

How To Schedule A New Exam in ODA Online

Scheduling a New Exam



Scheduling an exam through your ODA Online Profile is **REQUIRED** for any Oberlin College course-related exam/quiz for which you would like accommodations.

Schedule your exam **at least three business days** before your test/quiz. Due to testing center capacity and scheduling, drop-in testing may not be available. Finals must be scheduled 5 business days before the exam.

When scheduled with ODA, your exam time must overlap with the day(s) and time(s) of the planned in-class exam. Only extenuating circumstances are considered for alternative testing times and must be approved in advance by the ODA testing center staff and your professor. Extenuating circumstances are determined on a case-by-case basis.

1

Once you log in to your ODA Online portal, click "Alternative Testing" on the left-hand menu.

The screenshot displays the ODA Online portal interface. On the left-hand menu, the 'Alternative Testing' option is highlighted with a blue box and an orange circle. The menu items include: My Eligibility, My E-Form Agreements, My Mailbox (Sent Emails), ACCOMMODATIONS, List Requests, Additional Accommodation Request Form, Alternative Testing (highlighted), Alternative Formats, Flex Plan, and Notetaking Services. Below the menu, there is a section for 'IMPORTANT DATES' with a calendar icon, showing 'September 10' and 'Add/drop full sem & 1st module'. On the right side of the portal, there is a yellow banner with contact information: 'contact our office at 440-775-5588 or oda@oberlin.edu.' Below this is a 'GENERAL ANNOUNCEMENTS' section, followed by 'IN NEED OF ADDITIONAL ACCOMMODATIONS?' with a paragraph stating 'If your current accommodations are no longer meeting your needs, you are always welcome to request additional accommodations.' Below this is a red-bordered box containing two lines of text: 'To request an ACADEMIC accommodation, please use the Additional Accommodation Request Form' and 'To request a HOUSING accommodation, please complete the Housing Application Form'. Below the red box is a paragraph stating 'If you have any questions, please reach out to our office at 440-775-5588. You can also contact your professor.' At the bottom, there is a section titled 'ODA ONLINE HAS BEEN UPDATED!'.

2 Select the Course you are scheduling an exam for

Important Note

- Your instructor has selected **My Class Has No Exam(s)** for the following class:
 - CAT 102.01 - CAT SHENNANIGANS (CRN: 12345)
- If you need to schedule an exam with our office for one of the classes listed above, please contact your instructor to c

Select Course:

Select One

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

3 Click "SCHEDULE AN EXAM"

Important Note

- Your instructor has selected **My Class Has No Exam(s)** for the following class:
 - CAT 102.01 - CAT SHENNANIGANS (CRN: 12345)
- If you need to schedule an exam with our office for one of the classes listed above, please contact your instructor to

Select Course:

SPNGE 101.02 - KRUSTY KREW BASICS (CRN: 34567)

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

No

4 Select the "Exam Date" drop down to find the exam you are scheduling.

Your exam time must overlap with the day(s) and time(s) of the planned in-class exam, and your exam dates for that semester should be entered in the system (these can also be found on your Class Syllabus).

IN AS USER

BACK TO MY PROFILE >

DASHBOARD

Review

Announcements

Equipment

Information Release Consents

Login and Security

My Appointments

My Documents

My Files

My Eligibility

MY DASHBOARD > SCHEDULE AN EXAM

SPNGE 101.02 - KRUSTY KREW BASICS (CRN: 34567)

EXAM REQUEST

Available Exam Dates *:

Select One

Date *:

Hint: Please review: [Exam Scheduling Availability.](#)

mm/dd/yyyy

Time *:

Select Select

TERMS AND CONDITIONS

Thank you for

Please reply on exam day.

- We recommend you arrive before the test begins to be reminded the proper time.
- On exam day, you will need to arrive at least 15 minutes before the test begins. If you are not provided with a calculator (i.e., calculator not provided), you will need to bring your own.

5 If you do not see the date of your assigned exam, select "The Exam I'm Scheduling is Not Listed" and enter the date manually.

BACK TO MY PROFILE >

DASHBOARD

Review

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My Appointments

My Documents

My Files

My Eligibility

E-Form Agreements

Mailbox (Sent Emails)

SPNGE 101.02 - KRUSTY KREW BASICS (CRN: 34567)

EXAM REQUEST

Available Exam Dates *:

The Exam I'm Scheduling Is Not Listed

Exam Type *:

Select One

Date *:

Hint: Please review: [Exam Scheduling Availability.](#)

mm/dd/yyyy

Time *:

Select Select

TERMS AND CONDITIONS

Thank you for

Please reply on exam day.

- We recommend you arrive before the test begins to be reminded the proper time.
- On exam day, you will need to arrive at least 15 minutes before the test begins. If you are not provided with a calculator (i.e., calculator not provided), you will need to bring your own.
- If, for any reason, you are unable to attend the testing center, please call 440-777-7777.

