Faculty Instructions for AIM

The faculty will have three actions to complete in the accommodated testing process. All actions will be completed using links from emails. There is no system to log into for faculty.

Testing Agreement

Where to Find the Link to the Testing Agreement

The link to complete the testing agreements is in the Office of Disability Services (ODS) email with “Notification of Disability Accommodations” in the subject. The link will be in a red box toward the bottom of the message.

TXST Testing Agreement Instructions

To use a TXST testing center at either San Marcos (ATSD) or Round Rock (TCRR):

Review and submit your Testing Agreement (TA) to provide the testing center your instructions to administer your exams. You only need one TA per class. Your TA is required prior to approval of appointments and to administer exams.

If you need support, please contact the appropriate testing center.

You may access the Testing Agreement for this class at this single use link: TXST Testing Agreement [or copy and paste the following link to your browser: https://hood.accessiblelearning.com/TXSTabs?TestingAgreement.aspx?tid=10482&CID=38475&Key=HR]?

San Marcos Campus

Academic Testing for Students with Disabilities: ATSD
Commons Hall, 218
atst@txstate.edu or 512.245.7826
ATSD Website

Round Rock Campus

Testing Center, Round Rock: TCRR
Avery Building, Room 209
rrr-testing@txstate.edu or 512.716.4020
TCRR Website

Key Points to Remember

➢ Submitted once at the beginning of the semester
➢ Must complete one testing agreement per section of each course
➢ No edits can be made by faculty – any changes should be emailed to the appropriate testing center (ATSD/TCRR)
➢ ATSD & TCRR can copy agreements from one section to another – email us if you prefer this option rather than re-entering information
Completion Options

Option 1: Select to Proctor your own exams or that your course has no exams.

- Students will NOT be able to submit requests for exams at ATSD or TCRR.
- Use the yellow box to select the option and click confirm.
- A confirmation page will come up after clicking confirm.
- If you select this and need to change your selection, please contact the testing center.

Confirmation Message

You have indicated that you and your student(s) have agreed to have you or your department provide accommodated testing for this class.

You do NOT need to complete the Testing Agreement and the student will NOT be allowed to submit an exam request to the testing center for this class.

If you need to change this selection, please contact the appropriate testing center for assistance.

Option 2: Complete the testing agreement by answering the questions.

- Ignore the yellow box.
- Answer the remaining questions.
- ATSD & TCRR will use the information to approve and plan for exams.
- Students will see specific questions, such as the exam dates when they submit requests.
• Instructor contact information will NOT be shared with the student.
• Questions may change between semesters.
• The time at the end of the testing agreement should be the amount of time for the class without extended time. AIM will automatically calculate the extended time based on the amount entered and the student’s accommodations.

1. How will you submit assessments to the testing center?
   - Upload the exam into the Accessibility Information Management (AIM) system at least 24 hours before the test date. Link will be provided in email notification.
   - Email the exam to the appropriate testing center at least 24 hours before the test date.
   - Deliver a hardcopy to the appropriate testing center at least 48 hours before the test date.
   - The exam will be online in Canvas or other site. Specify site (Specify Below)
   - Other (Specify Below)

Additional Note or Comment


2. Will codes be required for administration of your assessments? *
   - No
   - Yes

   Additional Note or Comment

3. Select any software, apps, technology, or technical components used for assessments. e.g. SPSS, MP3 file, Word
   - NONE
   - Listening component (Specify Below)
   - Video component (Specify Below)
   - Access to a website (Specify Below)
   - Access to specific software e.g. SPSS, Word, Excel (Specify Below)
   - Other (Specify Below)

   Additional Note or Comment

4. TEMC requests you provide a cell number or email which will allow an immediate response during an exam should we need to contact you. If your student needs clarification or has an exam difficulty during testing, how would you like it to be handled?
   - Call me at cell number provided (Specify Below)
   - Text me at cell number provided (Specify Below)
   - Email me at address provided (Specify Below)
   - Contact my Co-Instructor - Who and How to contact (Specify Below)
   - Other (Specify Below)

