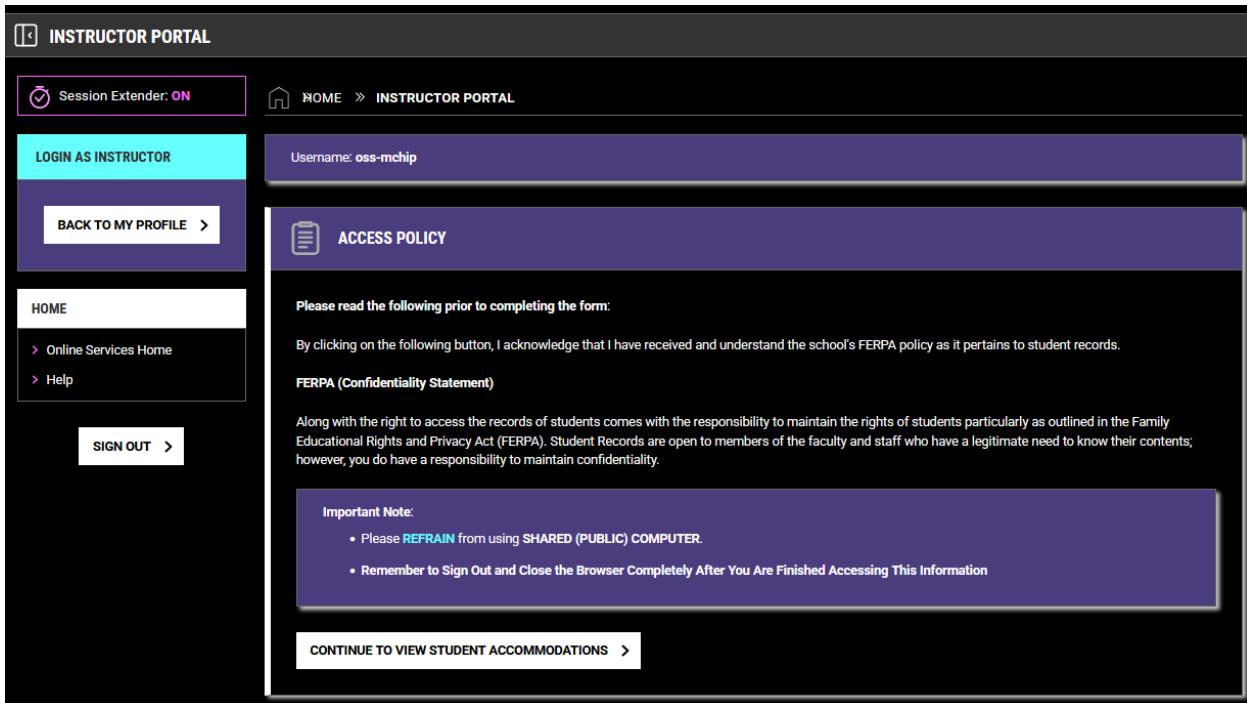


First Step - Completing Alternative Testing Forms

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



The screenshot shows the 'INSTRUCTOR PORTAL' interface. On the left, a sidebar has a 'Session Extender: ON' button. The main area shows the 'HOME' page with a purple header 'INSTRUCTOR PORTAL'. The URL 'Username: oss-mchip' is visible. A large purple box titled 'ACCESS POLICY' contains the following text:

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 \(Confidentiality Statement\)](#)

