



AUGUSTA UNIVERSITY

Testing & Disability Services

MODIFYING TESTING AGREEMENT AND EXAM DATES ON AIM

If you need to review or change any information regarding exam length, materials allowed, exam return method, and preferences on how to prepare for the exam, you can update the Testing Agreement. Start by logging into the secure [AIM Portal](#) and clicking on the “**Alternative Testing**” link located on the left toolbar.

The screenshot shows a vertical navigation menu with the following elements from top to bottom:

- OVERVIEW** (grey header)
- Session Extender: ON (green checkmark icon)
- LOGIN AS INSTRUCTOR** (red header)
- BACK TO MY PROFILE > (black button)
- HOME** (black header)
- > Overview (red text)
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing (highlighted with a red arrow)
- SIGN OUT > (black button)

On the next page, the “**TDS Alternative Testing Agreement**” heading will appear. Under that heading, there will be the number of agreements completed by the instructor as well as a link to access the Testing Agreement. Select the **hyperlinked number** next to the “**Courses with TDS Alternative Testing Agreement**” link to continue.

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar includes a 'Session Extender: ON' status, a 'LOGIN AS INSTRUCTOR' button, a 'BACK TO MY PROFILE >' button, a 'HOME' section with links for 'Overview', 'Upload Syllabus', 'Alternative Formats', and 'Alternative Testing', and a 'SIGN OUT >' button. The main content area has a breadcrumb trail 'ALTERNATIVE TESTING > UPCOMING EXAMS', an 'IMPORTANT MESSAGE' section with the text '***TYPICALLY NOT IN USE***', and a 'TDS ALTERNATIVE TESTING AGREEMENT' section. This section displays a large '0' for 'Courses without TDS Alternative Testing Agreement' and a '1' for 'Total Courses with TDS Alternative Testing Agreement'. A red arrow points to the '1'. Below this are sections for 'UPCOMING EXAMS SCHEDULED' and 'UPCOMING EXAM FILE UPLOAD'. At the bottom, it says 'Records Found: 1 (Showing: 1 - 1)'.

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.


Select “**View/Modify TDS Alternative Testing Agreement**” to continue

Navigate To: ▼

GO >

Records Found: **1** (Showing: **1 - 1**)

MATH 0002.7 - MOUSE MATH (COURSE REGISTRATION NUMBER: 999996) 

Status: [View/Modify TDS Alternative Testing Agreement](#) 

Summary:


- Number of Students Requesting Alternative Testing: **1**.
- Total Exams Scheduled: **5 (Upcoming: 1)**.

List Exam Dates:

- **Test** on Tuesday, August 06, 2024 at 12:00 PM.

QUESTION?

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 “Update and View Specify Exam Dates”.

 » TDS ALTERNATIVE TESTING AGREEMENT

MATH 0002.7 - MOUSE MATH (Course Registration Number: 999996)

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


LIST OF QUESTIONS	CONTACT INFORMATION
<p>Can student take the exam home? *</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No.</p> <p>Additional Comment:</p> <p>Yes </p>	<p>Phone Number * :</p> <p>United States of America (+1) 7067371469</p>

FORM SUBMISSION

UPDATE AND VIEW EXAM DATES >

MODIFYING EXAM DATES

Instructors can modify their specified exam dates at any point in the semester. **(For exams during AU’s final exam period, please contact TDS to inform them of any changes).** On this page, instructors should select the “**Modify**” option.

 **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**
The system has successfully saved your action.

MATH 0002.7 - MOUSE MATH (Course Registr

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



AM DATES

Modify	Delete	Type	Date
Modify	Delete	Test	Tuesday, A

ADD ADDITIONAL EXAM DATE

EXAM DETAIL

Type * :

Date * : 
 

Instructors can modify the exam type, date, time, and the length of time students receive in class. Instructions pertaining to a specified exam can be changed under the “Exam Date Instructions”.

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

EXAM DETAIL

Type *:

Date *:

Time:

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Additional Note For Staff:

EXAM DATE INSTRUCTIONS

Please Specify an additional instructions not listed on the Testing Agreement for this exam. *

Password is 2023.

UPLOAD ADDITIONAL EXAM FILE

Note: Exam files can be added on a continual basis.

File Title:

Select File:
 No file chosen

LIST EXAM FILES

For security purposes, the exam files are not available for download.

Delete	File Title	File Name	Size	U
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In addition, instructors can delete previously uploaded exams or submit additional exam files.

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

To specify another exam date, select “**Update and Back to List Exam Dates**” in this section.

LIST EXAM FILES

For security purposes, the exam files are not available for download.

Delete	File Title	File Name	Size	U
Delete	TEST	TEST.docx	12 KB	0%

FORM SUBMISSION

UPDATE EXAM DATE >

UPDATE AND BACK TO LIST EXAM DATES >

BACK TO LIST EXAM DATES >