   Additional Note or Comment

5. Do you have any additional information or directions for the testing center? *
   - No
   - Yes (Specify Below)

   Additional Note or Comment
6. **List all Quizzes and indicate date/date range and allowed start time for each quiz. Quiz start times for San Marcos: M-F at 8AM, 11AM, 2PM, 3PM or on T/W also at 5PM. Quiz start times for Round Rock: M-F at 8:30AM, 10:30AM, 12:30PM or 1:30PM.**

7. **List all Exams and indicate date/date range and allowed start time for each exam. Exam start times for San Marcos: M-F at 8AM, 11AM, 2PM, 3PM or on T/W also at 5PM. Exam start times for Round Rock: M-F at 8:30AM, 10:30AM, 12:30PM or 1:30PM.**

8. **For the Final indicate date and allowed start time. Final start times for San Marcos: 8AM, Noon, 4PM. Final start times for Round Rock: 8AM or 12:30PM.**

### Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations:

- **Final** 150 Minutes
- **Quiz** 15 Minutes
- **Standard Exam** 80 Minutes

### Additional Information

- **Instructor Phone Number:** 1231231236
  Hint: Enter 10-digit number only.

- **Additional Note:** Test

**Confirmation Screen After Completion of Testing Agreement**
Email Confirmation of Testing Agreement

RE: [ODS] TXST Testing Agreement for TEST 100.001 - TEST COURSE (CRN: X0001)

From: TXST - Office of Disability Services<notification@messaging.txstate.edu>
Sent: Friday, August 13, 2021 2:05 PM
To: Harris Gumadi <harris.gumad@gmail.com>; Harris Gumadi <harris.gumadi@gmail.com>
Cc: BRC-Testing <brc-testing@txstate.edu>
Subject: [ODS] TXST Testing Agreement for TEST 100.001 - TEST COURSE (CRN: X0001)

This email was copied to:
- harris.gumadi@gmail.com
- harris.gumadi@gmail.com
- brc-testing@txstate.edu

Class: TEST 100.001 - TEST COURSE (CRN: X0001)
Student: Customer Support
Type: TXST Testing Agreement v0
Status: Confirmed

Your testing agreement has been submitted and will be applied to all students with testing accommodations for this class.

The agreement is considered active unless modifications are requested. If you need to update or make changes to this testing agreement, you may do so by contacting the appropriate testing center.

Additional information:

Disputing Exam Requests

Where to Find the Link to Dispute Requests
The link to dispute a request is located on the emails that a student submitted a request for an exam and that an exam has been approved.

**Key Points to Remember**

- This step is optional; use only if you disagree with the test date/time.
- ATSD & TCRR will approve requests based on the testing agreement instructions.
- The link is specific to one single request.

**Screenshot of the Approval Email with the Link to Dispute Highlighted**

Please ensure that the assessment, any additional instructions/codes, or testing files are sent to the appropriate testing center at least 24 hours prior to this exam date.

**Exam Instructions & Upload**

*Where to Find the Link to the Exam Instructions & Upload*
The link to enter the exam instructions and upload the exam are on the emails when a student submits a request for an exam, when an exam is approved, or on the reminder email.

Key Points to Remember

- Submitted for each assessment
- Can be applied to all students in the course section
- Link can be reused to update exam files, as needed
- Uploads are one at a time, but multiple files can be uploaded for one exam
- Select “Yes” on the Same Exams for Everyone question on the upload screen to apply the exam file and instructions to all students in the course section
- Questions may change between semesters

Exam Instruction & Upload Screen
Exam Instruction Screen
Please provide your instructions and any codes for your assessment so we may proctor your student for this specific appointment request. Please note this information is only seen by testing center staff. If you have any questions, please contact the appropriate testing center. You may upload this document to the same link you used to uploaded the the exam.

