

Student Reference

Using Accessible Learning Management (AIM)

Accommodated Testing
aka “Alternative Testing”

Viewing the Testing Agreement and
Scheduling to Take the Exam in Testing Services



JACKSONVILLE STATE UNIVERSITY

Office of Disability Resources
2nd Floor Houston Cole Library
P: 256-782-8380
E: disabilityresources@jsu.edu
O: www.jsu.edu/disabilityresources

the FRIENDLIEST CAMPUS *in the* SOUTH

What is “Accommodated Testing”?

Testing accommodations remove barriers to the test-taking process, so students registered with Disability Resources are able to demonstrate their true aptitude or achievement.

These are changes to the regular testing environment and may include auxiliary aids and services. They do not change the content or skills that a test measures.

JSU uses the **AIM Student Portal** to provide students with an easy-to-use system which allows you to schedule accommodated testing directly with Disability Resources and Testing Services.

SPECIAL NOTE!

- This guide assumes that you are approved for testing accommodations, have already requested your accommodations through the portal, and your course faculty have completed the Accommodated Testing Agreement.
- If you have not yet requested your accommodations or you have not met with your instructor to complete the Accommodation Testing Agreement, you will not be able to perform the actions in this guide.
- If you are unsure, contact your Disability Specialist.

Accessing the Alternative / Accommodated Testing Module

To Do Reminder: On the right-hand side, you will see the “Important Messages”. In this case you can see that you have an item to address and it letting you know that you have not yet scheduled any exams with the testing center.

Alternative Testing: To access your testing agreements completed by your instructor and be able to schedule your exam with the Testing Center, click “Alternative Testing” under the My Accommodations Menu on the left.

Update Preference

- Home
 - My Dashboard
 - My Profile
 - Request for Appointment
 - SMS (Text Messaging)
 - Additional Accommodation Request Form
 - My Mailbox (Sent E-Mails)
 - Housing Accommodation
- My Accommodations
 - Information Release Consents
 - My Eligibility
 - List Accommodations
 - Course Syllabus
 - Alternative Testing
 - Alternative Formats
 - My Documents
 - My E-Form Agreements
 - My Signup List

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:**
 - ODR 101.01 - Introduction To Aim**
 - Alternative Testing: You have not scheduled any exams for this

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.

Important Note: Your notification letter will be listed below if we have sent them to you. If you have any questions or concerns, please contact the Testing Center.

Select Class:

SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTUI)

Summer 2023 3 View	Fall 2023 1 View
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Viewing Completed Agreements and Scheduling Exam Proctoring

Need to Schedule Exams?: Courses with completed Accommodated Testing Agreements will be listed in this box. You can only schedule an exam for courses with completed agreements. To view the agreement, select the course and click “View Accommodated Testing Agreement.” To schedule and exam, select the course and click “Schedule Exam.”

List of Scheduled Exams: To find a list of the exams which have been scheduled, the details of what accommodations you requested for the exam, and the date, time, and location of where it will be can be found under “Upcoming Exam Request(s) for the Current Term.”

Faculty Proctored Exams: Your instructors may state that they will accommodate your requests in class and proctoring in the testing center is not required or that you have no exams in the class. Those courses where the professor will proctor the test are listed under “I Will Proctor My Own Exams”

ALTERNATIVE TESTING

Accommodated Testing Agreement(s)

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

If you do not see your course listed, this means that your **Accommodated Testing Agreement** HAS NOT BEEN COMPLETED and you are unable to schedule accommodated testing with the Testing Center at this time.

Please reach out to your instructor regarding your testing accommodations and contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class:

[Schedule an Exam](#)

[View Accommodated Testing Agreement](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

ODR 101.01 - Introduction To Aim

[View Other Exams](#)

Quiz - Wednesday, July 12, 2023 - 11:00 AM - 11:45 AM (45)

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

Status: **Approved** Location: **TBD**

Approved Accommodation(s):

- Extra Time 1.50x
- Reduced Distraction Environment

Required Technology:

- JAWS

Request Entered on Saturday, July 08, 2023 at 04:06:40 PM



I WILL PROCTOR MY OWN EXAMS

We are not able to schedule your exam at this time. Your instructor has agreed to proctor your exam. If this is not correct, please contact your instructor before contacting our office.

