


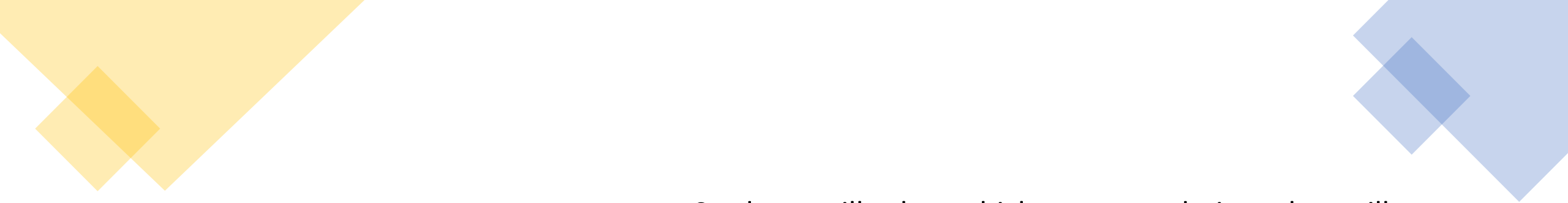


Student Instructions Using the  
AIM Testing Module




# 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 selects 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 are 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.
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Students will go to the ATSD Testing System Link page and select ACC 2362 (Intro to Mgrl Acc) Students (Instructors Hampshire and Davidson)

Academic Services

# Testing Evaluation and Measurement Center (TEMC)


Home About People Our Services Resources Related Links

Texas State > Academic Services > Testing Evaluation and Measurement Center (TEMC) > Our Services > Academic Testing for Students with Disabilities > ATSD Testing System Link

## ATSD Testing System Link


### Important Reminders for Submitting Requests

- Requests for regular in-class assessments must be submitted by 5 PM at least three business days before the requested scheduled date.
- **Students should submit all assessment requests as soon as syllabi are received in order to avoid missing the three business day deadline.**
- By submitting requests, students agree to abide by the ATSD [Student Testing Guidelines](#), Texas State [Academic Honor Code](#) and [Code of Student Conduct](#).





[Expand](#)

All Students except ACC 2362 with Instructors Hampshire and Davidson
<b>ACC 2362 (Intro to Mgrl Acc) Students (Instructors Hampshire and Davidson)</b>
Faculty



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 AIM Display

**Login as User Feature**


[Back to My Profile](#)

**Home**

- > My Dashboard
- > My Profile
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > Course Syllabus
- > **Alternative Testing**
- > Alternative Formats
- > My E-Form Agreements

 Any questions or concerns? Use the following contact information:  
Phone: (512) 245 - 3451  
[Send an Email](#)

## ALTERNATIVE TESTING

**TXST Testing Agreement(s)**

Below is the list of all TXST Testing Agreement(s) submitted through the system. You can still request exams even if there is no TXST Testing Agreement specified.

Select Class:

[Schedule an Exam](#) [View Alternative Testing Detail](#)

## UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

**AIM 101.001 - Testing Out The Testing Module** [View Other Exams](#)

**Standard Exam - Friday, August 20, 2021 - 08:15 AM - 10:15 AM (120)** [Modify Request](#) [Cancel Request](#)

Status: **Processing**

Campus: **Round Rock**

Approved Accommodation(s):

- Extra time (2.0x) for exams and quizzes containing calculations
- Reduced Distraction Environment
- Use of Computer with Screen Reader Software (JAWS/NVDA)

Request Entered on Tuesday, August 17, 2021 at 08:33:18 AM

Student will select which class they want to take exam and select “Schedule an Exam.”

#### ALTERNATIVE TESTING

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##### TXST Testing Agreement(s)

Below is the list of all TXST Testing Agreement(s) submitted through the system. **You can still request exams even if there is no TXST Testing Agreement specified.**

Select Class:  ▼

[Schedule an Exam](#)

[View Alternative Testing Detail](#)

# 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)

Days	Time Start	Time End	Date Range	Location
MWF	09:00 AM	10:00 AM	01/01/2021 - 12/25/2021	Old Main 227

#### 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 ATSD-San Marcos or TCRR-Round Rock.

Date \*:  

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

Time \*: **Select** ▾ **Select** ▾

#### Services Requested (As Applicable) \*


- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Braille Versions of Exams and Quizzes              | <input checked="" type="checkbox"/> Extra time (2.0x) for exams and quizzes containing calculations |
| <input checked="" type="checkbox"/> Reduced Distraction Environment                    | <input checked="" type="checkbox"/> Use of Closed-Circuit Television (CCTV)                         |
| <input type="checkbox"/> Use of Computer with Screen Magnification Software (ZoomText) | <input type="checkbox"/> 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

 **INCOMPLETE FIELDS**

There was a problem processing your request. Please check the following field(s):


- Date:** You are required to enter a valid date (for example: 12/31/2010).

