERNATIVE TESTING AGREEMENT SUMMER '21 BY INSTRUCTOR



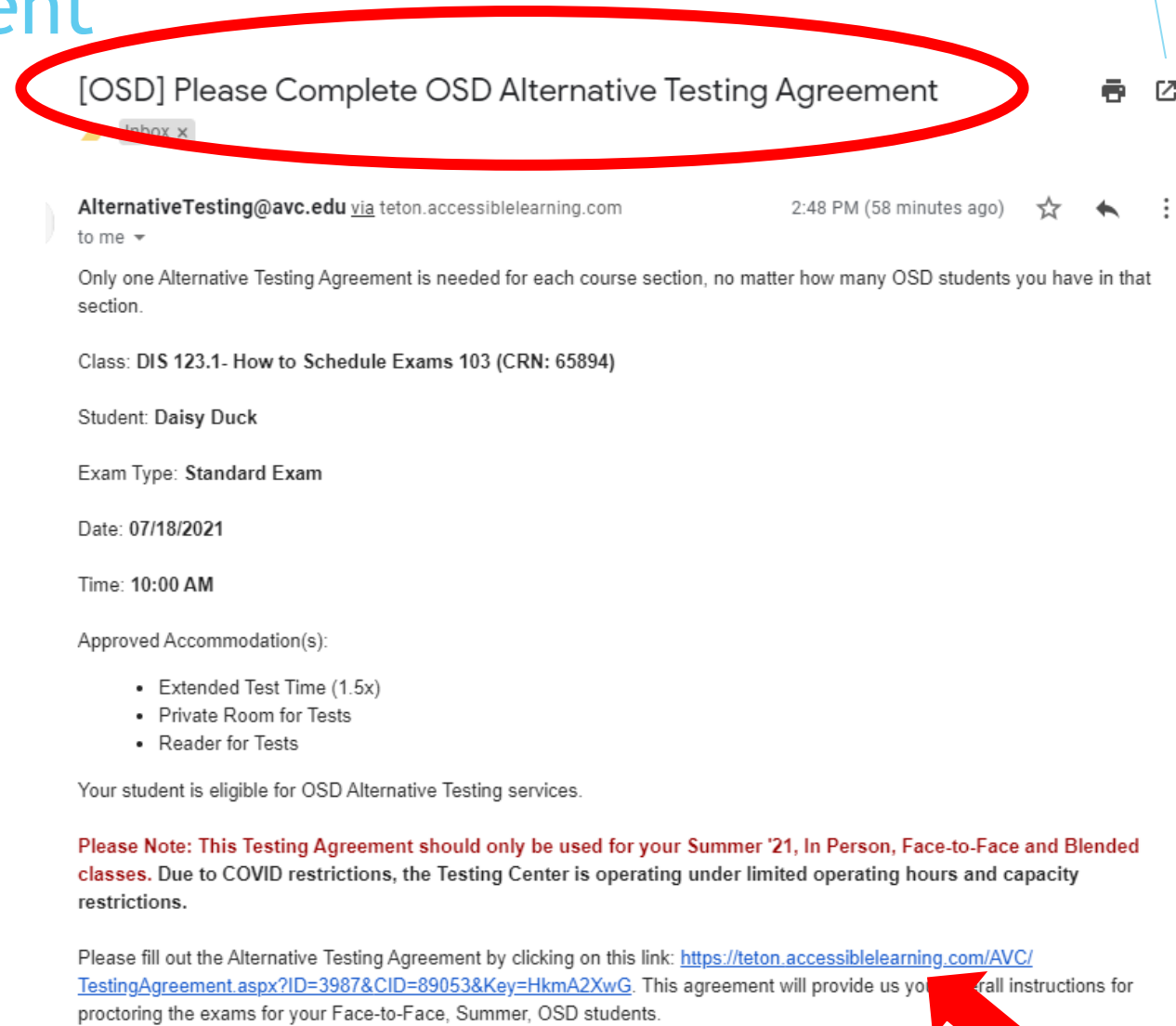
OSD ALTERNATIVE TESTING AGREEMENT SUMMER '21 SUCCESSFULLY SUBMITTED

Thank you for submitting your OSD Alternative Testing Agreement for your OSD students attending your In-person, Face-to-Face or Blended class.

You are only required to fill out one testing agreement per class section, no matter how many OSD students you have in each class.

Email Reminder to Submit the OSD Alternative Testing Agreement

- ▶ We permit students to schedule exam appointments without the Agreement on file. However, they will not be able to sit for an exam until you submit the Agreement.
- ▶ We will send daily email reminders to instructors that need to complete an Agreement for an upcoming scheduled exam.
- ▶ The reminder email will include a link to fill out the Agreement.



How to Access the OSD Alternative Testing Agreement Via the OSD Instructor Portal

- ▶ You can also access your Alternative Testing Agreement(s) from your OSD Instructor Portal. Click the link from the AVC Office for Students With Disabilities homepage: <https://www.avc.edu/student-services/osd>

Home / Student Services / Office for Students With Disabilities

Office for Students With Disabilities

[Apply Online for OSD Services](#)

[Faculty/Instructor Support](#)

[0- Eligibility](#)

Program Description

The OSD program provides support services, specialized instruction, and educational accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers. An Academic Accommodation Plan (AAP) is developed for each student which links student's goals, curriculum program, and academic adjustments, auxiliary aids,

Search



Instructors:

Log Into Your **OSD Instructor Portal**



Welcome to the *new* AVC ID

AVC ID PORTAL ACCESS

Username

Password



Login

[Forgot Password?](#)

OSD Alternative Testing Agreement Dropdown Menu

- ▶ Once logged in, select the “Alternative Testing” module from the “Views and Tools” navigation menu.
- ▶ Use the dropdown menu to see the list of your classes that need Agreements submitted. Select the class and click the “Continue to Specify OSD Alternative Testing Agreement” button to complete the form.

Home » Instructor Homepage » Alternative Testing

Views and Tools

- > Overview
- > Alternative Testing

Logout

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

Log Out

ALTERNATIVE TESTING

SPECIFY OSD ALTERNATIVE TESTING AGREEMENT SUMMER '21

Select Class: **DIS 987.2 (SLN: 45678) - How to Schedule Exams**

Continue to Specify OSD Alternative Testing Agreement Summer '21

LIST OSD ALTERNATIVE TESTING AGREEMENT SUMMER '21

OSD Alternative Testing Agreement Dropdown Menu - Copy Agreement Feature

- ▶ If you teach more than one section of the same course, you may save time and copy a completed agreement to a different course section as shown below:

ALTERNATIVE TESTING

LIST OSD ALTERNATIVE TESTING AGREEMENT

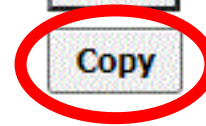
Hint: If you need to make any changes, please select the following OSD Alternative Testing Agreements and click View. If you would like to make a copy of your OSD Alternative Testing Agreement to another course, please use the following function to select your source OSD Alternative Testing Agreement and your other course.

Select: **DIS 201.1 - How to Use Osd Portal** ▼

View

Copy to: **DIS 201.2 - How to Use Osd Portal** ▼

Copy



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