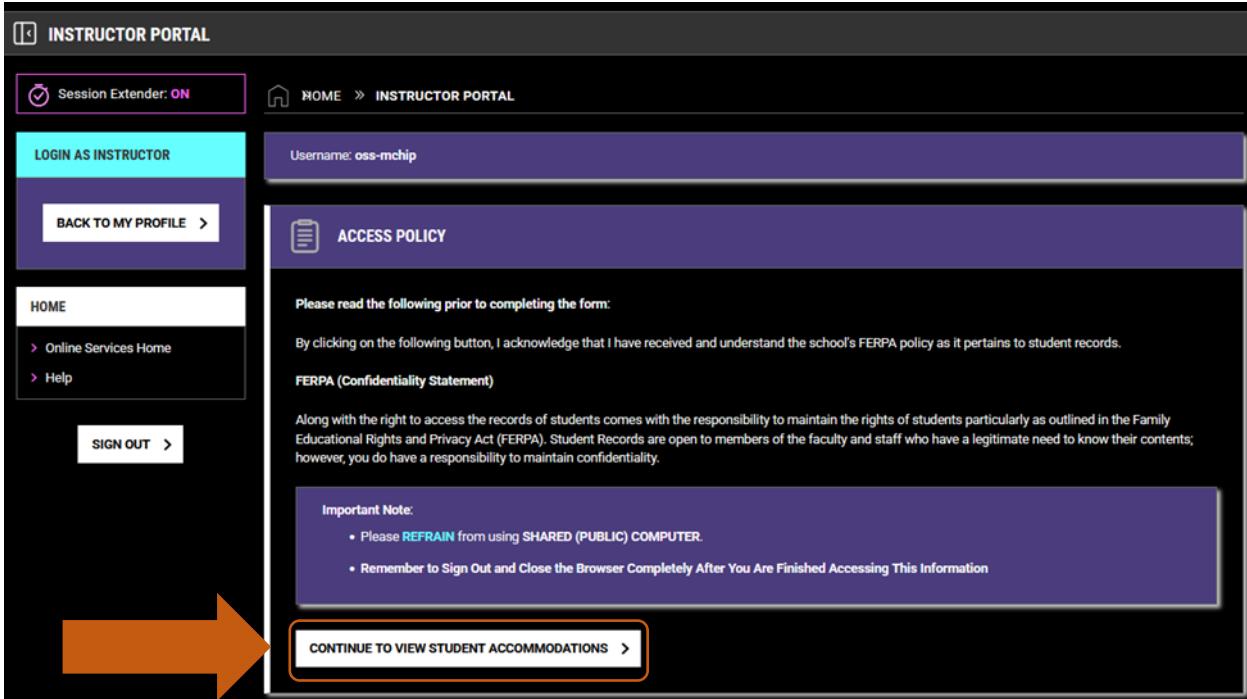
Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their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

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 >](#)

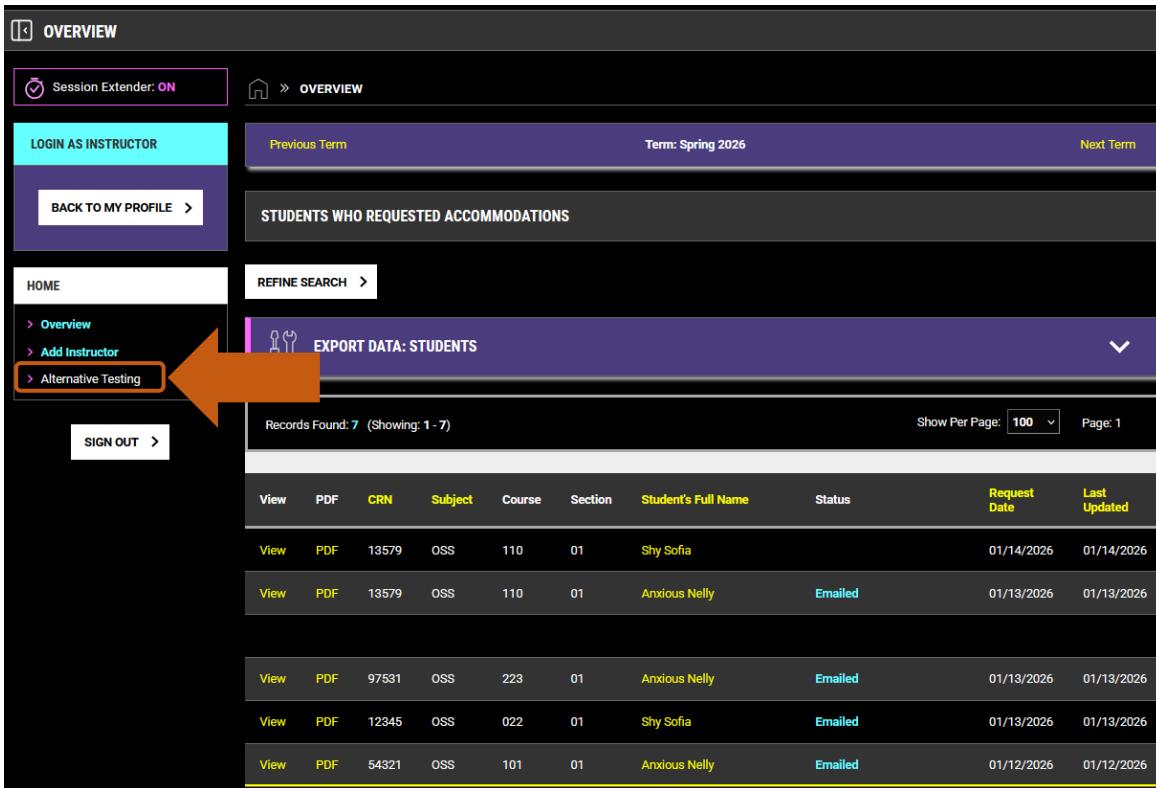
2. Click on "Continue to View Student Accommodations".



