

OSSOnline Instructor Portal

NEW: Through the OSSOnline Instructor Portal, you can now:

- View a list of all students with requested accommodations in your course(s)
- Search and sort students by course
- View the **Academic Accommodations Notice** for students
- Complete and view the **Faculty Alternative Testing Agreements** for exams proctored at the Testing Center and OSS
- View a list of exam requests made by your OSS student(s) with the ability to upload the exam through a secure and encrypted platform.
- Schedule an exam --- You can view an approved exam and NOW you can upload in advance if the put the exam date. No need to wait for the reservation!

Important!: *You will still receive students' **Academic Accommodations Notice** via email and the Notices will continue to contain a link for the corresponding **Faculty Alternative Testing Agreement**.*

To Access the Instructor Portal: Log into the portal through the OSSOnline Login – Instructors button on the OSS website <https://www.ramapo.edu/oss/>



Next: Review the Instructor Authentication page and click *Continue to View Student Accommodations*

ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**


Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

Academic Accommodations: You will see the List of Students who requested accommodations for all of your current semester courses. Click [View](#) to access the **Academic Accommodations Notice** for an individual student. **Reminder:** The notice will list the assigned OSS Advisor and contain the Faculty Alternative Testing Agreement Link.

Alternatively, you may export an excel spreadsheet of the list of students with their approved accommodations and other pertinent information.

STUDENTS WHO REQUESTED ACCOMMODATIONS						
REFINE SEARCH >						
 EXPORT DATA: STUDENTS						
Records Found: 9 (Showing: 1 - 9)						
View	PDF	CRN	Subject	Course	Section	Student's Full Name
View	PDF	54321	PUR	101	01	Disorganized *****
View	PDF	12345	ADND	101	1	Disorganized *****
View	PDF	98765	FIT	101	01	Anxious *****

Want to view the list by course? Click **REFINE SEARCH**, enter your course info and click search.

Alternative Testing: This section of the portal will allow you to complete, review and/or update the **Faculty Alternative Testing Agreement(s)** for each of your course. If you have more than 1 course section, you may copy the content of a completed agreement to the other course section.

You will also be able to view any approved exam reservations, completed exams and have the ability to upload your exam securely through the portal.

Click *Alternative Testing* to enter the portal's alt testing page.

HOME

> Overview

> Add Instructor

> Alternative Testing

SIGN OUT >

Welcome to the OSSOnline Instructor Portal

The OSSOnline Instructor Portal is designed for instructors to:

- View a list of all students with requested accommodations
- Search and sort students by course
- View the Academic Accommodations Notice
- Complete and view the Faculty Alternative Testing Agreement
- View a list of exam requests made by your students

For On Campus Exams that need OSS Proctoring: Select the blue *Courses without Faculty Alternative Testing Agreement* text within the FACULTY ALTERNATIVE TESTING AGREEMENT box.

HOME > ALTERNATIVE TESTING > UPCOMING EXAMS

UPCOMING EXAMS COMPLETED FILES FACULTY

EXAMS IN PLACEHOLDER

1

Exams Scheduled without Faculty Alternative Testing Agreement

FACULTY ALTERNATIVE TESTING AGREEMENT

1

Courses without Faculty Alternative Testing Agreement
Total Courses with Faculty Alternative Testing Agreement: 3

COURSES MISSING EXAM DATES

2

Number of Courses without Exam Dates

EXAMS WITHOUT FILES UPLOADED

1

Number of Exams without Files Uploaded

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 2 (Showing: 1 - 2)

<input type="checkbox"/>	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Campus
<input type="checkbox"/>	Approved	Detail	12345	ADND	101	1	Shy *****	Final	05/14/2025	08:00 AM - 09:30 AM (90)	C205 OSS Main Office
<input type="checkbox"/>	Processing	Detail	12345	ADND	101	1	Shy *****	Exam/Test	05/23/2025	12:00 PM - 01:30 PM (90)	C205 OSS Main Office

View File

This will bring you to a list of your classes that need their testing agreement specified. Please select *Specify Alternative Testing Agreement*. This will bring you directly to the **Faculty Alternative Testing Agreement Form**.

You may modify this selection and complete the Testing Agreement through the Instructor Portal at any point in the semester

[Previous Term](#)Term: Spring 2025

Navigate To:

Courses without Faculty Alternative Testing Agreement

GO >

Records Found: 1 (Showing: 1 - 1)

PUR 101.01 - OSS PURSE PURCHASING FOR PERFECT PEOPLE (CRN: 54321)

Status: **Not Specified** - [Specify Faculty Alternative Testing Agreement](#)

Course Meeting Times:

- TF 09:55 AM - 11:35 AM, 01/21/2025 - 05/13/2025

Summary:

- Number of Students Requesting Alternative Testing: 3.

