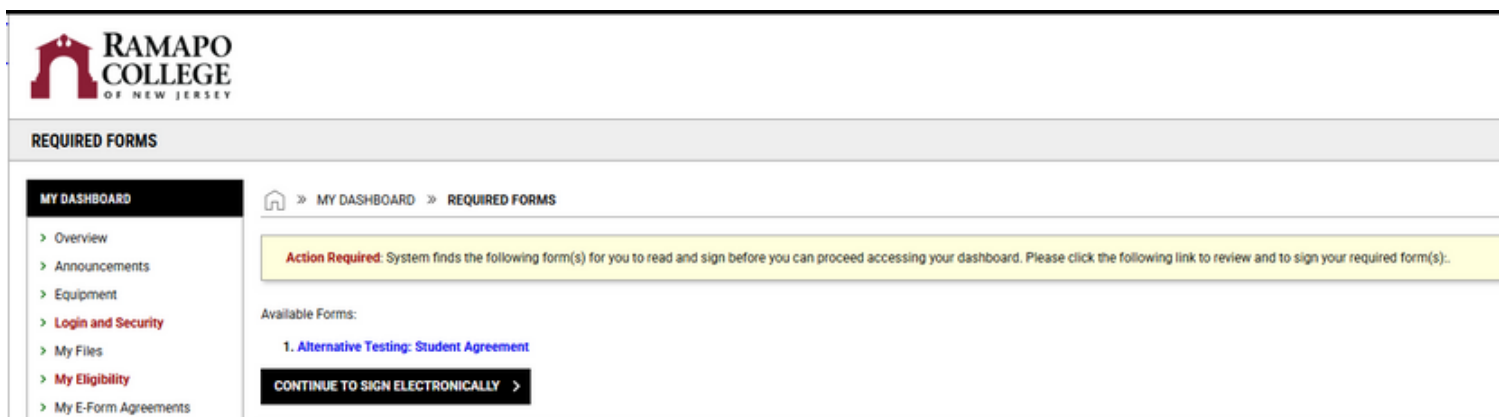


How To Use OSSOnline to Make an Exam Reservation

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.

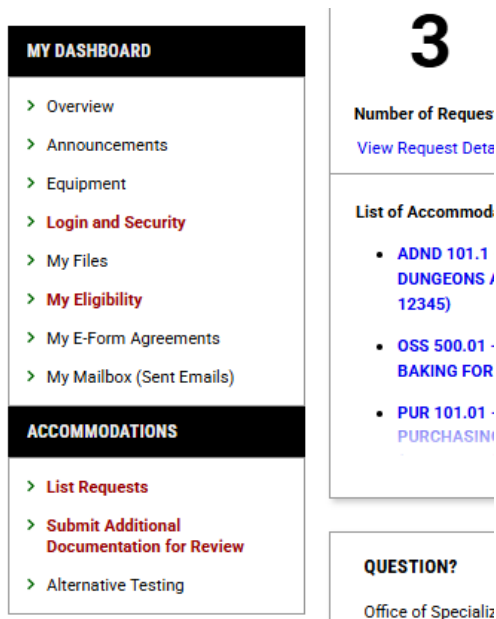
1) Log into OSSOnline (found on the OSS Website: <https://www.ramapo.edu/oss/>)

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



The screenshot shows the Ramapo College OSSOnline dashboard. At the top left is the Ramapo College of New Jersey logo. Below it is a 'REQUIRED FORMS' header. On the left is a 'MY DASHBOARD' sidebar with links: Overview, Announcements, Equipment, Login and Security, My Files, My Eligibility, and My E-Form Agreements. The main content area shows a message: 'Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. Please click the following link to review and to sign your required form(s):'. Below this, it lists 'Available Forms: 1. Alternative Testing: Student Agreement' and a button that says 'CONTINUE TO SIGN ELECTRONICALLY >'.

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



The screenshot shows the 'Accommodations' section of the OSSOnline dashboard. On the left is a sidebar with 'MY DASHBOARD' and 'ACCOMMODATIONS' sections. The 'ACCOMMODATIONS' section has links: List Requests, Submit Additional Documentation for Review, and Alternative Testing. The main content area shows a large number '3' and the text 'Number of Reques' and 'View Request Deta'. Below this is a 'List of Accommod' section with a list of items: ADND 101.1 DUNGEONS / 12345, OSS 500.01 - BAKING FOR, and PUR 101.01 - PURCHASINI. At the bottom is a 'QUESTION?' section with the text 'Office of Specializ'.

3) The status of instructor requests is listed under the REQUEST STATUS box:

» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

COURSE INFORMATION	REQUEST STATUS	ACCOMMODATIONS
<p>Term: Spring 2025</p> <p>Course: ADND 101.1 - OSS ADVANCED DUNGEONS AND DRAGONS (CRN: 12345)</p> <p>Type: Not Specified</p> <p>Campus: C205 OSS Main Office</p> <p><i>Instructors and Meeting Times</i> ▼</p> <p>BACK TO LIST ></p>	<p>Status: Approved</p> <div><p>Manual Approval Accommodation:</p><p>Possible Modification of Attendance</p></div> <p>Faculty Notification Letter: Completed</p> <p>Approval Status: Monday, January 13, 2025 at 02:51 PM By: Andrea TEST</p> <p>Notification Last Emailed: Wednesday, January 15, 2025 at 11:19 AM</p>	<p>Important Note: All changes to approved accommodation request will be placed under Pending Changes status for review.</p> <p>SELECT ACCOMMODATIONS *</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Extra Time 1.5x<input checked="" type="checkbox"/> Isolated Test Setting<input checked="" type="checkbox"/> Mark Answers Directly on Exam<input checked="" type="checkbox"/> Possible Modification of Attendance<input checked="" type="checkbox"/> Reduced Distraction Setting <p>UPDATE REQUEST ></p> <p>CANCEL REQUEST ></p>