The screenshot shows the 'INSTRUCTOR PORTAL' interface, identical to the previous one but with an orange arrow pointing to the 'CONTINUE TO VIEW STUDENT ACCOMMODATIONS >' button. This button is highlighted with an orange border.

First Step - Completing Alternative Testing Forms

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

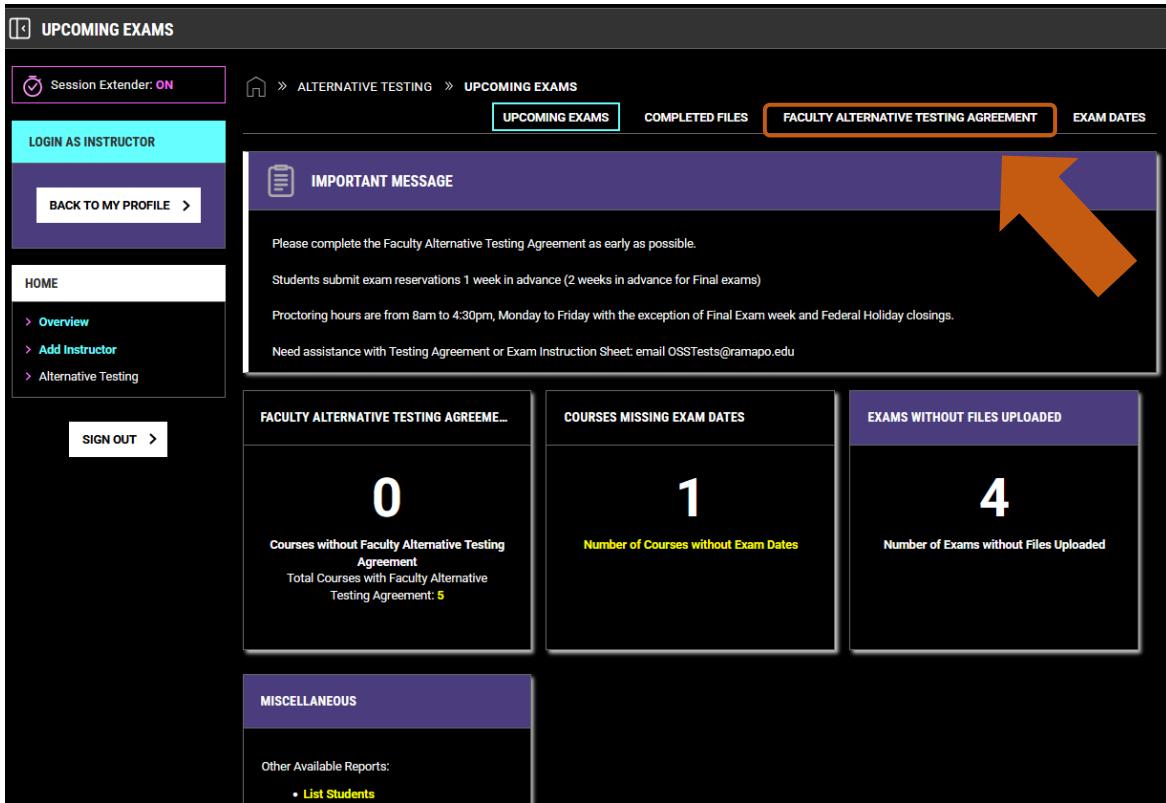


The screenshot shows the 'OVERVIEW' page of a software application. At the top, there is a header with a 'Session Extender: ON' button, a navigation bar with 'OVERVIEW' and 'Previous Term / Term: Spring 2026 / Next Term', and a 'LOGIN AS INSTRUCTOR' section with 'BACK TO MY PROFILE >'. Below this, the main content area has a 'HOME' sidebar with links: 'Overview', 'Add Instructor', and 'Alternative Testing' (which is highlighted with an orange arrow). The main content area is titled 'STUDENTS WHO REQUESTED ACCOMMODATIONS' and includes a 'REFINE SEARCH >' button and an 'EXPORT DATA: STUDENTS' section with a dropdown menu. The table below shows records for students Shy Sofia, Anxious Nelly, and others.

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
View	PDF	13579	OSS	110	01	Shy Sofia		01/14/2026	01/14/2026
View	PDF	13579	OSS	110	01	Anxious Nelly	Emailed	01/13/2026	01/13/2026
View	PDF	97531	OSS	223	01	Anxious Nelly	Emailed	01/13/2026	01/13/2026
View	PDF	12345	OSS	022	01	Shy Sofia	Emailed	01/13/2026	01/13/2026
View	PDF	54321	OSS	101	01	Anxious Nelly	Emailed	01/12/2026	01/12/2026

First Step - Completing Alternative Testing Forms

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



The screenshot shows the 'UPCOMING EXAMS' page with the 'FACULTY ALTERNATIVE TESTING AGREEMENT' tab selected. The 'IMPORTANT MESSAGE' section contains the following text:

