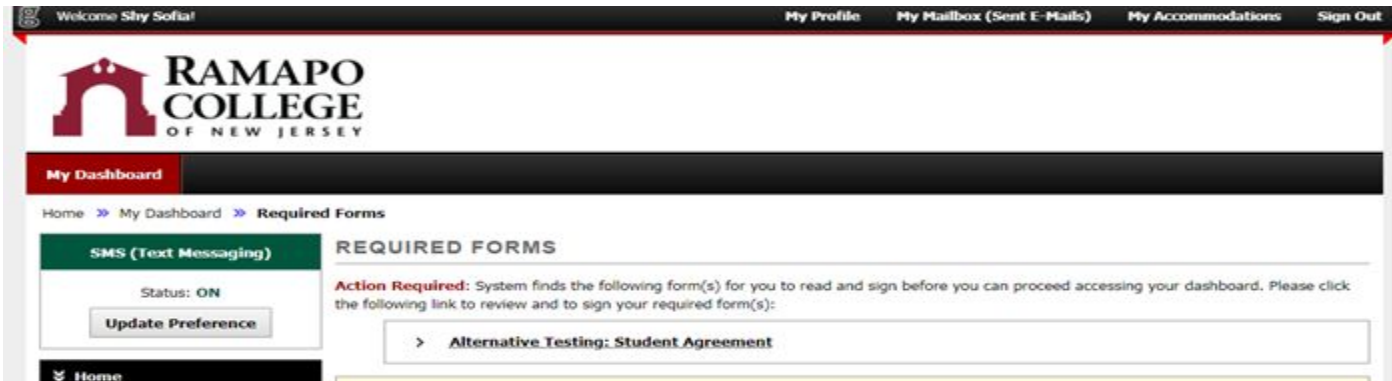


## How To Use OSSOnline to Make an Exam Reservation

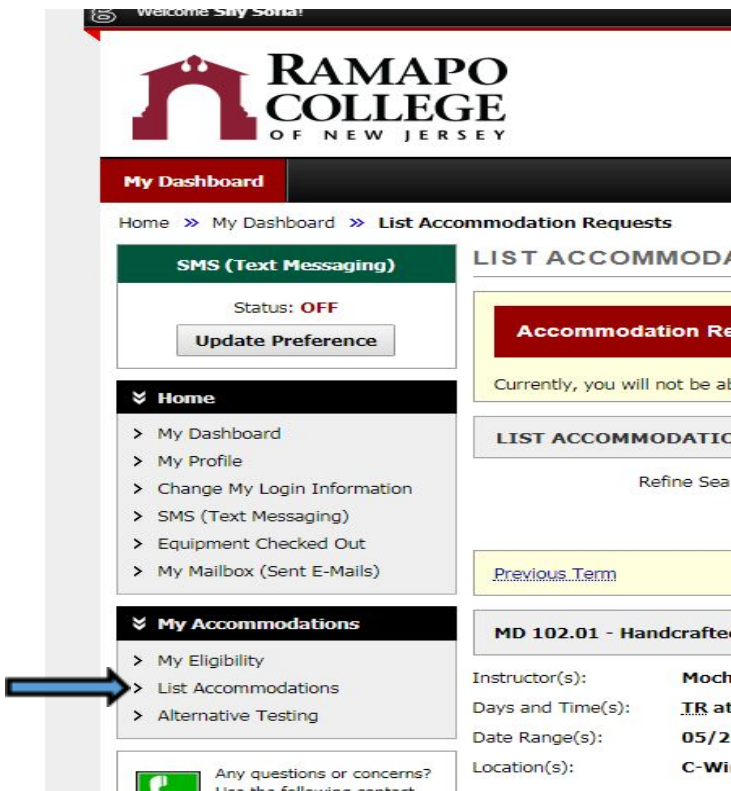
In this tutorial, you will learn how to use OSSOnline to make exam reservations for your classes at Ramapo College. Before you can request alternative testing, you must be eligible for this accommodation, and your instructor must have already received notification of your approved academic accommodations. Please reach out to your OSS Advisor if this step was not completed.

