Student Instructions Using the AIM Testing Module
Overview of the AIM Process

1. Student receives Office of Disability Services (ODS) accommodations.
2. Students select which accommodations they will use in each class. This generates the ODS letter with testing agreement on the bottom of it. The instructor is responsible for completing the testing agreement.
3. If student select alternative testing as an accommodation, they can use the alternative testing module.
4. Student submits an exam request using the AIM alternative testing module. They will use their syllabus to request exams on the dates specified. The instructor will receive an email regarding the request with an option to dispute the request, if needed.
5. The instructor will complete the instruction sheet before each exam and upload the exam.
6. Student takes exam.
7. Exams is returned to the instructor.
Student receives accommodations from the Office of Disability Services (ODS)

- Students will select which accommodations they will use for specific classes.

- If a student has testing accommodations, they would select the box labeled “alternative testing”. They are then able to take their exam at the Academic Testing for Student with Disabilities (ATSD) office.

- After the request is submitted, ODS will review and send the accommodation letter.

- See the instructions “Submitting Requests for Accommodation Letters in AIM” for details about this step.
Students will go to the ATSD Testing System Link page and select ACC 2362 (Intro to Mgrl Acc) Students (Instructors Hampshire and Davidson)
Students will submit an exam request using the AIM Testing Module

1. The student signs into the AIM system.

2. On the left side, the student would click on the “Alternative Testing” section.
Student will select which class they want to take exam and select “Schedule an Exam.”
Exam Request/Exam Detail

• The Exam Detail must be complete in order to take an exam at ATSD.
• Refer to your syllabus for exam dates and times.
• Also check the Exam Schedule Availability which is in the Exam Detail.
• Make sure you complete all the information of the Exam Detail.
• Students have the option on which accommodations they will use at the testing center. It is in Exam Detail under “Services Requested”.
  
  * It is important to select Extra Time on exams.
  * If you do not select an accommodation such as the use of Kurzweil, it will not be provided.
• Once completed student will select the “Add Exam Request” located below Exam Detail.
### Class Schedule(s) and Location(s)

<table>
<thead>
<tr>
<th>Days</th>
<th>Time Start</th>
<th>Time End</th>
<th>Date Range</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>09:00 AM</td>
<td>10:00 AM</td>
<td>01/01/2021 - 12/23/2021</td>
<td>Old Main 227</td>
</tr>
</tbody>
</table>

#### Exam Detail

**TXST Testing Agreement Type**: TXST Testing Agreement Version 4

**Request Type**: Standard Exam

**View**: Exam Schedule Availability

**Campus Location**: San Marcos

Select the location you will take your exam, either ATS-San Marcos or TBB-Round Rock.

**Date**: [Select]

Hint: Enter date in the following format Monthly/Day/Year (i.e. 12/31/2010).

**Time**: [Select]

#### Services Requested (As Applicable)

- [ ] Braille Versions of Exams and Quizzes
- [ ] Extra time (2.0x) for exams and quizzes containing calculations
- [ ] Reduced Distraction Environment
- [ ] Use of Closed-Circuit Television (CCTV)
- [ ] Use of Computer with Screen Magnification Software (ZoomText)
- [ ] Use of Computer with Screen Reader Software (JAWS/NVDA)

**Additional Note**: [ ]

[Add Exam Request] [Back to Testing Requests Overview]
If fields are missing information, you will receive an Incomplete Fields message.
Once the Exam Detail is entered correctly you will see the system update is successful on the top of the page.
Successfully submitting an exam request does not guarantee approval. You will receive an email which explains the next steps.
[ODS] Action Required: Exam Scheduled without Testing Agreement

This email was copied to:

- haris.gunadi@dsaim.com
- atsd@txstate.edu
- rrc-testing@txstate.edu

Thank you for submitting your testing request!

Your instructor must submit a Testing Agreement before we can review your request. Please discuss this with your instructor.

When a Testing Agreement is submitted you will be notified of the status of your request.

Student: Customer Support

Class: TEST 200.002- Fake Course by Haris (CRN: X0002)

Email: haris.gunadi@dsaim.com

Instructor(s): Terry Kelly, Haris Gunadi

Exam Type: Quiz

Date: 08/27/2021

Time: 08:15 AM

Approved Accommodation(s):

- Extra Time 1.5x
Once the test request is approved by the testing center, the student will receive this approval.

Dear Student,

Request for Class: FAKE 300.001 - TESTING CLASS ROUND ROCK (CRN: 2222)

Your request to schedule your test has been approved.

Please note that although your scheduling has been approved, you or your instructor may be contacted by testing center staff to discuss options for this request if we are at seating capacity for the date/time you selected. If this occurs we will work to find other options for your exam.

If you have any questions, please contact the appropriate testing center.

Best Regards.

Status: Approved

Student: Popeye The Sailor (School ID: 333333333)

Class: FAKE 300.001 - Testing class Round Rock

Campus Location: San Marcos

Exam Type: Final

Date: Thursday, August 05, 2021

Start Time: 08:00 AM

End Time: 11:45 AM (225)
To reschedule request, the student will login to AIM System. The student will go to Alternative testing, locate the Upcoming Exam Requests section, then select Modify Request on the exam to be changed.
The student can select Modify Request and then change the date and time. The status will change from approved to processing.
To cancel a request
A warning populates at the top of the page. Student can select to not cancel or confirm the cancellation.
Questions?

Email: atsd@txstate.edu

Phone: 512-245-7856