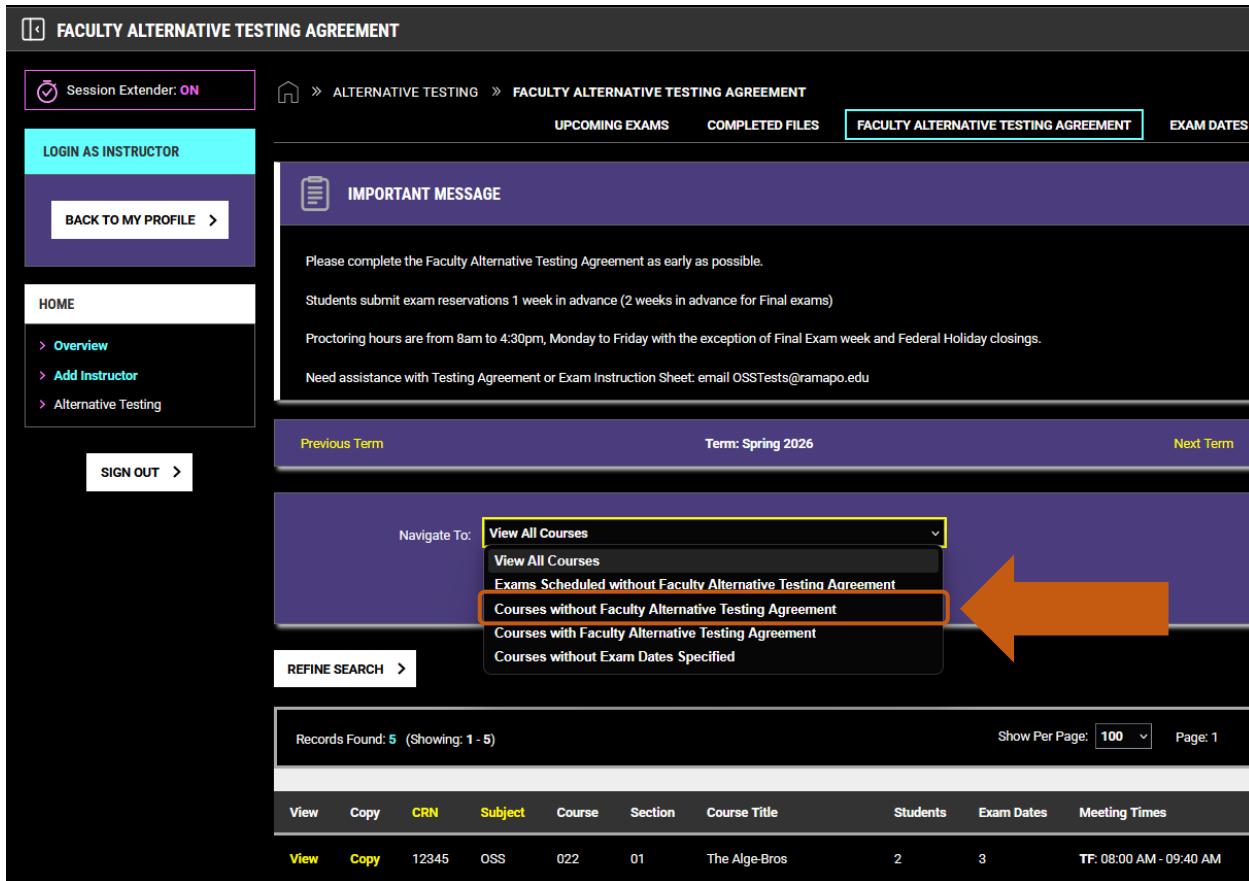
Please complete the Faculty Alternative Testing Agreement as early as possible.
Students submit exam reservations 1 week in advance (2 weeks in advance for Final exams)
Proctoring hours are from 8am to 4:30pm, Monday to Friday with the exception of Final Exam week and Federal Holiday closings.
Need assistance with Testing Agreement or Exam Instruction Sheet: email OSSTests@ramapo.edu

Below the message, there are three summary boxes:

- FACULTY ALTERNATIVE TESTING AGREEMENT**: 0 Courses without Faculty Alternative Testing Agreement. Total Courses with Faculty Alternative Testing Agreement: 5
- COURSES MISSING EXAM DATES**: 1 Number of Courses without Exam Dates
- EXAMS WITHOUT FILES UPLOADED**: 4 Number of Exams without Files Uploaded

At the bottom left, there is a 'MISCELLANEOUS' section with a link to 'List Students'.

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



The screenshot shows the 'FACULTY ALTERNATIVE TESTING AGREEMENT' page. The 'View All Courses' option is selected in the 'Navigate To:' dropdown menu. The 'IMPORTANT MESSAGE' section is identical to the previous screenshot.

