First Step - Completing Alternative Testing Forms

1. Please log into the Instructor Portal (Please note the screenshots are slightly different from your view).

2. Click on "Continue to View Student Accommodations".

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3. Next, click on "Alternative Testing". You'll be able to see which students requested testing accommodations and the courses they requested accommodations for.

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4. Next, click on "Faculty Alternative Testing Agreement (FATA)" to complete the form for each course section.

5. Next click "View All Courses", then "Courses without Faculty Alternative Testing Agreement", and "Go".

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6. This is the FATA landing page.

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      a.   Please check out the quick guide beneath "Information" and enter your contact information.

INFORMATION

Dear Faculty,

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

1. Complete the Agreement Promptly:
Please fill out one form per course section as early as possible, preferably before an exam reservation is submitted. Students submit reservations a week in advance. This ensures a smooth exam scheduling and proctoring process for your students.

15-Minute Completion Window Reminder: Note that if the Testing Agreement Form is not completed within 15 minutes, it will reset when you click "SUBMIT AND CONTINUE TO SPECIFY EXAM DATES".

2. Complete the Exam Instruction Sheet:
Following the Testing Agreement Form, you will have access to the Exam Instruction Sheet.

Exam dates and times for the whole semester can be added to the form, if you have that information available. (Modifications can always be made in advance through the Instructor Portal). This will allow students to submit their exam reservations in a timely and correct manner through their OSSOnline portal.

Exam Instruction Sheet will be available for you to add individualized exam instruction details for each of the assigned exam dates including information regarding platforms to be accessed and passwords for online exams.

Important: Important: If you do not complete an Exam Instruction Sheet, then you must let the student know how much time the class will have for each exam; extended test time is automatically calculated based on the standard class time.

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

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

CONTACT INFORMATION

Phone Number * :

| United States of America (+1) ⌄ | 2018675309 |

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    b. Next complete the FATA; there are 9 questions in total.

LIST OF QUESTIONS

Question 1: 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:

Question 2: 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:

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Question 3. Are any of your exams administered online? If so, do students require a password to access them? *

- None of my exams are online for this course.

- Yes, 1 or more of my exams are administered online and require a password, which I will provide through OSSOnline.

- Yes, 1 or more of my exams are administered online but do not require a password.

Question 4. Proctoring Schedule and Flexibility: **Our proctoring hours are Monday through Friday, 8:00 am to 4:15 pm with the exception of Final exams week.** If your student cannot take the exam at the class time, may they: *

- Start at an alternative time on the exam date (Must specify earlier/later/either).

- Take the exam at an alternative date (Must specify before/after/either).

- Other arrangements (Specify below).

Additional Comment:

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        c.   Please note the best email and phone number to reach you.

Question 5: Preferred Contact During Exams: In case we need to reach you during an exam, please indicate your preferred method of contact: *

☑ **Email me at (Additional Comment Required)**

☐ **Call me at (Additional Comment Required)**

☑ **Text me at (Verizon: number@vtext.com) (Additional Comment Required)**

☐ **Text me at (T-Mobile: number@tmomail.net) (Additional Comment Required)**

☐ **Text me at (ATT: number@txt.att.net) (Additional Comment Required)**

☐ **Text me at (Metro PCS: number@mymetropcs.com) (Additional Comment Required)**

☐ **Text me at (Sprint: number@messaging.sprintpcs.com) (Additional Comment Required)**

☐ **Text me at (XFinity Mobile: number@vtext.com) (Additional Comment Required)**

☐ **Other (Additional Comment Required)**

Additional Comment * :

professor@ramapo.edu, 201-867-5309

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      d.   Please note that Question 6 is asking about parameters for quizzes. If there are no quizzes in your course, select "No quizzes" and move on to question number 7.

Question 6: Quizzes Conditions: Are there any materials or conditions, which apply to ALL QUIZZES for your course? If yes, please check all that apply. If there are no common conditions or it varies by exam, please choose "No additional materials" and include your exam instructions using the (new) Exam Instruction section. *

- ☑ **There are no Quizzes for this class.**
- ☐ **Quizzes will primarily be held on a weekly basis for this course.**
- ☐ **No additional materials allowed other than writing implements**
- ☐ **Blue Book(s) – Small (lined paper may be substituted if exam is scanned to you)**
- ☐ **Blue Book(s) – Large (lined paper may be substituted if exam is scanned to you)**
- ☐ **Calculator – Basic type only**
- ☐ **Calculator – Scientific type allowed**
- ☐ **Calculator – Graphing type allowed**
- ☐ **Computer - NO Internet Access**
- ☐ **Computer - WITH Internet Access**
- ☐ **Laptop - Student is allowed to use their own personal laptop**
- ☐ **Math Formula Sheet (approved)**
- ☐ **Musical Instruments (Specify Below)**
- ☐ **Note Card (3x5)**
- ☐ **Note Card (5x7)**
- ☐ **Online Exam**
- ☐ **Open Book(s) (please specify which book/s) (Specify Below)**
- ☐ **Open Notes (handwritten only)**
- ☐ **Open Notes (scanned pages allowed)**
- ☐ **Open Notes (custom - please specify in note section, below)**
- ☐ **Paper – Lined**
- ☐ **Paper – Unlined**
- ☐ **Paper – Scratch: shredded when exam is completed**
- ☐ **Paper – Scratch: scanned and emailed to Professor**
- ☐ **Paper – Scratch: hard copy returned by student to Professor**
- ☐ **Scantron form # 882-E (50 per side = 100 QUESTIONS TOTAL)**
- ☐ **Scantron form # 889 E (25 per side = 50 QUESTIONS TOTAL)**
- ☐ **Scantron form # 815-E (1 side = 15 QUESTIONS TOTAL)**
- ☐ **Science Models (Specify Below)**
- ☐ **OTHER (please explain any other exam conditions OSS needs to know in order to proctor the exam correctly) (Additional Comment Required)**

