

How To Edit or Cancel an Exam Request in ODA Online

Editing an Exam Request

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 border and a red circle. The menu items are as follows:

- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- ACCOMMODATIONS**
- > List Requests
- > Additional Accommodation Request Form
- > **Alternative Testing** (highlighted)
- > Alternative Formats
- > Flex Plan
- > Notetaking Services

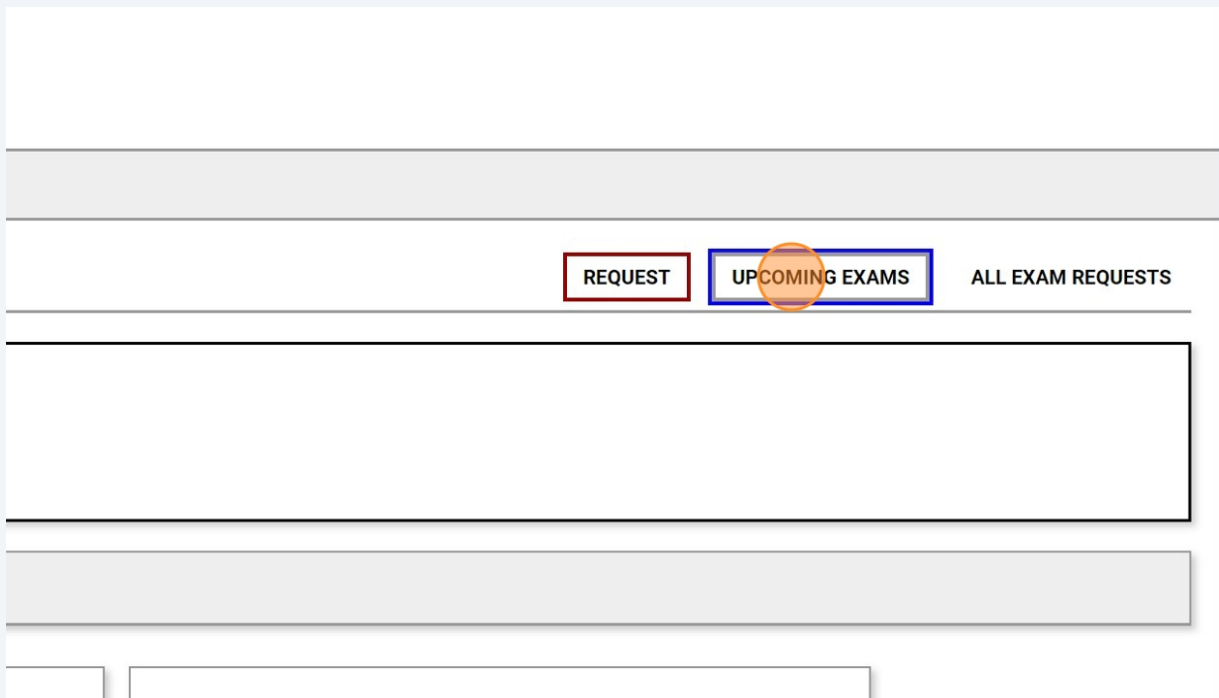
Below the menu, there is an 'IMPORTANT DATES' section with a calendar icon, listing 'September 10 Add/drop full sem & 1st module'.

On the right side of the page, there is a yellow banner with the text: 'contact our office at 440-775-5588 or oda@oberlin.edu.'

