How To Fill Out the OSD Alternative Testing Agreement

Alternative Testing Instructor Resource
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), no matter how many OSD students are enrolled in that particular section.

5. We ask that you fill out the agreement right away. This will help avoid exam scheduling delays as well as allow time in advance to work out any details in order to provide a smooth testing experience for both you and your 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). 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.
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.
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.
Completing the OSD Alternative Testing Agreement

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

Sample minutes shown for demonstration purposes.
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 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
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.
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