1. Log into OSSOnline (found on the OSS Website: <https://www.ramapo.edu/oss/> )



Each semester you will review and complete the *Action Required - Alternative Testing: Student Agreement*. You **must** click the link and sign the form. The agreement highlights your responsibilities for alternative testing. Once you sign and submit the form, Please move to Step #2 below. You **will not** be able to access any of the steps below if you have not completed the Action Required - Alternative Testing: Student Agreement



2. You can check to see if your instructor has received notification by clicking on *List Accommodations* under the *My Accommodations* section of the left sidebar:

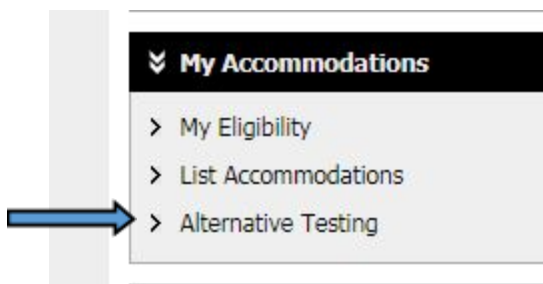


3. The status of instructor notification is listed under the *Notification Letter* heading for each class:

<b>Request Status</b>  <b>Approved</b> First Entered by: Sonia Doyle First Entered on: <b>06/25/2019 at 04:27 PM</b> Last Updated by: Sonia Doyle Last Updated on: <b>06/25/2019 at 04:28 PM</b>	<b>Notification Letter</b> Status: <b>Emailed</b>  Last Emailed: <b>06/25/2019 at 04:28 PM</b>
<b>List Accommodation(s) Selected for SWD 111.01</b> ▪ Alternative Testing	<b>Other Information</b> ▪ <a href="#">View Complete Request History</a>

\*If you are unable to see the accommodations for a specific course or if the Notification Letter Status **does not** say **Emailed**, please contact your assigned OSS Advisor\*

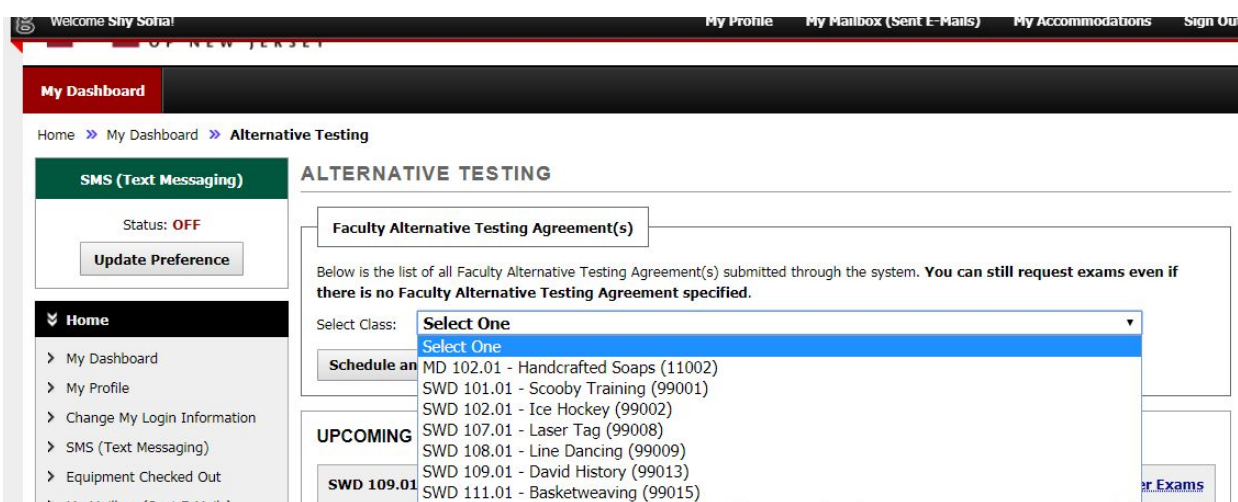
4. To schedule alternative testing, click on *Alternative Testing* under *My Accommodations* in the left sidebar:



My Accommodations

- > My Eligibility
- > List Accommodations
- > **Alternative Testing**

5. If the instructor has completed an Alternative Testing Agreement for your class, you will see the class listed in the drop-down menu under *Faculty Alternative Testing Agreement(s)*.