6

If your exam was already listed in the drop-down list, the date and time fields will be filled automatically. If you have arranged with your professor to take the exam at a different date or time, you can edit these fields.

PLEASE NOTE: if you schedule your exam for an alternate date or time, Professor approval will be required for the exam to occur.

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

ACCOMMODATIONS


- > **List Requests**
- > **Additional Accommodation Request Form**

Available Exam Dates ** :

Exam - Wednesday, September 18, 2024 (12:35 PM) ▾

Date * :

Hint: Please review: [Exam Scheduling Availability](#).

09/18/2024 

Time * :

2 PM ▾ 3:35 PM ▾

Services Requested (As Applicable) * :

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

☒ Distraction Reduced Testing Environment ☒ Extra Time 2.00x

☐ Scribe*

Total Exam Length:

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Select the accommodations you would like to be in place for the exam you are scheduling.

Curriculum

Events

IS

Agreements

Sent Emails)

ONS

Accommodation

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09/18/2024

Time *: 12 PM 35

Services Requested (As Applicable) *:

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

☒ Distraction Reduced Testing Environment ☐ Extra Time 2.00x

☐ Scribe*

Total Exam Length: 60 Minutes

Exam Ends At: 12:35 PM + 1 Hr 0 Min = 01:35 PM

Required Technology (If Applicable):

before the test that you remind the professor to

- On exam day, you must need to arrive at the test not provided by the professor (i.e., calculator, writing instrument)
- If, for any reason, you the testing center, please calling 440-775-5588 for

8

Click "ADD EXAM REQUEST"

add/drop full sem & 1st module

September 18

Winter Term Registration opens

October 03

1st Module: Deadline to withdraw

October 10

1st Module: Deadline to declare /NP

October 12

from Kippur

Closed All Day.

VIEW ALL >

SIGN OUT >

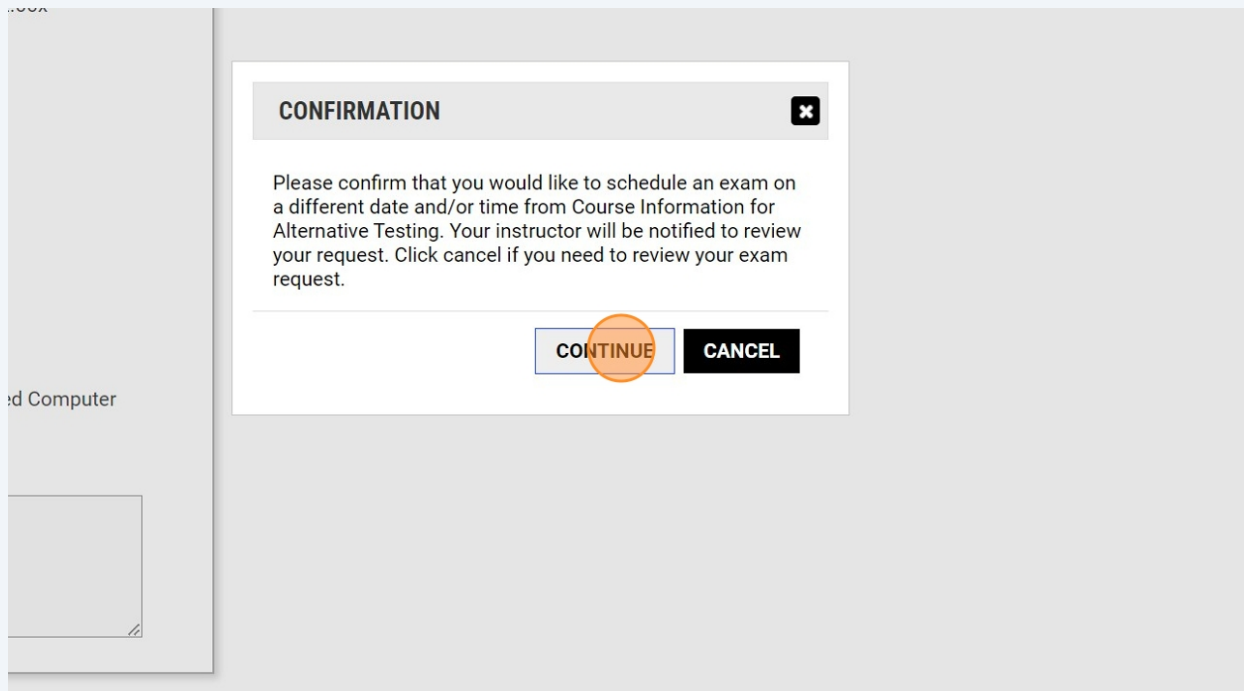
FORM SUBMISSION

ADD EXAM REQUEST >

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9

If you have entered a custom date or time, a notice will appear that you need to confirm. This notice states that if the date/time you requested does not overlap with the planned in-class exam, your professor will be notified for approval.



10

Click "MY DASHBOARD" to return to your ODA Online home page