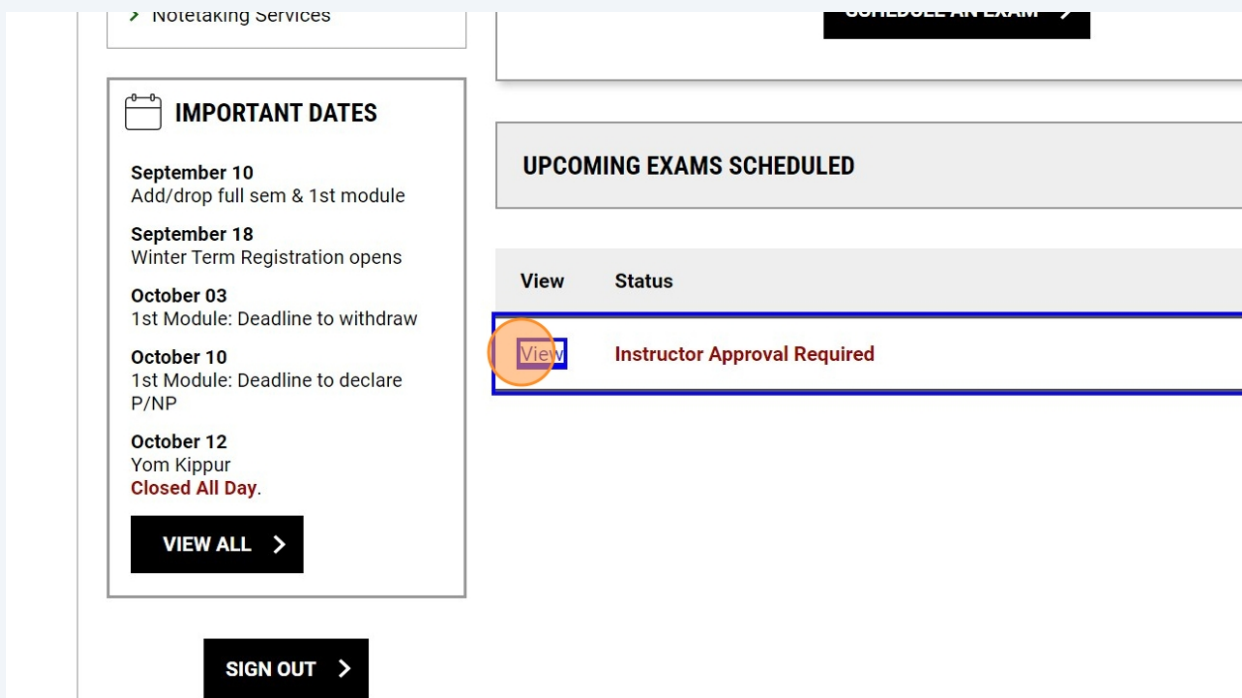
Below the banner is a 'GENERAL ANNOUNCEMENTS' section. Underneath, there is a section titled 'IN NEED OF ADDITIONAL ACCOMMODATIONS?' with the text: 'If your current accommodations are no longer meeting your needs, you are always welcome to request additional accommodations.' Below this, there are two red-bordered boxes containing text: 'To request an **ACADEMIC** accommodation, please use the **Additional Accommodation Request Form**.' and 'To request a **HOUSING** accommodation, please complete the [Housing Application](#).'

At the bottom of the right side, there is a section titled 'ODA ONLINE HAS BEEN UPDATED!' with the text: 'If you have any questions, please reach out to our office at 440-775-5588. You can also contact us via email at oda@oberlin.edu.'

2 Click "UPCOMING EXAMS"



3 If you need to EDIT a scheduled/requested exam, click "View" next to the exam you need to edit.



4

You can edit the request as needed to change exam type, date, time, or the accommodations you are requesting for that exam.

> 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**

> Alternative Testing

> Alternative Formats

Exam Type * :
Exam

Date * :
Hint: Please review: [Exam Scheduling Availability](#).
09/19/2024

Time * :
Select Select

Standard Length Of Exam (In Minutes) * : ?

Services Requested (As Applicable) * :
Hint: You are required to make a minimum of 1 selections.
 Distraction Reduced Testing Extra Time 2.00x

5

Click "ADD EXAM REQUEST" to save the changes

October 10
1st Module: Deadline to declare P/NP

October 12
Yom Kippur
Closed All Day.

VIEW ALL >

SIGN OUT >

Additional Note:

FORM SUBMISSION

ADD EXAM REQUEST >

ersion: 5.24.08.A - Licensed to Accessible Information Management, LLC. Copyright © 2010-2024 by Haris Gunadi. All rights reserved.

Cancelling an Exam Request

6

If you need to cancel a scheduled/requested exam, click "View" next to the exam you need to cancel.

The screenshot shows a user interface with a navigation menu at the top containing a link for 'Notetaking Services'. Below the menu is a 'SIGN OUT >' button. The main content area is divided into two sections. The left section, titled 'IMPORTANT DATES', lists several key dates: September 10 (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 P/NP), and October 12 (Yom Kippur, Closed All Day). A 'VIEW ALL >' button is located at the bottom of this list. The right section, titled 'UPCOMING EXAMS SCHEDULED', features a table with two columns: 'View' and 'Status'. A single row is visible with the status 'Instructor Approval Required'. The 'View' link in this row is highlighted with a blue box and a red circle.