*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 *Accommodations* in the left sidebar:

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**
- > **Submit Additional Documentation for Review**
- > **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)*. However while you are still able to make a reservation even if your professor has not completed the agreement we will be unable to approve it until they have.

Important Note

- Courses marked with * do not have **Faculty Alternative Testing Agreement** specified by the instructor and you will be required to enter the standard length of the exam.

Select Course: **Select One**

- Select One
- ADND 101.1 - OSS ADVANCED DUNGEONS AND DRAGONS (CRN: 12345)
- OSS 500.01 - OSS EXTREME COOKIE BAKING FOR EXPERTS (CRN: 98760)
- PUR 101.01 - OSS PURSE PURCHASING FOR PERFECT PEOPLE (CRN: 54321)*

UPCOMING EXAMS SCHEDULED

6) Select the class that you want to schedule testing for and click ***Schedule an Exam***. Next check if your professor has already put in the exam date and details. This can be found and selected in the side box labeled **UPCOMING EXAMS FOR THIS COURSE**. If your professor has not put in the exam date and details please proceed to step 8.

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

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

UPCOMING EXAMS FOR THIS COURSE

- Exam/Test on Friday, May 09, 2025
Time: 09:00 AM - 10:30 AM (90)
- Exam/Test on Tuesday, May 13, 2025
Time: 01:00 PM - 02:30 PM (90)

EXAM REQUEST

Exam Type *: **Select One**

Campus *: **Select One**

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

Time *: **Select** **Select**

Standard Length Of Exam (in Minutes) *:

Services Requested (As Applicable) *: **Hint: You are required to make a minimum of 1 selections.**

☐ Extra Time 1.5x ☐ Isolated Test Setting

☐ Mark Answers Directly on Exam ☐ Reduced Distraction Setting

Total Exam Length:
0 Minutes

Exam Ends At:
Not Available

TERMS AND CONDITIONS

OSSonline exam reservation system will be taking exam reservations for in-person courses for on campus exams. Proctoring will typically be available Monday to Friday between 8:30am to 4:30pm in the OSS C-WING and Laurel Testing Center. 8am proctoring is arranged for those with 8am scheduled classes.

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 the exam reservation, please choose the other location and try again. In addition, please check your start time and make sure it is correct.

For additional questions or concerns, please contact the Alternative Testing staff at osstests@ramapo.edu and include a screenshot of any error messages and the exam reservation if applicable.

7) Selecting one of these pre-entered exams will automatically input all of the information for that reservation.

OTHER UPCOMING EXAMS

- Exam/Test on Tuesday, May 13, 2025
Time: 01:00 PM - 02:30 PM (90)

CANCEL EXAM REQUEST

EXAM REQUEST

Exam Type *:
Exam/Test

Campus *:
C205 OSS Main Office

Date *:

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

05/09/2025

Time *:
9 AM 00

Standard Length Of Exam (In Minutes) *:
60

Services Requested (As Applicable) *:

Hint: You are required to make a minimum of 1 selections.

☒ Extra Time 1.5x
 ☒ Isolated Test Setting
 ☒ Mark Answers Directly on Exam
 ☐ Reduced Distraction Setting

8) If your professor has not entered an exam in advance manually 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.

[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]

9) One you have entered all the information all you need to do is select “ADD EXAM REQUEST” and your done!

FORM SUBMISSION

ADD EXAM REQUEST >

BACK TO OVERVIEW >

10) 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]

11) 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 *Accommodations*. From there navigate to *ALL Exam Requests* [**TIP:** Please **modify** and/or **cancel** any exam requests in advance - preferably several business days in advance of your testing reservation]

» MY DASHBOARD » ALTERNATIVE TESTING - ALL EXAM REQUESTS

OVERVIEW ALL EXAM REQUESTS

Previous Term

Term: Spring 2025

Next Term

Records Found: 4 (Showing: 1 - 4)

Show Per Page: 100 Page: 1

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range	Campus	Late
View	Exam Cancelled	C-201	12345	ADND	101	1	Quiz	01/28/2025	10:00 AM - 10:00 AM (0)	C205 OSS Main Office	
View	Approved	C-212A	98760	OSS	500	01	Exam/Test	04/17/2025	11:00 AM - 02:00 PM (180)	C205 OSS Main Office	
View	Instructor Approval Required	C-212A	12345	ADND	101	1	Exam/Test	05/09/2025	09:00 AM - 10:30 AM (90)	C205 OSS Main Office	
View	Instructor Approval Required	To Be Determined	12345	ADND	101	1	Exam/Test	05/13/2025	01:00 PM - 02:30 PM (90)	C205 OSS Main Office	

12) For more information and help with alternative testing accommodations, please check out [our website](#), or e-mail us at 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.