Additional Comment:

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    e.   Please note question 7 is asking about parameters for exams.

Question 7: Exam/Midterm/Final Conditions: Are there any materials or conditions, which apply to ALL EXAMS for your course? If yes, please check all that apply. If there are no common conditions or it varies by exam, please choose "No additional materials" and include your exam instructions in the (new) Exam Instruction section. *

☐ No additional materials allowed other than writing implements

☐ Blue Book(s) – Small (lined paper may be substituted if exam is scanned to you)

☐ Blue Book(s) – Large (lined paper may be substituted if exam is scanned to you)

☐ Calculator – Basic type only

☐ Calculator – Scientific type allowed

☐ Calculator – Graphing type allowed

☐ Computer - NO Internet Access

☑ Computer - WITH Internet Access

☑ Laptop - Student is allowed to use their own personal laptop

☐ Math Formula Sheet (approved)

☐ Musical Instruments (Specify Below)

☐ Note Card (3x5)

☐ Note Card (5x7)

☐ Online Exam

☐ Open Book(s) (please specify which book/s) (Specify Below)

☐ Open Notes (handwritten only)

☐ Open Notes (scanned pages allowed)

☐ Open Notes (custom - please specify in note section, below)

☐ Paper – Lined

☐ Paper – Unlined

☐ Paper – Scratch: shredded when exam is completed

☑ Paper – Scratch: scanned and emailed to Professor

☐ Paper – Scratch: hard copy returned by student to Professor

☐ Scantron form # 882-E (50 per side = 100 QUESTIONS TOTAL)

☐ Scantron form # 889 E (25 per side = 50 QUESTIONS TOTAL)

☐ Scantron form # 815-E (1 side = 15 QUESTIONS TOTAL)

☐ Science Models (Specify Below)

☐ OTHER (please explain any other exam conditions OSS needs to know in order to proctor the exam correctly) (Specify Below)

Additional Comment:

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f. Once all questions are completed, please click "Update and View Exam Dates".

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7. This is where you'll land.

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    8. Complete the information:

        g. Under "Type", you can choose "Exam/Test", "Midterm", "Final", or "Quiz" from the dropdown menu.

        h. Choose the exam date and time you've approved the student for.

        i. For exam time, enter the amount of time the class will receive for the exam. Extended time will be calculated based on the student's approved accommodation, if they are approved for extended test time.

        j. Then click "Save Exam Date".

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9. You can now view the exam date you entered. If this is a weekly quiz or an exam/midtern/final that has similar parameters to upcoming quizzes/exams/midterm/final, you can click on "Duplicate".

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✓ **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

OSS 110.01 - SOCIOLOGY OF STARDEW VALLEY (CRN: 13579)

FACULTY ALTERNATIVE TESTING AGREEMENT   **LIST EXAM DATES**   **COPY FACULTY ALTERNATIVE TESTING AGREEMENT**

LIST EXAM DATES

Modify	Duplicate	Delete	Type	Date	Time	Length	Exams Uploaded	Exam Instruction	No Reminder
Modify	Duplicate	Delete	Exam/Test	Monday, February 02, 2026	08:00 AM	60		Yes	

ADD ADDITIONAL EXAM DATE

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10. Parameters from the selected quiz/exam/midterm/final will be copied; you will need to enter the new date. You can make adjustments, if needed.

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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.

30

Skip Automated Exam Reminder:

No ⌄

Additional Note For Staff: ⓘ

EXAM DATE INSTRUCTIONS

Question 1: Please specify any platforms (e.g. Canvas, Lockdown Browser, ATI, etc.) and/or computer software required below.

Canvas, Lockdown Browser

Question 2: Does your exam require a password? *

☐ This is not an online exam.

☐ Yes, the exam will have a password.

☑ Yes, but password is not yet known. It will be uploaded 3 business days in advance of test date.

☐ No, the exam will not have a password.

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a. After completing the request, click "Save Exam Date".

Question 3: If so, what is the password for this exam?

Will submit via AIM a week before exam day

Question 4: If this is an online exam, does the student need to be let into the exam by the Professor?

No.

Question 5: Are there any special instructions for this exam?

No.

UPLOAD EXAM FILE

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

Title Or Exam File Note:

Select File: ⓘ

Browse... **No file selected.**

FORM SUBMISSION

SAVE EXAM DATE ❯   BACK TO LIST EXAM DATES ❯