Using AIM to Complete Testing Agreements (Faculty)

This guide provides text-based guidance on how to complete and view the Accommodated Testing Agreements for students to schedule testing with Testing Services. This guide is intended for faculty working with students with alternative testing accommodations and are registered with Disability Resources.

Testing accommodations are designed to remove barriers to the test-taking processes so that students with disabilities can demonstrate their true achievement or aptitude on tests and exams. The preferred method to provide exam or testing modifications is through your own testing environment. This allows the student to have access to you or your designee just as the other students would. If it is determined that you are not able to administer the test with the student’s accommodations met, a testing agreement must be completed before a student can schedule an accommodated test with Testing Services.

# Steps to Access the AIM Faculty Portal:

1. Navigate your web browser to the Disability Resources website at [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources).
2. Locate the two red buttons with white text on the left side under the navigation menus.
3. Click the “Faculty AIM Portal” button.
4. When directed enter your MyJaxState login credentials and login.
5. You will now be on your Student Portal Dashboard / Overview Page

# Steps for Marking a Course as “No Tests” or “I will Proctor the Exams”:

1. Login using the steps above and click “Alternative Testing” in the *Views and Tools* on the left navigational menu.
2. You are now on the Accommodated Testing Dashboard / Overview page. Locate the “Proctoring Your Own Exam” section on the page.
3. Select the course which you want to perform this action in the “Select Class” dropdown menu.
4. Select whether you will proctor your own exams or that the course does not have exams in the “Type” dropdown box.
5. Click “Confirm” to submit.

*Note: If you mark the course as either of these options in this section, it will remove it from the Accommodated Testing Agreement section and an agreement will not be required.*

# Steps for Completing the Alternate Testing Agreement:

1. Login using the steps above and click “Alternative Testing” in the *Views and Tools* on the left navigational menu.
2. You are now on the Accommodated Testing Dashboard / Overview page. Locate the “Alternative Testing” section on the page.
3. Select the course which you want to perform this action in the “Select Class” dropdown menu.
4. This will take you to the agreement form. Read over the instructions and reminders before proceeding.
5. Complete the remainder of the page by answering the series of questions. Questions with dropdowns, check boxes, and radio buttons will have an additional comments or noes box if such information is needed.
6. Enter the **regular class exam** lengths for each exam type (not the extended time for a student requesting extended time) and provide your contact information should the testing center need to contact you regarding the exam.
7. Click the “Submit Accommodated Testing Agreement” Button to submit the agreement.

*Note: Agreements should only be completed for courses with tests/exams and where the faculty member will not be proctoring those exams for accommodated students and require the assistance of Testing Services.*

If you have any questions or need additional guidance, please contact us via email at [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu) or call us at 256-782-8380.