

Providing Exams to Alternative Testing

Alternative Testing Instructor Resource

Revised: 12/17/2024

Overview of Submitting Exams to Alternative Testing

- ▶ In most cases, you will receive a time sensitive “Action Required” email to submit an exam to Alternative Testing approximately two (2) days before an OSD student is scheduled to take an accommodated exam.
- ▶ This email notification will include a secure link to upload your exam through your OSD Instructor Portal.
- ▶ We kindly ask that you promptly upload/deliver your exams to Alternative Testing upon receiving the email notification in order to avoid exam scheduling conflicts, delays and preventable cancellations.

Steps to Submit Exams Via Secure OSD Instructor Portal (Preferred Method)

- ▶ **Step 1:** The “Action Required” email to submit your exam will include specific details about the exam scheduled for your class, including a link to **Upload Exam**.

[OSD] Action Required- Exam Needed for OSD Student(s)



Inbox x



AlternativeTesting@avc.teton.accessiblelearning.com

to me ▾

10:46 AM (11 minutes ago)



Dear Instructor:

One or more of your OSD students has scheduled an accommodated exam for your class. This is a friendly reminder to **upload the exam to your Instructor Portal**. If preferred, you may also email or drop it off at the Testing & Assessment Center as soon as possible.



Steps to Submit Exams Via Secure OSD Instructor Portal

- ▶ **Step 2:** Click the link listed inside the body of the email to upload your exam file. This link will take you to the secure file upload and exam instruction portal page.

Please use the following link to upload your exam to our secure website. Only approved OSD staff members have access to the uploaded exams. Link to upload exam: <https://teton.accessiblelearning.com/AVC/ExamFile.aspx?ID=E93838785163932&Key=B7m3RryW>.

Please remember to submit your exam instructions by clicking the Exam Instructions button to the right of your upload exam button. These instructions will enable staff to properly proctor this exam for you and your student, and only asks you to answer 4 quick questions.

Regards,
Alternative Testing Staff
Testing & Assessment Center
Antelope Valley College
Email: AlternativeTesting@AVC.edu
Phone: 661-722-6536

Steps to Submit Exams Via Secure OSD Instructor Portal

- ▶ **Step 3:** Click on the Upload Exam link.

Home >> **Submit Exam Electronically and Exam Instruction**

Home

> Online Services Home

Logout

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

Log Out

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



UPLOAD EXAM



EXAM INSTRUCTION

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

Contact Information

Testing & Assessment Center
Email: AlternativeTesting@avc.edu
Phone: 661-722-6536

NEED HELP?

OFFICE FOR STUDENTS WITH DISABILITIES

Steps to Submit Exams Via Secure OSD Instructor Portal

- ▶ **Step 4:** Fill out the fields within the file information section, choose the exam file, then click the Upload Exam button.

▼ Home


> Online Services Home

Logout

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

Log Out

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Class: **DIS 101.01 - HISTORY OF FUN IN THE SUN (CRN: 12345)**

Exam File Note (Optional):


Same Exams for Everyone: **Yes** ▼
Note: Select Yes, if you would like us to use this file for all students that have scheduled exams for this same day and section.

Select File: **No file chosen**


- ▶ You may select “Yes” if the exam applies to all OSD students enrolled in the same CRN that are scheduled to take the test on the same day.


Steps to Submit Exams Via Secure OSD Instructor Portal

- ▶ **Step 5**: A green check mark will confirm that you have successfully uploaded the exam.

**EXAM WAS SUCCESSFULLY UPLOADED**

The file was successfully uploaded. If you need to upload another file, please use the file upload feature again.


UPLOAD EXAM


EXAM INSTRUCTION


Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.


Contact Information
Testing & Assessment Center
Email: AlternativeTesting@avc.edu
Phone: 661-722-6536


Steps to Submit Exams Via Secure OSD Instructor Portal

- ▶ **Step 6:** Your specific test proctoring instructions will be followed using your OSD Alternative Testing Agreement for the class. You may use the Exam Instruction feature to provide any additional information not contained in the Testing Agreement.

**EXAM WAS SUCCESSFULLY UPLOADED**

The file was successfully uploaded. If you need to upload another file, please use the file upload feature again.