- SW 510.001 - Social Welfare Programs

Anatomy of the Accommodated Testing Agreement

ALTERNATIVE TESTING

CLASS: ODR 101.01 - Introduction To Aim

[Back to Overview](#)

[Schedule an Exam](#)

Need to Modify Your Contract?

If you need help to modify your accommodated testing agreement, please contact our office during business hour.

Accommodated Testing Agreement Status

Status: **Active**

Confirmed: **Confirmed**

Confirmed Date: **07/09/2023 at 04:09 PM**

Accommodated Testing Agreement

1. **Please select approved testing tools for the entire class. No unauthorized materials that are not listed as part of this agreement or the approved accommodation plan are permitted in the testing environment without instructor approval. (Note: Cell phones, purses, backpacks, and other personal items will be collected by proctor.) *** (Selection is Required)

Answer:

- o Open Book
- o Note Card / Crib Sheet (Specify size below)

2. **This test is administered using the following: *** (Selection is Required)

Answer:

- o Canvas (Instructor has ensured the appropriate settings are made in the platform for the approved accommodations).

3. **If clarification is needed during the exam, the following is permitted to ensure equitable grading: *** (Selection is Required)

Answer:

- o Answer the question and email the instructor or stop by the instructor's office after the test.

4. **How will the test exam get to the Testing Center? ***

Answer:

The exam has been placed in Canvas or other LMS for the student to access.

Course Title: The course which you selected is located at the top. Under this you have two buttons. *Back to Overview* will take you the previous screen. *Schedule an Exam* will take you to where you can submit a request to the Testing Center.

Agreement Status: The current status of the agreement is located under "Accommodated Testing Agreement Status. This will show you the status, confirmation, and the date it was confirmed.

Agreement Details: The agreement for this exam is outlined below. This provides details of how the test will be administered, the length of the test, and how the test will be transmitted back and forth to the testing center.

Scheduling an Exam

Review the Terms and Conditions: Please read the terms and conditions of scheduling an exam in their entirety. This section will outline the approved testing agreement for the exam. If you have any questions, contact your instructor or specialist before booking an appointment.

Course Schedule: The Class Schedule(s) and Location(s) section specifies the meeting dates and times of your impacted courses. This is an information only section and no actions are needed.

Exam Request: Please complete the Exam Details section by selecting the type of exam, your requested date and time to take the exam, and the accommodations/technology you are requesting to take the exam. You can also enter any additional notes for the Testing Center in the additional note box. When complete, click "Add Exam Request" to submit your request.

CLASS: ODR 101.01 - Introduction To Aim (CRN: 00001X)



TERMS AND CONDITIONS OF SCHEDULING EXAM

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

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

[View: Exam Schedule Availability](#)

- Thank you for submitting an exam request. As a reminder:
 - Scheduling is on a first-come, first-serve basis during the Testing Center's operational hours and is based on availability.
 - Afternoon scheduling is subject to change on days when the Houston Cole Library closes early.
 - An accommodated testing agreement must be submitted before the test can be scheduled.
 - Accommodated tests must be scheduled in advance. Walk-ins are not permitted.
 - Hooded Shirts/Pockets, watches, ball caps, electronic devices are not allowed in the testing room. You will be asked to remove

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MWF	09:00 AM	10:00 AM	Not Specified	Not Specified

Exam Detail

Accommodated Testing Agreement Type: **Accommodated Testing Agreement**

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) *

Extra Time 1.50x

May Use Testing Center For Proctoring

Need assistance?

Any of your Disability Resource team members are happy to help get you going.

Office of Disability Resources

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- Email us at disabilityresources@jsu.edu
- Visit us online via www.jsu.edu/disabilityresources

We are also available for your unit meetings or provide one-on-one assistance.



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