### Additional Exam Instructions

1. **Name of Assessment i.e. Quiz 2 or Exam 4 or Exam 1 Makeup or Final**

   

2. **Date or Date Range for Taking the Assessment i.e. July 6 or July 30 - Aug 2**

   

3. **Indicate preferred Start Time. Start time may change due to student class schedule or availability of Testing Center resources. Please note tests may begin only at times indicated below for each campus and exam type.**

   - [ ] San Marcos- Quiz or Exam on M-F: 8AM
   - [ ] San Marcos- Quiz or Exam on M-F: 11AM
4. **Indicate Administration Method**
   - Paper/Pencil
   - Canvas
   - Online-Specify Site/Program (Specify Below)
   - Other (Specify Below)

   **Additional Note or Comment**

5. **Indicate time allowed in class for this exam. Give in Minutes WITHOUT Extended Time. i.e. 40 min or 90 min. AIM calculates extended time for only the appointment. Note for online exams or exams in Canvas you still need to set the extended time in the exam parameters in Canvas.**

6. **Passcodes i.e. Starting Code or Restart Code**
   - None
   - Start Code (Specify Below)
   - Restart or Universal Resume Code (Specify Below)
   - Other Code (Specify Below)

   **Additional Note or Comment**

7. **Indicate Assessment Answer Method and/or Answer Form**
   - Will Answer at Online Site or Canvas
   - May Write on Exam
   - May Use Additional Paper to Answer
8. Select any software, apps, technical components, or technology needed for your exam. e.g. SPSS, Word, Excel, MP3 file.
   - None
   - Listening component (Specify Below)
   - Video component (Specify Below)
   - Access to website (Specify Below)
   - Access to software (Specify Below)
   - Other (Specify Below)

   Additional Note or Comment

9. Please indicate materials allowed during the assessment.
   - Nothing
   - Scratch Paper/White Board
   - Own Laptop & Charger
   - Any Calculator
   - Own Calculator-specify type (Specify Below)
   - Basic 4-FN Calculator
10. Indicate Method of Return for Completed Assessment.

- Exam is Online No Return Required
- Both Campuses: All Materials Picked Up by Myself or My Designated Person-Specify Person (Specify Below)
- San Marcos Only: All Materials Couriered to Department-Specify Who & What Location (Specify Below)
- Round Rock Only: Scan and Email Testing Materials to Me and Destroy Original Once Verified Received
- Round Rock Only: Scan and Email, then courier originals to Department Specify Who & What Location (Specify Below)
- Other (Specify Below)

Additional Note or Comment

11. Indicate who and how to reach someone for an immediate response during the assessment if a student has a question or exam difficulties.

- Self
- Co-instructor
- Other Person- specify who (Specify Below)
- Call- specify cell number (Specify Below)
- Text- specify cell number (Specify Below)
- Email- specify email (Specify Below)
- Other (Specify Below)

Additional Note or Comment

12. Indicate any other instructions for this assessment.

- None

Uploading the Exam Screen
SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

UPLOAD INSTRUCTION

- If you are scanning your document at 150 - 300 dpi as resolution.
- Upload one file at a time and the maximum allowable file size is 20 MB per upload.
- View: Acceptable File Types.

File Information

Class: TEST 200.002 - FAKE COURSE BY HARIS (CRN: X0002)

Exam File Note (Optional):

Same Exams for Everyone: No

Note: Select Yes, if you would like us to use this file for all students that have scheduled exams for this same day and section.

Select File: Browse... No file selected.

Upload Exam  Back to Previous Page

Confirmation of Exam File Submission

[ODS] NEW Exam File Submitted

TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>
To: Academic Testing for Students with Disabilities; PAC Testing; Hampshire, Alexandra Z

This email was copied to:
- atds@txstate.edu
- pac-testing@txstate.edu
- ahp6@txstate.edu

Thank you for uploading your assessment!

You may also use the exam upload link to send testing material files and the exam instruction document. Or you may provide your instructions and files to the appropriate testing center by email.

Class: [REDACTED]
Student(s): [REDACTED] (Email: [REDACTED])
Exam Date: 10/22/2021
Exam Time: 11:00 AM
File Title/Note: Not Specified
File Name: F21 Unit Exam 2_Form 1.pdf
File Type: application/pdf
File Size: 266 KB

San Marcos Campus
Academic Testing for Students with Disabilities: ATSD Commons Hall, G18
atds@txstate.edu or 512.245.7050
ATSD Website
Reference Code: 177