Below the message, there are three buttons for navigating between terms: 'Previous Term', 'Term: Spring 2024', and 'Next Term'.

The 'Navigate To:' dropdown menu is open, showing the following options:

- View All Courses
- Exams Scheduled without Faculty Alternative Testing Agreement
- Courses without Faculty Alternative Testing Agreement** (highlighted with a yellow box)
- Courses with Faculty Alternative Testing Agreement
- Courses without Exam Dates Specified

At the bottom, there is a search bar with 'REFINE SEARCH >' and a table with course details.

View	Copy	CRN	Subject	Course	Section	Course Title	Students	Exam Dates	Meeting Times
View	Copy	12345	OSS	022	01	The Alge-Bros	2	3	TF: 08:00 AM - 09:40 AM

First Step - Completing Alternative Testing Forms

6. This is the FATA landing page.

The screenshot shows the FATA landing page for the course OSS 110.01 - SOCIOLOGY OF STARDEW VALLEY (CRN: 13579). The page is titled "FACULTY ALTERNATIVE TESTING AGREEMENT". A sidebar on the left includes "Session Extender: ON", "LOGIN AS INSTRUCTOR", "BACK TO MY PROFILE", "HOME" with links to "Overview", "Add Instructor", and "Alternative Testing", and "SIGN OUT". The main content area displays course information and two sections: "INFORMATION" and "LIST OF QUESTIONS".

