

Providing Exams to Alternative Testing



Alternative Testing Instructor Resource

Overview of Submitting Exams to Alternative Testing

- ▶ You will receive a time sensitive “Action Required” email to submit an exam to Alternative Testing approximately four (4) 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@stetson.accessiblelearning.com

10:46 AM (11 minutes ago)



to me ▾

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 >> **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 and attach 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

- ▶ Make sure to answer “Yes” if the same exam applies to all OSD students in that particular course section.
- ▶ If you have different exam versions for different students in the same class section, please use the individual upload links in the email notification- make sure to label each exam file with the student's name.

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**


Upload Exam

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

- ▶ The Exam Instruction feature provides you an open ended text box. Once filled out, click the “Submit Exam Instruction” button.

Traditional Exam Delivery Methods

- ▶ You can also deliver exams by:
 - ▶ Email Attachment: AlternativeTesting@avc.edu
 - ▶ Drop off hardcopy:
 - ▶ Lancaster: Testing and Assessment Center, T-100 Portable in Parking Lot C
 - ▶ Palmdale Center: Student Services, Assessment Center
 - ▶ Campus Mailbox: Office for Students with Disabilities

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