UPLOAD EXAM


EXAM INSTRUCTION

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

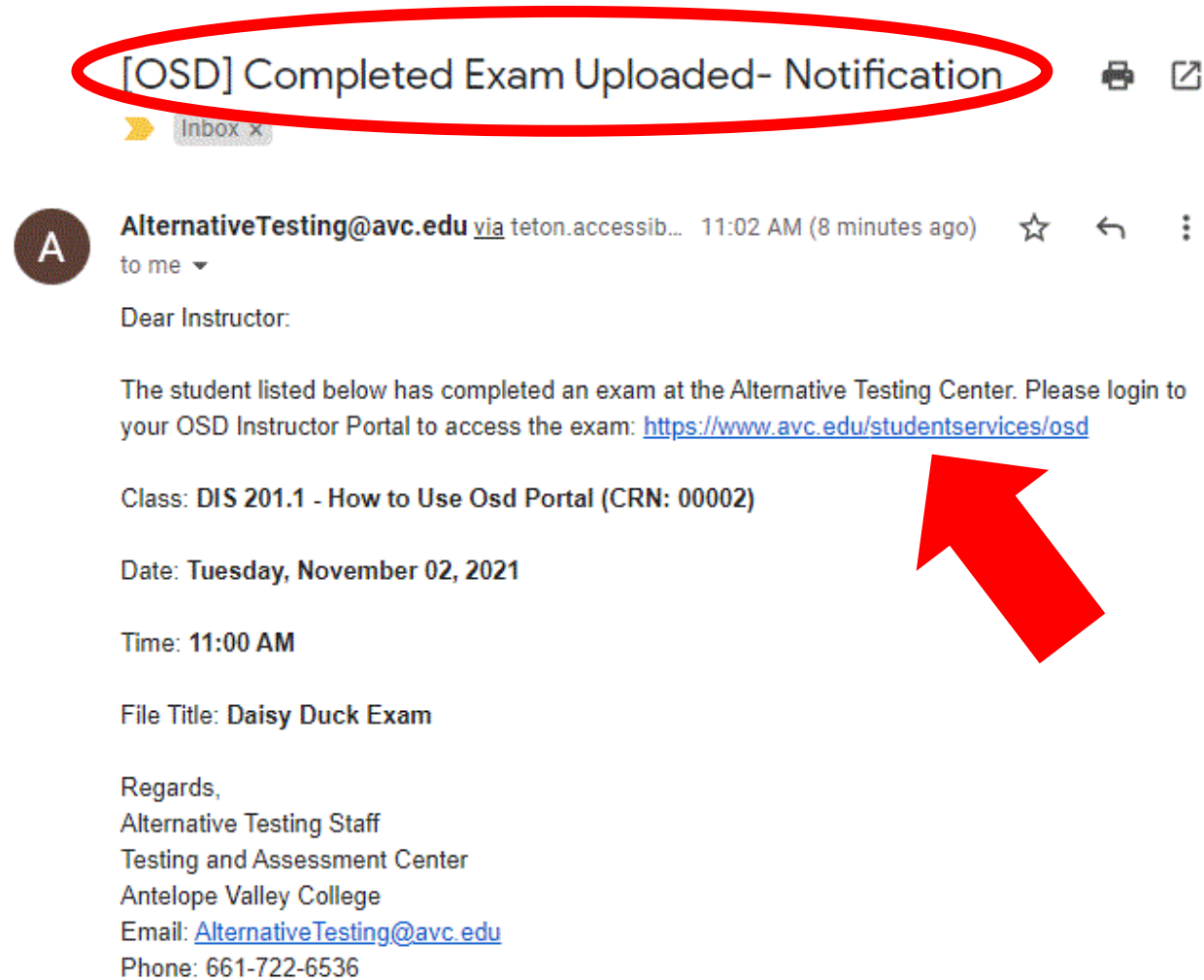
Contact Information
Testing & Assessment Center
Email: AlternativeTesting@avc.edu
Phone: 661-722-6536

Traditional Exam Delivery Methods

- ▶ You can also deliver exams by:
 - ▶ Email Attachment: AlternativeTesting@avc.edu
 - ▶ Drop off hardcopy:
 - ▶ Lancaster: Testing and Assessment Center, SSV 140
 - ▶ Palmdale Center: Student Services
 - ▶ Campus Mailbox: Office for Students with Disabilities

Retrieve Completed Exams through OSD Instructor Portal (Preferred Method)

- ▶ We will return completed exams using the delivery method you selected in the Testing Agreement.
- ▶ If you elected the uploaded exam return method, you will receive an email notification with an embedded link that directs you to the OSD Instructor Portal login.



Retrieve Completed Exams from OSD Instructor Portal

- Once logged in, click the “Alternative Testing” menu link and scroll down the page to the “List Uploaded Exam Files” section and click “View” to access the student’s completed exam.

LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

List Upcoming Exam Files					Show All Completed Exam Files			
View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	DIS	201	1	Daisy Duck	11/02/2021	11:00 AM	Daisy Duck Exam (File Name: (1102AM7) DIS 201 Exam 1_DDuck.docx) Uploaded on: 11/02/2021 at 11:02:47 AM Exam Completed by Student



Retrieve Completed Exams from OSD Instructor Portal

- ▶ After clicking “View” you will receive an authentication email with a “Verification Code” that is needed to download the exam. Once verified, you will see the exam appear at the bottom of your screen as a downloadable file.

The screenshot displays the 'Alternative Testing' page in the OSD Instructor Portal. The breadcrumb trail at the top reads 'Home >> Instructor Homepage >> Alternative Testing'. The left sidebar contains two sections: 'Views and Tools' with links for 'Overview' and 'Alternative Testing', and 'Important Dates' listing three dates: November 11 (Veteran's Day), November 25 (Thanksgiving), and November 26 (Thanksgiving), all applying to Lancaster and Palmdale. The main content area is titled 'ALTERNATIVE TESTING' and includes an 'Important Note' stating that a verification code was sent to the user's email. Below this, a 'Verification' section shows a code entry field with the code 'L2H479' and a 'Verify Code' button. A large red arrow points to the 'Verify Code' button. At the bottom of the page, a file download bar shows a document icon and the filename 'DIS_201_Exam_1_....docx', which is circled in red.

Home >> Instructor Homepage >> Alternative Testing

Views and Tools

- > Overview
- > Alternative Testing

Important Dates

- > **November 11**
Veteran's Day
Applies to: Lancaster, Palmdale
- > **November 25**
Thanksgiving
Applies to: Lancaster, Palmdale
- > **November 26**
Thanksgiving
Applies to: Lancaster, Palmdale

ALTERNATIVE TESTING

Important Note: Code for Verification was sent to your email. Please check your email right away since the code is only available 1 List, try to download the file again.

Important Note: Verification code will **APPLY** to all available ex

Verification

Code *: **L2H479**

Verify Code **Ba**

Questions? Contact
Please contact our on... you have any questions regarding Alte

DIS_201_Exam_1_....docx

Final Considerations

- ▶ Please feel free to contact us if you need assistance with this process. We look forward to working with you in serving our OSD students.

Questions?

- ▶ Contact the Alternative Testing Staff:
 - ▶ Email: AlternativeTesting@avc.edu
 - ▶ Phone: (661) 722-6536