If you Plan to Proctor the OSS student directly, have a virtual/online class or if you have no exams, then make the corresponding selection within the drop down option under **Exam Management Method** for your corresponding class in the AVAILABLE OPTIONS FOR [CLASS] box. Then use the second drop down menu under **Confirm Task** and select Confirm to Proceed. Finally select SUBMIT YOUR SELECTION. You and the OSS student(s) will receive an automated email regarding this.

PROCTORING YOUR OWN EXAM

#1: IF YOU PLAN TO PROCTOR your OSS student directly and provide testing accommodations for OSS students in your course section including Virtual Courses through Canvas – CHOOSE "I Will Proctor My Own Exams/Online/Take-Home Exams" in the pull-down menu of the "AVAILABLE OPTIONS" box and then also select "Confirm to Proceed." You will then need to select "SUBMIT YOUR SELECTION" under form submission at the bottom of this page.

#2: IF YOUR COURSE HAS NO EXAMS– CHOOSE "I Have No Exams" in the pull-down menu of the "AVAILABLE OPTIONS" box and then also select "Confirm to Proceed." You will then need to select "SUBMIT YOUR SELECTION" under form submission at the bottom of this page.

#3: FOR ON-CAMPUS EXAMS: IF YOU WANT ALTERNATIVE TESTING STAFF TO PROCTOR testing accommodations for an OSS student select "OSS WILL PROCTOR EXAMS" in the pull-down menu of the "AVAILABLE OPTIONS" box and then also select "Confirm to Proceed." You will then need to select "SUBMIT YOUR SELECTION" under form submission at the bottom of this page.

AVAILABLE OPTIONS FOR OSS 201.01

Exam Management Method *: ⓘ

OSS Will Proctor Exams

Confirm Task * :

Confirm to Proceed

FORM SUBMISSION

SUBMIT YOUR SELECTION >

Faculty Alternative Testing Agreement: The form consists of different areas specifying testing conditions for your exam, dates and length of class time for your exams and how OSS can contact you. Once you have filled this out click *Submit and Specify Exam Dates* at the end of the form.

» FACULTY ALTERNATIVE TESTING AGREEMENT - DETAILS

Note: Required fields are marked with an asterisk (*).

COURSE INFORMATION

Course:

**PUR 101.01 - OSS PURSE PURCHASING FOR PERFECT PEOPLE
(CRN: 54321)**

Information Regarding Faculty Alternative Testing Agreement
Dear Faculty,

We've updated the process for the Faculty Alternative Testing Agreement for Spring 2025. Here's a quick guide:

1. Complete the Agreement Promptly:

Please fill out one form per course section as early as possible. This ensures a smooth exam scheduling and proctoring process for your students.

2. 15-Minute Completion Window:

Note that if the form is not completed within 15 minutes, it will reset when you click "Submit".

3. Confirmation Email:

After submission, you'll receive an automated email with a copy of your Agreement. Keep this for reference.

Password Submission and Exam Uploading:

Please note that for efficient exam coordination, **we request that passwords for exams and any necessary files be submitted by the business day prior to the exam date.** This is especially important for exams scheduled on Mondays, as submissions should be made by the preceding Friday and not on weekends. This timeline ensures that all materials are available and in place for the students' use without delays.

We appreciate your cooperation and commitment to ensuring a smooth testing experience for your students. For assistance, please email us at OSSTests@ramapo.edu

LIST OF QUESTIONS

We need to know a few important things when proctoring your OSS student's exams. You received this agreement because your student is eligible for testing accommodations. OSS proctoring is reserved for classes/exams being held in-person on campus. If you have questions or need assistance with test proctoring dilemmas or this form, please contact OSSTests@ramapo.edu *

- ☐ I acknowledge that the information I provide on this form will be applied solely for this specific course number and section.
- ☐ I am aware that the guidelines I provide in this form will determine the format our proctors and Alternative Testing staff will follow for students' assessments, scheduling and delivery.

