



AUGUSTA UNIVERSITY Testing & Disability Services

Viewing Approved Exam Requests

Log into the [AIM Portal](#) to view students who have been approved for upcoming exams at Testing and Disability Services.

Click on “**Alternative Testing**” located on the left toolbar under the “**Home**” section and then scroll down:

The screenshot displays the AIM Portal interface. At the top left is the Augusta University logo. Below it is a navigation bar with the text "UPCOMING EXAMS". A session status indicator shows "Session Extender: ON". The breadcrumb trail reads "HOME >> ALTERNATIVE TESTING >> UPCOMING EXAMS". On the right side of the breadcrumb trail, "UPCOMING EXAMS" is highlighted with a red box. The left sidebar contains a "LOGIN AS INSTRUCTOR" section with a "BACK TO MY PROFILE" button, and a "HOME" section with a list of menu items: "Overview", "Upload Syllabus", "Alternative Formats", and "Alternative Testing". A red arrow points to the "Alternative Testing" menu item. Below the menu items is a "SIGN OUT" button. The main content area features an "IMPORTANT MESSAGE" section with a list of instructions for using the Alternative Testing module. At the bottom, there are two summary cards: "TDS ALTERNATIVE TESTING AGREEMENT" showing 0 courses without agreement and 1 total course with agreement, and "EXAMS WITHOUT FILES UPLOADED" showing 1 exam without files uploaded.

UPCOMING EXAMS

Session Extender: ON

HOME >> ALTERNATIVE TESTING >> UPCOMING EXAMS

UPCOMING EXAMS

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

- > Overview
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing

SIGN OUT >

IMPORTANT MESSAGE

Hello,

Welcome to the Alternative Testing module! In the this section, you will be able to:

- View a list of students who have requested to take exams at TDS.
- Complete The Alternative Testing Agreements that outline the details for all exams in your class (and copy Course Instruction
- Specify Exam Dates and Instructions
- Upload exams to the AIM Portal for administration

If you have any questions or concerns about using this module, please feel free to contact us at 706-737-1469 or tdstesting@august

Best regards,
TDS Testing Team

TDS ALTERNATIVE TESTING AGREEMENT

0

Courses without TDS Alternative Testing Agreement
Total Courses with TDS Alternative Testing Agreement: 1

EXAMS WITHOUT FILES UPLOADED

1

Number of Exams without Files Uploaded

Next, scroll down to the” **Upcoming Exams Scheduled**” section to view students who have scheduled to take exams with TDS.

The screenshot displays a dashboard with two summary boxes at the top: 'Courses without TDS Alternative Testing Agreement' (Total Courses with TDS Alternative Testing Agreement: 1) and 'Number of Exams without Files Uploaded'. Below these is a grey bar labeled 'UPCOMING EXAMS SCHEDULED'. A red arrow points to a yellow button labeled 'UPCOMING EXAM FILE UPLOAD' with a dropdown arrow. Below the button is a table with the following data:

Status	Detail	Proctor	Location	Course Registration Number	Subject	Course	Section	Full Name	Type	Exam Date	Time Range
<input type="checkbox"/> Approved	Detail	Not Assigned	Greenblatt Library- Seat 03	999996	MATH	00002	7	Mickey *****	Test	08/07/2024	12:00 PM

Additional UI elements include 'Records Found: 1 (Showing: 1 - 1)', 'Show Per Page: 100', and 'Page: 1'.

Note: The number of students may change in the days leading up to the exam as they schedule with us.