



AUGUSTA UNIVERSITY

Testing & Disability Services

COMPLETING THE TESTING AGREEMENT AND SPECIFYING EXAM DATES

The Testing Agreement is a short set of questions that need to be completed before TDS can proctor exams in your course. We strive to proctor in a comparable manner to the exams administered in class, and the information you provide helps us to do that.

The Testing Agreement only needs to be completed once per semester, and if you have multiple students or teach multiple sections/courses, the agreement can be copied. Also, you can review or update the Testing Agreement at any point in the semester. The Agreement can be accessed 2 different ways:

- Once a student has requested accommodations for a course, the instructor will receive a Faculty Notification Letter. This will contain a link that once clicked will take the instructor to the Testing Agreement form for that course in the AIM.
- Or by logging into the [AIM Instructor Portal](#) and selecting the “Alternative Testing” page.



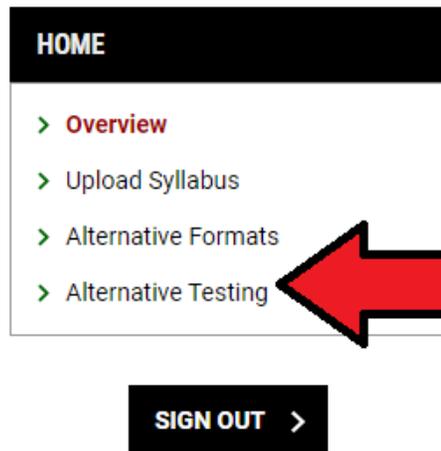
While completing the agreement by email is fine, the **PREFERRED METHOD** is to log onto the secure [AIM portal](#) to complete the agreement.

When and How to Fill Out the Testing Agreement

It is important that the Testing Agreement is finished **as soon as possible**, as without a completed Testing Agreement a student can only schedule place-holder exams, which will not be approved until there is a Testing Agreement on file.

COMPLETING THE TESTING AGREEMENT

Start at the Alternative Testing link on the left side of the AIM Portal:



On the next page, the heading “**TDS Alternative Testing Agreement**” will appear. Under that heading, there will be the number of agreements not completed by the instructor as well as a link to complete the Testing Agreement. Select the “**Courses without TDS Alternative Testing Agreement**” link to continue.

Home » ALTERNATIVE TESTING » UPCOMING EXAMS UPCOI

 **IMPORTANT MESSAGE**

TYPICALLY NOT IN USE

TDS ALTERNATIVE TESTING AGREEMENT

1

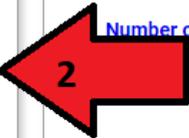
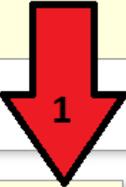
[Courses without TDS Alternative Testing Agreement](#)

Total Courses with TDS Alternative Testing Agreement: 1

COURSES MISSING EXAM DATES

1

Number of Courses without Exam Dates



Next, scroll down to find the course.

- If you teach multiple courses and sections, and the information is different, you will have to do one agreement for each course.
- If you teach multiple courses and sections, and the information is the same, you will have to complete one agreement first before you can copy it to different sections or courses.

Selecting “*Specify TDS Alternative Testing Agreement*” to continue.

Previous Term Term: 2024 - Summer Next Term

Navigate To: Courses without TDS Alternative Testing Agreement

GO >

Records Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

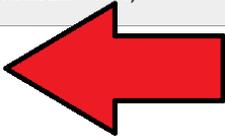
ASTRONOMY 00008.7 - MICKEY IN SPACE (COURSE REGISTRATION NUMBER: 999990)

Status: **Not Specified** - [Specify TDS Alternative Testing Agreement](#)

Summary:

- Number of Students Requesting Alternative Testing: 1.

QUESTION?



On the next landing page, there will be choices you can make about your exam arrangements.

Under the “**Available Options for...**”, you can select whether you would like TDS to proctor your exams, if you plan to proctor your own exams, or if your course doesn’t have exams, you can use the choices in the drop-down menu. After choosing the appropriate response, “yes” or “no” under the “**Confirm Task**” section”.

Under the “Form Submission” section, select “Submit your selection”.

If you choose to proctor your own exams or your course does not have any exams, no further action is required.

If you would like TDS to proctor your exams, the next page with the TDS Testing Agreement will appear.