Additional Comment:

Exam Return Method: How would you like to receive completed exams? Please choose one: *

- ☐ OSS Student Delivery to Department Drop Box In a Signed & Sealed Envelope (Please specify department below).
- ☐ Electronic submission for online exams (Specify any return instructions below).
- ☐ Scan to Instructor (Please specify your Ramapo email address below). Note: Hard copy/original will be sent via interoffice mail to Instructor's Department Drop Box; Tests proctored in the Laurel Hall Testing Center may result in a delay in hard copy delivery. Kindly allow up to 7 days for hard copy delivery.

Additional Comment:

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

NEW: One of the main new features of this update is that you can now specify exam dates in advance. This will allow your students reservations to be automatically accepted. Additionally you no longer need to wait for students to make a reservation to upload your exam. This can be done as you are specifying the exam dates. Once you have specified your exam dates you will receive an automated email with a copy of the agreement. Any errors or future updates can easily be made through the Instructor Portal.

TIP: You can add an approval grace period to allow your students to make those exam reservations a few days before or after the main testing date.

ADND 101.1 - OSS ADVANCED DUNGEONS AND DRAGONS (CRN: 12345)

[FACULTY ALTERNATIVE TESTING AGREEMENT](#)

[LIST EXAM DATES](#)

[COPY FACULTY ALTERNATIVE TESTING AGREEMENT](#)

Note: Required fields are marked with an asterisk (*).


EXAM DETAIL

Type *:

Select One ▾

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

mm/dd/yyyy 

Approval Grace Period:

Select Type ▾

Number of Business Days ▾

Time: ⓘ

Select ▾

Select ▾

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Additional Note For Staff: ⓘ

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

File Title:

Select File: ⓘ

Choose File

No file chosen

FORM SUBMISSION

SAVE EXAM DATE >

BACK TO LIST >

NEW: Exam Instructions are another new feature added in this update. This is a section that goes along with Specifying exam dates. These are instructions that can be individually added to each exam. This is meant for exam passwords or if there are instructions that apply to only certain exams. These can be added when specifying an exam date within the exam instructions box.

Note: Required fields are marked with an asterisk (*).

EXAM DETAIL	EXAM DATE INSTRUCTIONS	UPLOAD EXAM FILE
<p>Type *: <input type="button" value="Select One"/></p> <p>Date *: <div>Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).</div><input type="text" value="mm/dd/yyyy"/></p> <p>Approval Grace Period: <input type="button" value="Select Type"/> <input type="button" value="Number of Business Days"/></p> <p>Time: ⌚ <input type="button" value="Select"/> <input type="button" value="Select"/></p> <p>Standard Length Of Exam (In Minutes) *: <div>Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.</div><input type="text"/></p> <p>Additional Note For Staff: ⓘ <input type="text"/></p>	<p>Does your exam require a password? *</p> <p><input type="checkbox"/> Yes, the exam will have a password <input type="checkbox"/> Yes, but password is not yet known. <input type="checkbox"/> No, the exam will not have a password.</p> <p>If so, what is the password for this exam? <input type="text"/></p> <p>Are there any special instructions for this exam? <input type="text"/></p>	<p>Note: Exam files can be added on a continual basis.</p> <p>File Title: <input type="text"/></p> <p>Select File: ⓘ <input type="button" value="Choose File"/> No file chosen</p>

If you know your exam will be password protected but do not yet know what that password will be you can select Yes, but password is not yet known. You can come back and add the password at a later date.

To do this you must select Faculty Alternative Testing Agreement in the top right corner of the alternative testing page.

[Home](#) » [ALTERNATIVE TESTING](#) » [FACULTY ALTERNATIVE TESTING AGREEMENT](#)

[UPCOMING EXAMS](#) [COMPLETED FILES](#) [FACULTY ALTERNATIVE TESTING AGREEMENT](#)

[Previous Term](#) [Term: Spring 2025](#)

Navigate To:

>

Then select View/Modify Faculty Alternative Testing Agreement

ADND 101.1 - OSS ADVANCED DUNGEONS AND DRAGONS (CRN: 12345)

Status: [View/Modify Faculty Alternative Testing Agreement](#)

Course Meeting Times:

- MR 11:20 AM - 01:00 PM, 01/21/2025 - 05/13/2025

Summary:

- Number of Students Requesting Alternative Testing: 3.
- Total Exams Scheduled: 6 (Upcoming: 3).

List Exam Dates:

- Exam/Test** on Thursday, May 22, 2025 at 09:00 AM.

