

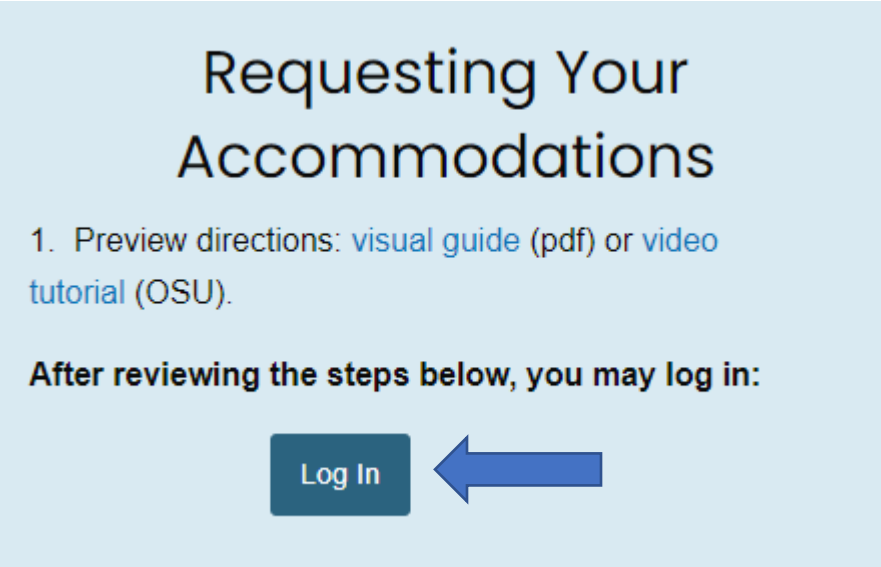
Coordinating your Testing Accommodations

Please note: When coordinating your testing accommodations, you will need to complete the following logistics to ensure you receive your testing accommodations. Plan on:

1. Talking/Confirming this plan with your instructor
2. Checking your online account
3. Scheduling your exam

1. Confirm your accommodated testing plan with the instructor so you and your instructor are aware of how you will receive your testing accommodations (this is step #3 back on your log in page as you should be confirming the plan with your instructor for ALL of your accommodations). Do they know you are scheduling your accommodated exam with the testing center? Did they fill out the testing instructions from your letter of accommodations?

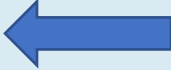
2. Log in- Check your account to confirm your instructor has filled out the testing instructions for the assessments for the class (these instructions are the proctoring rules for ALL students) by logging in, and selecting 'alternative testing' under the My Accommodations section on the left hand side:



Requesting Your Accommodations


1. Preview directions: [visual guide](#) (pdf) or [video tutorial](#) (OSU).

After reviewing the steps below, you may log in:

Log In 



3. Select the class – First select the class you wish to schedule your exam for, using the drop down menu if you are registered for multiple classes.

Select Class: **DISNEY 123.321 - Intro to Disney Princesses (X333)** 

4. View the testing instructions– Select ‘view testing instructions’ Only classes with completed instructions will be available as an option. If you do not see the course you need, then you need to notify the instructor to fill out the testing instructions located on your letter of accommodations (below). You can also contact Disability Services if you need assistance with reminding your instructor. Review the testing instructions, including the time allotted for ALL students, as you will want to make sure this information is correct BEFORE you schedule your exam. The system will automatically apply any extended time accommodations so the original time entered from the instructor must be correct.

Testing Instructions(s)


Below is the list of all Testing Instructions(s) submitted through the system.

If you do not see your course listed, this means that your **Testing Instructions** HAS NOT BEEN COMPLETED and you are unable to schedule alternative testing at this time.

Please contact your instructor as soon as possible to complete the testing instructions, or contact disabilityservices@cocc.edu if you need assistance with contacting your instructor.

Select Class: **DISNEY 123.321 - Intro to Disney Princesses (X333)**

Schedule an Exam

View Testing Instructions 

CLASS: PSY 201.0 - Mind And Brain

[Back to Overview](#)

[Schedule an Exam](#)

Testing Instructions Status

Status: **Active**

Confirmed: **Confirmed**

Confirmed Date: **03/28/2022 at 06:00 PM**

Testing Instructions

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final **90** Minutes

Midterm **90** Minutes

Quiz **Not Specified** Minutes

5. Schedule your exam. If your testing instructions are correct, back at the top select 'schedule an exam'.

CLASS: DISNEY 123.321 - Intro To Disney Princesses

[Back to Overview](#)

[Schedule an Exam](#)



Check availability as exams need to be scheduled in advanced. This shows you each type of exam (quiz, exam, midterm, final) and how many days in advance they need to be scheduled).



TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling Alternative Testing in SSD:

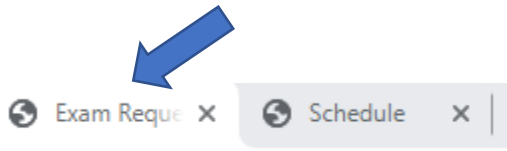
- Your alternative testing agreement allows you to request the following type of exam(s):

View: [Exam Schedule Availability](#)



- Any exam requests made after **05:00 PM** will be processed the next business day.