 >> **TDS ALTERNATIVE TESTING AGREEMENT**

<p>PROCTORING YOUR OWN EXAMS</p> <p>Greetings,</p> <p>Thank you for agreeing to your proctor exams in your course. If you have any questions or concerns, please reach out to our Testing Specialists at 706-737-1469 or Email: Tdstesting@augusta.edu.</p> <p>Best Regards,</p> <p>TDS Testing Team</p>	<p>AVAILABLE OPTIONS FOR ASTRONOMY 00008.7 </p> <p>Exam Management Method: ☺</p> <p><input type="text" value="I Will Proctor My Own Exams"/> </p> <p>Confirm Task* :</p> <p><input type="text" value="Select One"/> </p>
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FORM SUBMISSION



On the Alternative Testing Agreement-Details page, questions under the ***List of Questions*** will appear on the right. Please enter all information answer the questions pertaining to your course. TDS will use this as a guide when proctoring exams during the semester.

After you have finished, review your responses, and select ***Submit and Continue to Specify Exam Dates***.

» ALTERNATIVE TESTING AGREEMENT - DETAILS

COURSE INFORMATION	LIST OF QUESTIONS
Course: DISNEY 101.00A - MICKEY MOUSE: THE LEGEND (CRN: 00001)	Can student take the exam home? * <input type="radio"/> Yes <input checked="" type="radio"/> No.
CONTACT INFORMATION	
Phone Number * : United States of America (+1) 5555555555	
FORM SUBMISSION	
SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >	



SPECIFYING EXAM DATES

Instructors can also specify their exam dates for the entire semester. On this page, instructors can enter the exam type, date, time, and the length of time students receive in class. Instructions pertaining to a specify exam can be entered under the “Exam Date Instructions”.

Instructors can also upload exams for each exam date in advance.

After an exam date is specified, select the “*Save Exam Date*” at the bottom.

MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996)

[TDS ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#) [COPY TDS ALTERNATIVE TESTING AGREEMENT](#)

EXAM DETAIL	EXAM DATE INSTRUCTIONS
Type *: <input type="text" value="Test"/>	Please Specify an additional instructions not listed on the Testing Agreement for this exam. * <input type="text" value="Password is 2023."/>
Date *: <input type="text" value="08/06/2024"/>	
Time: <input type="text" value="12 PM"/> <input type="text" value="00"/>	
Standard Length Of Exam (in Minutes) *: <div style="border: 1px solid yellow; padding: 2px;">Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.</div> <input type="text" value="75"/>	UPLOAD EXAM FILE Note: Exam files can be added on a continual basis. File Title: <input type="text" value="TEST"/> Select File: <input type="button" value="Choose File"/> TEST.docx
Additional Note For Staff: <input type="text"/>	

FORM SUBMISSION

To specify another exam date, repeat the previous process in this section.

After the exam is uploaded, you will see a message with a **green checkmark** that confirms the exam was uploaded successfully.



SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

EMAIL NOTIFICATIONS:

When your students make an exam request that's approved by a Student Access staff member, you will receive a notification email with the exam details.

[EXTERNAL] [TDS] MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) Exam Request Approved



Augusta - Testing and Disability Services <tds@augusta.edu> on behalf of Testing and Disability Services <tdstesting@augusta.edu>
To: Melson, Keire

Start your reply all with:

[Thank you!](#)

[Got it, thanks!](#)

[Received, thank you.](#)

[Feedback](#)

This email originated from an external source. Please exercise caution before opening attachments, clicking links, replying, or providing information to the sender. If you believe it to be fraudulent, contact the AU Cybersecurity

Greetings,

TDS has approved a MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) exam request submitted by Mickey Mouse. Please review the information below regarding the exam request:

Status: **Approved**

Late Request: **Yes**

Student: **Mickey Mouse**

Course: **MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996)**

Exam Type: **Test**

Date: **Tuesday, August 06, 2024**

Start Time: **12:30 PM**

Standard Length of Exam: **75 Minutes**

End Time: **02:23 PM (113)**

Approved Accommodations:

- Computer
- Extra Time 1.50x
- Private Testing Room*
- Scantron Alternative
- Stop the Clock Breaks
- Text-to-Speech Assistive Technology

After the exam is proctored, you should receive an email with the student's exam details. If you choose to download the completed exam from the secure AIM portal, the email will not contain the completed exam. The email with information on how to download the completed exam will be sent later.

[EXTERNAL] [TDS] MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) Exam Request Approved



Augusta - Testing and Disability Services <tds@augusta.edu> on behalf of Testing and Disability Services <tdstesting@augusta.edu>

To: Melson, Keire

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