And then LIST EXAM DATES

ADND 101.1 - OSS ADVANCED DUNGEONS AND DRAGONS (CRN: 12345)

[FACULTY ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#) [COPY FACULTY ALTERNATIVE TESTING AGREEMENT](#)

LIST EXAM DATES

Modify	Delete	Type	Date
Modify	Delete	Exam/Test	Thursday, May 22, 2025

ADD ADDITIONAL EXAM DATE

Note: Required fields are marked with an asterisk (*).

EXAM DETAIL

EXAM DATE INSTRUCTIONS

This will take you to a section where you can modify previously specified exams and add additional exam dates.

ADND 101.1 - OSS ADVANCED DUNGEONS AND DRAGONS (CRN: 12345)

[FACULTY ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#) [COPY FACULTY ALTERNATIVE TESTING AGREEMENT](#)

Note: Required fields are marked with an asterisk (*).

EXAM DETAIL

Type *:

Exam/Test

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

05/23/2025

Approval Grace Period:

Select Type

Number of Business Days

Time: ⓘ

10 AM

05

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

60

EXAM DATE INSTRUCTIONS

Does your exam require a password? *

☐ Yes, the exam will have a password

☒ Yes, but password is not yet known.

☐ No, the exam will not have a password.

If so, what is the password for this exam?

Are there any special instructions for this exam?

Looking to complete the Faculty Alternative Testing Agreement and don't see your class listed in the drop down option? If your course is not listed, check to see if an exam reservation was already submitted with no testing agreement in place – there will be a section highlighting the student, exam reservation and the status of the Testing Agreement from which you can access and update the form directly.

EXAMS IN PLACEHOLDER

1

Exams Scheduled without Faculty Alternative Testing Agreement

Wish to view your completed Testing Agreement? Within the Alternative Testing page, you can view the completed testing agreement, make updates and/or revise Exams Proctored by Instructor etc.

FIT 101.01 - OSS UNICYCLING FOR BEGINNERS (CRN: 98765)


Status: [View/Modify Faculty Alternative Testing Agreement](#)

Course Meeting Times:

- TF 11:30 AM - 12:50 PM, 01/21/2025 - 05/13/2025

Summary:

- Number of Students Requesting Alternative Testing: 1.
- Total Exams Scheduled: 1.

 **PLEASE REMEMBER TO SPECIFY EXAM DATES.**

Alternative Testing – Exam Feature: You will be able to view exam reservations received by OSS that are being processed or approved for all your courses. [You will still receive an automated email when an exam reservation has been approved by OSS with the secure exam upload link]. To view the details of the exam reservation and the student’s approved accommodations, click *View Detail*.

Exam Upload: You may upload your exam securely through the Instructor Portal. Step 1 will indicate the number of student exam reservations you would like to attach the file too. Step 2 is where you will upload the file. Then, click *Upload File*.

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1)

<input type="checkbox"/>	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date
<input type="checkbox"/>	Processing	Detail	12345	ADND	101	1	Shy *****	Exam/Test	05/23/2025

STEP 2: SELECT AVAILABLE OPTIONS

Note: Required fields are marked with an asterisk (*).

UPCOMING EXAM FILE UPLOAD

Please select at least one exam from the table above. Any exams uploaded through this method will only apply to the selected exams.

File Title *:


Select File *:

Choose File

No file chosen

UPLOAD FILE >

Green Checkmark = Successful Upload




SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

Tip: If you click Alternative Testing tab (on the left hand side), you will return to the Alternative Testing page and view the upload. You can make any modifications if needed.

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)							
Records Found: 2 (Showing: 1 - 2)							
<input type="checkbox"/>	Status	Detail	CRN	Subject	Course	Section	Full Name
<input type="checkbox"/>	Approved	Detail	12345	ADND	101	1	Shy *****
<input type="checkbox"/>	Processing	Detail	12345	ADND	101	1	Shy *****
<div>View File ▾</div>							

Alternative Testing – Additional Feature: You may view completed exams within the Alternative Testing section of OSS Online. Students' Upcoming Exams Scheduled will list students who have requested accommodations and who have completed exams with OSS.

UPCOMING EXAMS SCHEDULED										
STEP 1: SELECT EXAMS (FOR BULK ACTIONS)										
Records Found: 2 (Showing: 1 - 2)										
<input type="checkbox"/>	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range
	Completed	Detail	12345	ADND	101	1	Shy *****	Final	05/14/2025	 09:00 AM - 10:30 AM (90)

Questions? We are happy to help! Please email David Nast, Director at dnast@ramapo.edu to coordinate a demo with one of our team members.