**Exam Detail**

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

Request Type\*: **Standard Exam** Exam Schedule Availability"/>

Campus Location\*: **San Marcos**  
Select the location you will take your exam, either ATSD-San Marcos or TCRR-Round Rock.

Date\*:    
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time\*: **Select**

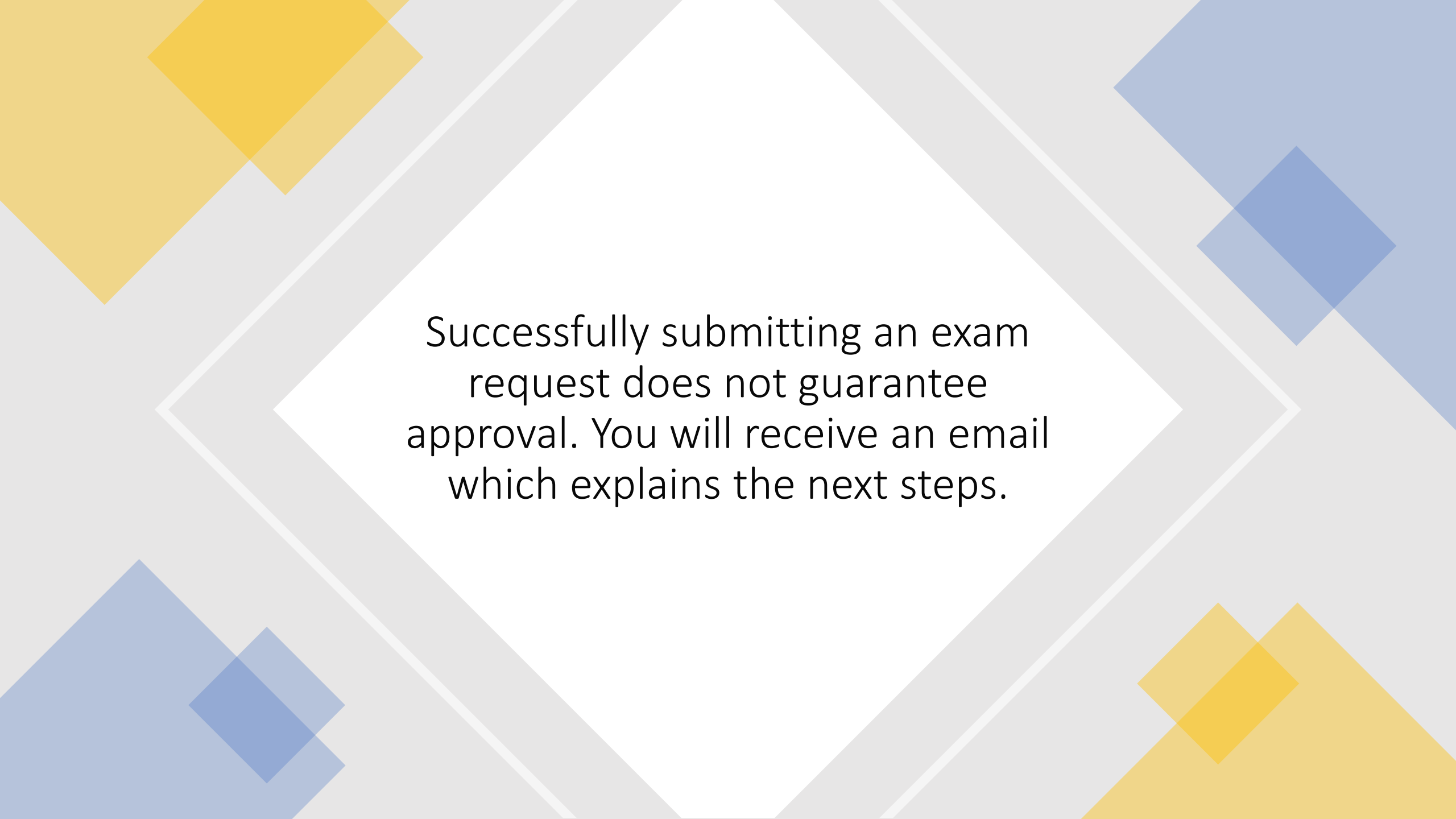
**Services Requested (As Applicable)\***