Welcome Shy Sonia | My Profile | My Mailbox (Sent E-Mails) | My Accommodations | Sign Out

My Dashboard

Home >> My Dashboard >> **Alternative Testing**

**ALTERNATIVE TESTING**

Faculty Alternative Testing Agreement(s)

Below is the list of all Faculty Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Faculty Alternative Testing Agreement specified.**

Select Class: **Select One**

- Select One
- MD 102.01 - Handcrafted Soaps (11002)
- SWD 101.01 - Scooby Training (99001)
- SWD 102.01 - Ice Hockey (99002)
- SWD 107.01 - Laser Tag (99008)
- SWD 108.01 - Line Dancing (99009)
- SWD 109.01 - David History (99013)
- SWD 111.01 - Basketweaving (99015)

UPCOMING

SWD 109.01

Exams

6. Select the class that you want to schedule testing for and click *Schedule an Exam*.

The screenshot shows the 'My Dashboard' for a user named 'Sally Solina'. The page title is 'ALTERNATIVE TESTING'. On the left, there is a sidebar with 'SMS (Text Messaging)' (Status: OFF) and a 'Home' menu. A blue arrow points to the 'Schedule an Exam' button in the main content area. The main content area contains a 'Faculty Alternative Testing Agreement(s)' section with a dropdown menu for 'Select Class' (currently set to 'Select One') and a 'Schedule an Exam' button. Below this, there is a note: 'Below is the list of all Faculty Alternative Testing Agreement(s) submitted through the system. You can still request exams even if there is no Faculty Alternative Testing Agreement specified.'

7. Next, choose the type of testing you wish to schedule: Exam/Test, Final, or Quiz. Select where you take your exam and the date and time you'd like to take it. Check the boxes for the services you are requesting for this exam and click the *Add Exam Request* button

[**TIP:** Check with your Professor the type of exam and the length of time that the class will be receiving. This will help you when scheduling for your exam so that there is no overlapping exams or interference with any other of your courses]

The 'Exam Detail' form contains the following fields and options:

- Select Class \*: **SWD 106.03- Jump Rope**
- Request Type \*: **Exam/Test**
- Campus Location \*: **Laurel Hall**
- Date \*: **01/23/2020**
- Time \*: **12 PM**
- Services Requested (As Applicable) \*:  Extra Time 1.50x

Additional text in the form: 'For students who need accommodated 8AM exams that instructors are not able to proctor, please choose "Campus Location: C-Wing 8AM Exams."' and 'For all other exams, please schedule below as usual. Please note – only certain accommodations are allowed at each location. If you tried to choose a location, and the system did not let you schedule, please choose the other location and try again. In addition, please check your start time and make sure it is correct.' and 'For additional questions or concerns, please contact the Alternative Testing staff at [osstests@ramapo.edu](mailto:osstests@ramapo.edu).'

Buttons at the bottom: **Add Exam Request** and **Back to Testing Requests Overview**

- You will receive an **automated email confirmation** that your request has been **submitted** and is being processed by Alternative Testing Staff. If you **do not** receive an automated email, then your exam request was not successful and you will need to redo it. [**TIP:** You can view your exam request on your OSSOnline account]
- You can view and check the **status, modify or cancel** your exam request at any time by logging into the OSS Online Services portal and clicking *Alternative Testing* under *My Accommodations* [**TIP:** Please **modify** and/or **cancel** any exam requests in advance - preferably several business days in advance of your testing reservation]

SWD 111.01 - Basketweaving [View Other Exams](#)

Quiz - Wednesday, July 03, 2019 at 11:00 AM [Modify Request](#) [Cancel Request](#)

Status: **Processing**

Campus: **C-Wing**

Request Entered on Tuesday, June 25, 2019 at 04:38:42 PM

- For more information and help with alternative testing accommodations, please check our [Student Testing Quick Response Form](#) to contact us (and get the quickest answer), or check out [our website](#), or e-mail us at [osstests@ramapo.edu](mailto:osstests@ramapo.edu) . **Sending a screen shot** of any exam request problems are extremely helpful and allow OSS to offer the best guidance to you.