INFORMATION Section:

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

LIST OF QUESTIONS Section:

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).

First Step - Completing Alternative Testing Forms

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

INFORMATION		
<p>Dear Faculty,</p> <p>We've updated the process for the Faculty Alternative Testing Agreement. Here's a quick guide:</p> <p>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.</p> <p>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".</p> <p>2. Complete the Exam Instruction Sheet: Following the Testing Agreement Form, you will have access to the Exam Instruction Sheet.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>After submission, you'll receive an automated email with a copy of your Agreement. Keep this for reference.</p> <p>We appreciate your cooperation and commitment to ensuring a smooth testing experience for your students. For assistance, please email us at OSStests@ramapo.edu</p>		
CONTACT INFORMATION		
<p>Phone Number* :</p> <table border="1"><tr><td>United States of America (+1) <input type="button" value="▼"/></td><td>2018675309</td></tr></table>	United States of America (+1) <input type="button" value="▼"/>	2018675309
United States of America (+1) <input type="button" value="▼"/>	2018675309	

First Step - Completing Alternative Testing Forms

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

LIST OF QUESTIONS	
<p><i>Question 1:</i> 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*</p>	
<p><input checked="" type="checkbox"/> I acknowledge that the information I provide on this form will be applied solely for this specific course number and section.</p> <p><input checked="" type="checkbox"/> 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.</p>	
<p>Additional Comment:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<p><i>Question 2:</i> Exam Return Method: How would you like to receive completed exams? Please choose one:*</p>	
<p><input type="radio"/> OSS Student Delivery to Department Drop Box In a Signed & Sealed Envelope (Please specify department below).</p> <p><input type="radio"/> Electronic submission for online exams (Specify any return instructions below).</p> <p><input type="radio"/> 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.</p>	
<p>Additional Comment:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

First Step - Completing Alternative Testing Forms

*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:

First Step - Completing Alternative Testing Forms

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

First Step - Completing Alternative Testing Forms

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:

First Step - Completing Alternative Testing Forms

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

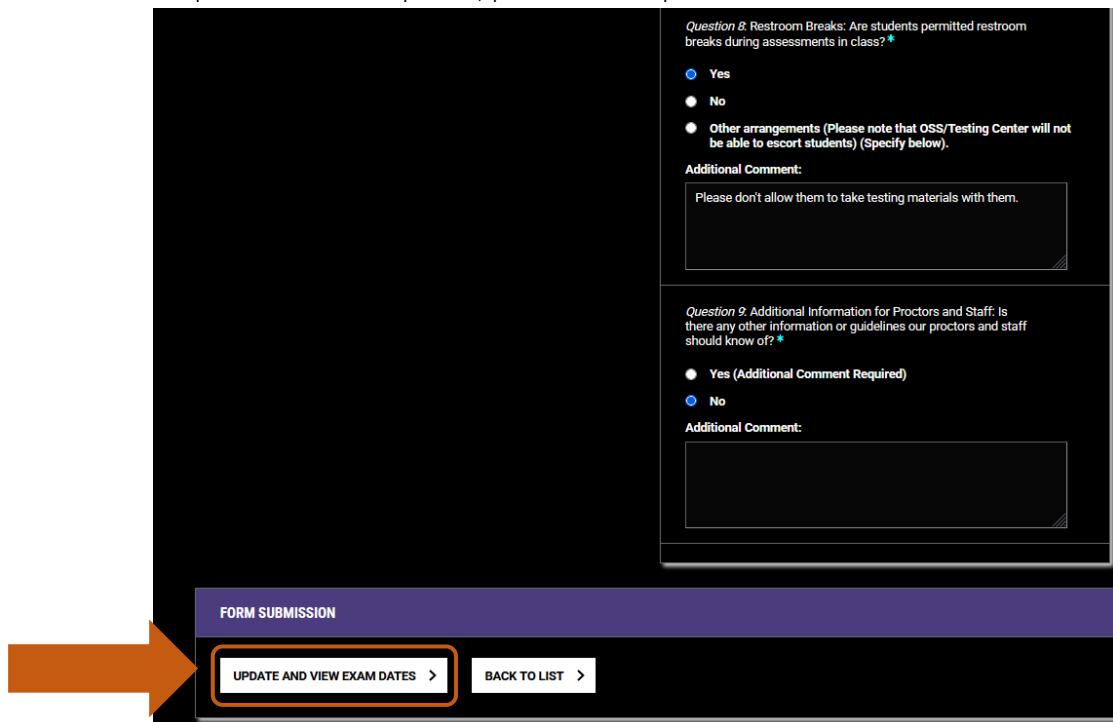
*Question 7: Exam/Midterm/Final Conditions: Are there any materials or conditions, which apply to ALL EXAMS for your course? If yes, please check all that apply. If there are no common conditions or it varies by exam, please choose 'No additional materials' and include your exam instructions in the (new)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