<input checked="" type="checkbox"/> Braille Versions of Exams and Quizzes	<input checked="" type="checkbox"/> Extra time (2.0x) for exams and quizzes containing calculations
<input checked="" type="checkbox"/> Reduced Distraction Environment	<input checked="" type="checkbox"/> Use of Closed-Circuit Television (CCTV)
<input type="checkbox"/> Use of Computer with Screen Magnification Software (ZoomText)	<input type="checkbox"/> Use of Computer with Screen Reader Software (JAWS/NVDA)

Additional Note:

Once the Exam Detail is entered correctly you will see the system update is successful on the top of the page.

The screenshot displays a web application interface with a dark header bar containing 'My Dashboard' and 'Proctor'. Below the header, a breadcrumb trail reads 'Home >> My Dashboard >> Exam Request'. The main content area is titled 'EXAM REQUEST' and includes navigation links: 'List All Exams', 'View Agreement', 'Exams for the Current Class', and 'Add Exam Request'. A prominent green checkmark icon is followed by the text 'SYSTEM UPDATE IS SUCCESSFUL'. Below this, a message states 'The system has successfully processed your request.' At the bottom of the main content area, a grey box displays 'CLASS: AIM 101.001 - Testing Out The Testing Module (CRN: FAKE)'. On the left side, there is a sidebar with a 'Login as User Feature' section containing a 'Back to My Profile' button, and a 'Home' section with links to 'My Dashboard', 'My Profile', and 'My Mailbox (Sent E-Mails)'.



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



TXState - Office of Disability Services <notification@messaging.ods.t

To  Customer Support

Cc  Academic Testing for Students with Disabilities;  RRC-Testing

Reply

Reply All

Forward



Fri 8/13/2021 3:16 PM

This email was copied to:

- [haris.gunadi@dsaim.com](mailto:haris.gunadi@dsaim.com)
- [atsd@txstate.edu](mailto:atsd@txstate.edu)
- [rrc-testing@txstate.edu](mailto: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](mailto: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 1.50x

# Once the test request is approved by the testing center, the student will receive this approval.

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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.

**Login as User Feature**


[Back to My Profile](#)

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > Course Syllabus
- > Alternative Testing
- > My E-Form Agreements

 Any questions or concerns?  
Use the following contact information:  
**Primary Advisor**

### ALTERNATIVE TESTING

**TXST Testing Agreement(s)**

Below is the list of all TXST Testing Agreement(s) submitted through the system. **You can still request exams even if there is no TXST Testing Agreement specified.**


Select Class:

[Schedule an Exam](#) [View Alternative Testing Detail](#)

### UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

<b>AIM 101.001 - Testing Out The Testing Module</b>	<a href="#">View Other Exams</a>
<b>Standard Exam - Wednesday, September 08, 2021 - 08:00 AM - 09:30 AM (90)</b>	<a href="#">Modify Request</a> <a href="#">Cancel Request</a>
Status: <b>Processing</b>	
Campus: <b>San Marcos</b>	
Approved Accommodation(s):	
◦ Extra Time 1.50x	
◦ Reduced Distraction Environment	
Request Entered on Tuesday, August 31, 2021 at 03:07:53 PM	

The student can select Modify Request and then change the date and time. The status will change from approved to processing.

**TERMS AND CONDITIONS OF MODIFYING EXAM**

All changes to an assessment request must still follow all requirements by your instructor and the testing center.

If the change request is for a makeup exam, then you must first get permission from your instructor and your instructor must email his/her approval to the appropriate testing center prior to you requesting your makeup exam at the testing center.