7

Click "CANCEL EXAM REQUEST"

The screenshot shows a user interface with a navigation menu at the top containing three links: 'REQUEST', 'UPCOMING EXAMS', and 'ALL EXAM REQUESTS'. The 'REQUEST' link is highlighted with a red box. Below the menu is a large grey rectangular area. At the bottom of the page, there is a 'CANCEL EXAM REQUEST' button with a red circle and a downward arrow icon next to it. On the left side of the page, there is a partially visible text box containing the text: 'proved. If', 'ate', 'nsure you', and 'at late'.

8 Select the reason for the cancellation

A request will need to be re-approved. If the exam, it is considered a **late** request. Please make all reasonable efforts to ensure you are approved, but we cannot guarantee that late requests will be facilitated.

CANCEL EXAM REQUEST

If you would like to cancel this exam, please specify cancellation reason below:

Cancellation Reason *:

Select One 

CANCEL EXAM REQUEST 


9 Click "CANCEL EXAM REQUEST"


A request will need to be re-approved. If the exam, it is considered a **late** request. Please make all reasonable efforts to ensure you are approved, but we cannot guarantee that late requests will be facilitated.

CANCEL EXAM REQUEST

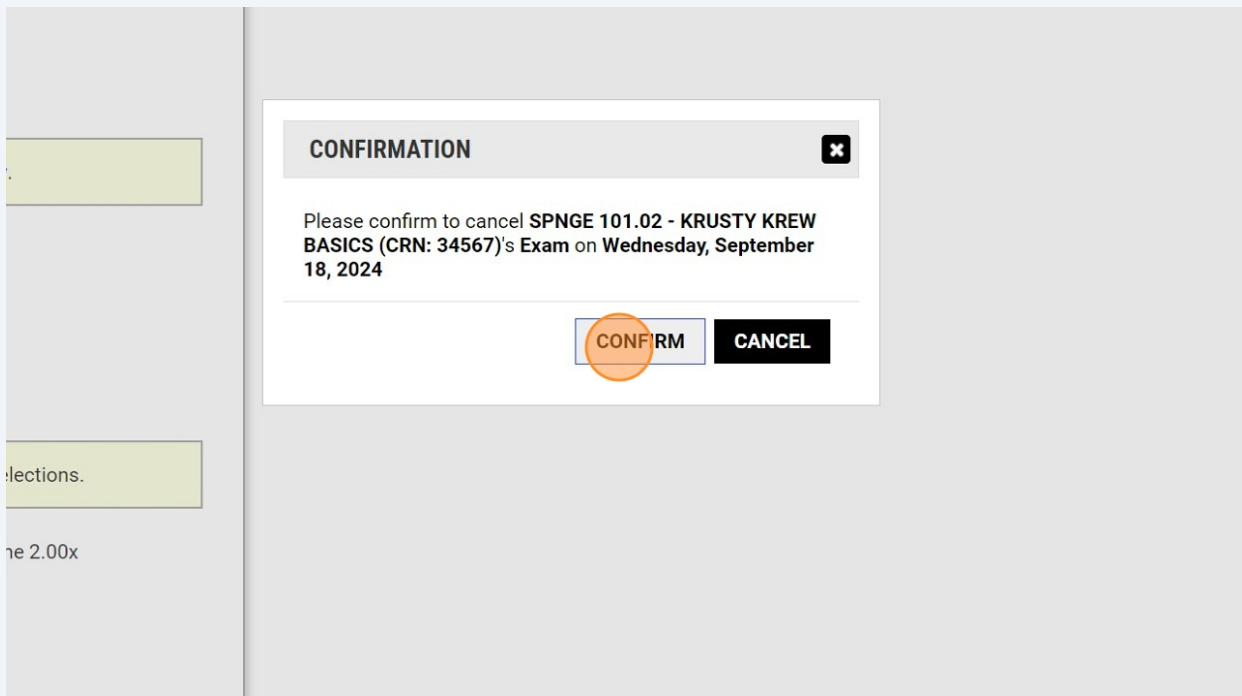
If you would like to cancel this exam, please specify cancellation reason below:

Cancellation Reason *:

Other 

CANCEL EXAM REQUEST 

10 Click "CONFIRM"



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