First Step - Completing Alternative Testing Forms

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



*Question 8: Restroom Breaks: Are students permitted restroom breaks during assessments in class? **

Yes
 No
 Other arrangements (Please note that OSS/Testing Center will not be able to escort students) (Specify below).
Additional Comment:
Please don't allow them to take testing materials with them.

*Question 9: Additional Information for Proctors and Staff: Is there any other information or guidelines our proctors and staff should know of? **

Yes (Additional Comment Required)
 No
Additional Comment:

FORM SUBMISSION

UPDATE AND VIEW EXAM DATES > **BACK TO LIST >**

First Step - Completing Alternative Testing Forms

7. This is where you'll land.

 **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

ADD ADDITIONAL EXAM DATE

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

EXAM DETAIL	EXAM DATE INSTRUCTIONS
Type*: <input type="button" value="Select One"/>	<i>Question 1:</i> Please specify any platforms (e.g. Canvas, Lockdown Browser, ATI, etc.) and/or computer software required below. <input type="text"/>
Date*: <small>Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).</small> <input type="text" value="mm/dd/yyyy"/> <input type="button" value=""/>	<i>Question 2:</i> Does your exam require a password?* <input type="checkbox"/> This is not an online exam.

First Step - Completing Alternative Testing Forms

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".

First Step - Completing Alternative Testing Forms

EXAM DETAIL

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

Type*: Quiz

Date*: Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026). 01/26/2026

Time: 8 AM 00

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:

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 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.

Question 3: If so, what is the password for this exam? Will submit via AIM a week before exam day.