**Exam Detail**

TXST Testing Agreement Type: **TXST Testing Agreement-v5**

Request Type \*: **Standard Exam** ▾

[View: Exam Schedule Availability](#)

Campus Location \*: **San Marcos** ▾  
Select the location you will take your exam, either ATSD-San Marcos or TCRR-Round Rock.

Date \*: **08/31/2021** 📅  
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*: **8 AM** ▾ **00** ▾

**Services Requested (As Applicable) \***

Extra Time 1.50x       Memory Aids (Faculty Consultation Required)

Reduced Distraction Environment

Additional Note / Reason to Modify \*:

**Update Exam Request**   **Back to Testing Requests Overview**



# To cancel a request

**Login as User Feature**


[Back to My Profile](#)

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > Course Syllabus
- > Alternative Testing
- > My E-Form Agreements

 Any questions or concerns?  
Use the following contact information:

**Primary Advisor**  
Name: **Gavin Steiger**  
Phone: **Not Specified**  
[Send Email](#)

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

## ALTERNATIVE TESTING

### TXST Testing Agreement(s)

Below is the list of all TXST Testing Agreement(s) submitted through the system. **You can still request exams even if there is no TXST Testing Agreement specified.**

Select Class:

[Schedule an Exam](#) [View Alternative Testing Detail](#)

### UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

<b>AIM 101.001 - Testing Out The Testing Module</b>	<a href="#">View Other Exams</a>
<b>Standard Exam - Wednesday, September 08, 2021 - 08:00 AM - 09:30 AM (90)</b>	<a href="#">Modify Request</a> <a href="#">Cancel Request</a>
Status: <b>Processing</b>	
Campus: <b>San Marcos</b>	
Approved Accommodation(s):	
<ul style="list-style-type: none"><li>◦ Extra Time 1.50x</li><li>◦ Reduced Distraction Environment</li></ul>	
Request Entered on Tuesday, August 31, 2021 at 03:07:53 PM	
<b>AIM 101.001 - Testing Out The Testing Module</b>	<a href="#">View Other Exams</a>
<b>Standard Exam - Thursday, September 16, 2021 - 02:00 PM - 03:30 PM (90)</b>	<a href="#">Modify Request</a> <a href="#">Cancel Request</a>
Status: <b>Processing</b>	
Campus: <b>San Marcos</b>	
Approved Accommodation(s):	
<ul style="list-style-type: none"><li>◦ Extra Time 1.50x</li><li>◦ Reduced Distraction Environment</li></ul>	
Request Entered on Thursday, August 12, 2021 at 01:30:53 PM	

A warning populates at the top of the page. Student can select to not cancel or confirm the cancellation.

**Login as User Feature**


[Back to My Profile](#)

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > Course Syllabus
- > Alternative Testing
- > My E-Form Agreements

 Any questions or concerns? Use the following contact information:

**Primary Advisor**  
Name: **Gavin Steiger**  
Phone: **Not Specified**  
[Send Email](#)

**Logout**


Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

**EXAM REQUEST**

[List All Exams](#) [View Agreement](#) [Exams for the Current Class](#) [Add Exam Request](#)

**CLASS: AIM 101.001 - Testing Out The Testing Module (CRN: 12345)**

 **IMPORTANT NOTICE**

If you are needing to reschedule your current exam request, please select "**Do Not Cancel and List All Exams**" below and use the "**Modify Request**" option to reschedule your exam to a different date and/or time.

If you accidentally cancelled your exam, please contact our office as soon as possible.

Sincerely,

**Office of Disability Services**  
LBJ Student Center Suite 5-5.1  
601 University Drive  
San Marcos, TX 78666  
Phone: 512-245-3451  
Fax: 512-245-3452  
Email: [ods@txstate.edu](mailto:ods@txstate.edu)  
Website: [www.ods.txstate.edu](http://www.ods.txstate.edu)  
Office Hours: Monday - Friday 8 AM - 5 PM

**Exam to Be Cancelled**

Class: **AIM 101.001 - TESTING OUT THE TESTING MODULE**

Date: **Wednesday, September 08, 2021**

Time: **08:00 AM**

[Do Not Cancel and List All Exams](#) [Confirm Cancellation](#)

# Questions?

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Email:  
[atsd@txstate.edu](mailto:atsd@txstate.edu)

Phone:  
512-245-7856