The exam availability schedule opened a separate tab, so click back on the tab on the top of your screen titled 'exam request':



Fill in the specific details:

- Request Type (Quiz, Exam, Midterm, Final)
- Date you are wanting to schedule the exam (click on the calendar icon)
- Time you want to schedule the exam
- Individual accommodations you want to apply to this exam
- Use the 'required technology' section to specify your campus location request
- Any additional comment you want both the Testing Center and Instructor to know of
- Select "Add Exam Request"

Exam Detail

Testing Instructions Type: **V15**

Request Type *: Select One

[View: Exam Schedule Availability](#)

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time *: Select Select

Services Requested (As Applicable) *

<input type="checkbox"/> Auditory	<input type="checkbox"/> Computer
<input type="checkbox"/> Extra Time 1.50x	<input type="checkbox"/> Extra Time 2.00x
<input type="checkbox"/> Oral dictation	<input type="checkbox"/> Reduced distraction
<input type="checkbox"/> Scribe	

Required Technology (If Applicable)

<input type="checkbox"/> Bend Campus (exam schedule availability)	<input type="checkbox"/> Prineville Campus (Wednesdays only 8:30am-12:30pm)
<input type="checkbox"/> Redmond Campus (Monday-Thursday 9am-1pm)	

Additional Note:

Add Exam Request
Back to Testing Requests Overview

6. Check the status:

If you have not requested an exam by the needed advanced notice, you will be notified that you are making a 'late exam request'. You can select a reason for this late request, or specify in the comment additional reasons, and still submit your request. Otherwise, you can select 'back to exam detail or modify date' to request a different date/time.



LATE EXAM NOTICE - ACTION REQUIRED

Please be aware that late exams require approval from the Testing Center

Late Exam Request

Reason *:

Select One

If you select **Other**, please specify the reason of late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your testing instructions)

I have read and understand the late exam request policy above.

Submit Late Exam Request

Back to Exam Detail or Modify Date

When your exam request is successfully submitted, you will see the green checkmark. Please note: This does not mean your exam request has been accepted, only that it was submitted for approval. You will receive a separate email notification once approved by the Testing Center.



SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

You can review the status of all of your exam requests by going back to your 'alternative testing' tab on the left and scroll to 'upcoming exam requests' and in the status section (approved, processing, etc.). Only when the status says 'approved' is when have been approved for that testing appointment and can go to the testing center for that scheduled appointment. You can also select 'modify' or 'cancel' to change the status of any of your requests and 'view other exams for all requests you have previously made for that class:

- My Accommodations
 - My Eligibility
 - List Accommodations
 - Alternative Testing
 - Alternative Formats
 - My E-Form Agreements

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

DISNEY 123.321 - Intro To Disney Princesses

[View Other Exams](#)

~~Midterm - Wednesday, November 23, 2022 - 11:10 AM - 11:11 AM (1)~~

[Modify Request](#) [Cancel Request](#)

Status: **Approved**

Approved Accommodation(s):

- Computer
- Reduced distraction

Request Entered on Wednesday, November 23, 2022 at 10:37:11 AM

DISNEY 123.321 - Intro To Disney Princesses

[View Other Exams](#)

~~Quiz - Friday, November 25, 2022 - 10:00 AM - 11:08 AM (68)~~

[Modify Request](#) [Cancel Request](#)

Status: **Processing**

7. Receive confirmation- You will be notified in your COCC email the notification that is sent to your instructor with your request details, which also notifies the instructor to contact Disability Services for any concerns or questions.

Hello Professor,

This is to notify you a student in one of your courses has scheduled to take an accommodated exam with the testing center. Please review the specific information below, including the accommodations that will be applied and the specific action you need to take if you have any concerns.

If student requested extended time, this time is automatically applied here based on the allotted time you entered in the original testing instructions. If you need to change the allotted time, please notify the testing center immediately at COCCTest@cocc.edu

Student: **Mickey Mouse** (School ID: **234567891**)

Class: **DISNEY 123.321 - Intro to Disney Princesses**

Exam Type: **Quiz**

Date: **Monday, December 19, 2022**

Start Time: **10:00 AM**

End Time: **11:30 AM (90)**

Approved Accommodation(s):

- Auditory
- Computer
- Extra Time 2.00x
- Reduced distraction

If you have any concerns or questions about this accommodated exam, please use the following link to you notify Disability Services within 3 business days after the request was first submitted:

[Dispute Exam Request](https://augusta.accessiblelearning.com/COCC/ExamFile.aspx?Step=Dispute&ID=E19291305978682&Key=YdDwFlSg) (or copy and paste the following link to your browser: <https://augusta.accessiblelearning.com/COCC/ExamFile.aspx?Step=Dispute&ID=E19291305978682&Key=YdDwFlSg>)

Important: Please use the following link to upload the exam and complete proctoring instructions. Only system administrators and staff members have access to the uploaded exams. [Upload Exam or Exam Instruction](https://augusta.accessiblelearning.com/COCC/ExamFile.aspx?ID=E19291305978682&Key=YdDwFlSg) (or copy and paste the following link to your browser: <https://augusta.accessiblelearning.com/COCC/ExamFile.aspx?ID=E19291305978682&Key=YdDwFlSg>).

Contact: disabilityservices@cocc.edu, 541-383-7583, Library 010