

## **AIM Instructor Portal Access: Alternative Testing Module**

### **Instructor Uploading an Exam**

After the Instructor receives the Accommodation Letter, if the student has Alternative Testing as an accommodation, the Instructor clicks on the AIM generated link in the Accommodation Letter to take them to their **SAS Testing Centre Agreement**.

It is required that the Instructor fills out the **SAS Testing Agreement** to inform the SAS Testing Center of the following:-

- i. Equipment needs for the student during the Exam
- ii. Whether the student is required to take the Exam as the rest of the students in the class or they can get alternate timings
- iii. Method the Instructor will be delivering the Exam to the SAS Testing Centre (either through AIM or in person)
- iv. Method the SAS Testing Center is to return the completed test to the Instructor (either Instructor's pigeon hole or uploading onto AIM)
- v. Amount of time for the Exam
- vi. Any other information

**The SAS Testing Center Agreement is filled out by the Instructor once per Course per Semester**

**Important: Students will not be able to schedule exams with the SAS Testing Center before their Instructor fills out the SAS Testing Center Agreement.**

Under **Instructor Overview>Students Who Requested Accommodations**, in the **View Column**, for each student with Alternative Testing as an accommodation, if the Instructor has filled out the SAS Testing Center Agreement, it will say **View**. If the Instructor has not filled out the SAS Testing Center Agreement, it will say **Specify**. After the Instructor completes the SAS Testing Center Agreement, the next step is submitting **Exam Dates** and **Uploading the Exam**.

The Instructor should:

- i. Click on the **Alternative Testing** module
- ii. Select the link to the **Number of Courses without Exam Dates**
- iii. For the class the Instructor wishes to add exam dates, select **View/Modify Course Instruction**

- iv. Select **List Exam Dates** from the top menu
- v. Add **Exam Details**
  - a) Select the Type of Exam
  - b) Select the Date of the Exam
  - c) Indicate whether there is a grace period within which the student can schedule and take the Exam
  - d) Indicate the Standard Length of the Exam in Minutes
  - e) Confirm that the SAS Testing Agreement is filled out
  - f) Upload the Exam File

**Important: The Instructor is required to fill out Exam dates in order for the Student to Schedule Exams with the SAS Testing Center**

**Instructor Accessing and Downloading the Completed Exam in AIM**

If the Instructor specified in the SAS Testing Center Agreement that they would wish to have the SAS Testing Center submit the students' completed Exam through AIM:-

- i. Login by clicking on [Instructor Portal](#) or the Instructor login link in the student's Accommodation Letter. **Use your MyCOM Username and Password to login.**
- ii. Click on **Alternative Testing**
- iii. Click on **Completed Files** Tab
- iv. Read the **COM SAS Alternative Testing Agreement**
- v. Scroll down to access and download the Completed Exams from the SAS Testing Center for each individual student