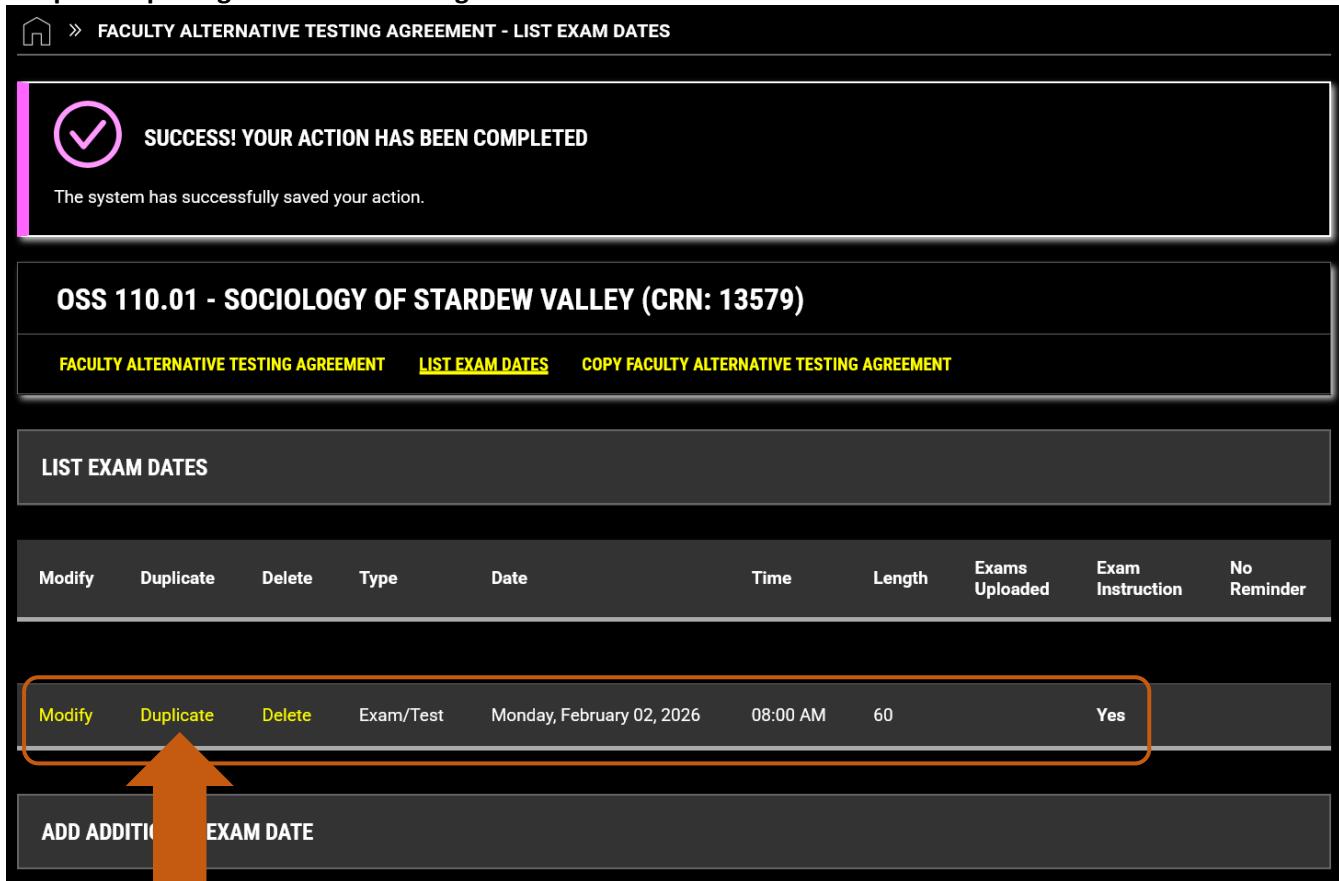
Question 4: If this is an online exam, does the student need to be let into the exam by the Professor? No.

Question 5: Are there any special instructions for this exam? No.



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”.

First Step - Completing Alternative Testing Forms



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
	Duplicate			Exam/Test	Monday, February 02, 2026	08:00 AM	60		Yes

ADD ADDITIONAL EXAM DATE

First Step - Completing Alternative Testing Forms

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.

The screenshot shows a web-based form for entering exam details. At the top, there's a navigation bar with a home icon and the text 'FACULTY ALTERNATIVE TESTING AGREEMENT - LIST EXAM DATES'. Below this is the course information: 'OSS 110.01 - SOCIOLOGY OF STARDEW VALLEY (CRN: 13579)'. Underneath, there are three buttons: 'FACULTY ALTERNATIVE TESTING AGREEMENT', 'LIST EXAM DATES' (which is highlighted in yellow), and 'COPY FACULTY ALTERNATIVE TESTING AGREEMENT'. A note in a box states: 'Note: Required fields are marked with an asterisk (*.)'. The main section is titled 'EXAM DETAIL'. It contains fields for 'Type *:' (set to 'Quiz'), 'Date *:' (with a hint: 'Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026)') and 'Time: ②' (set to '8 AM' and '00'). The 'Date *:' field is highlighted with an orange border.

First Step - Completing Alternative Testing Forms

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.

First Step - Completing Alternative Testing Forms

- 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: ②

No file selected.

FORM SUBMISSION

SAVE EXAM DATE > **BACK TO LIST EXAM DATES >**

