

# Faculty Reference

Using Accessible Learning Management (AIM)

***Accommodated Testing***  
*aka "Alternative Testing"*

Viewing and Completing Testing Agreements



JACKSONVILLE STATE UNIVERSITY

**Office of Disability Resources**  
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O: [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources)

*the* FRIENDLIEST CAMPUS *in the* SOUTH

# What is “Accommodated Testing”?

Testing accommodations remove barriers to the test-taking process so students registered with Disability Resources are able to demonstrate their true aptitude or achievement.

These are changes to the regular testing environment and may include auxiliary aids and services. They do not change the content or skills that a test measures.

JSU uses the **AIM Instructor Portal** to provide faculty with an easy-to-use system which allows faculty to communicate with Disability Resources and Testing Services regarding the need for accommodated testing outside of the class and how such tests should be administered and collected.

# What types of accommodations exist under alternative testing?

- Access to food, drink, or medications.
- Extra time.
- Format Modifications
- Reduced Distraction Environment
- Readers / Scribes / Interpreters
- Breaks
- Use of Assistive Technology



# Accessing Your Faculty Portal

**Website:** Visit the Disability Resources website at [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources)

**Faculty AIM Portal Button:** Locate the two AIM Portal buttons under the left navigation menu. Click the red button with white text that states, "Faculty AIM Portal".

JSU > Student Success > Disability Resources

## Disability Resources

**Student Success**

**Disability Resources**

- Request an Interpreter/Captionist
- Current Students
- Future Students & Family
- Faculty-Staff
- Military Connected Students
- Student Groups through Disability Resources
- Meet Your Team
- Report a Barrier
- Request a Presentation

**STUDENT AIM PORTAL**

**FACULTY AIM PORTAL**

Office of Disability Resources

### The Office of Disability Resources


The Office of Disability Resources is committed to providing services that facilitate the academic and personal goals of the students we serve. Students with documented disabilities are entitled to reasonable and appropriate academic accommodation in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act. We are committed to equal opportunity for persons with disabilities without regard to disability.

#### Our Mission

The mission of Disability Resources (DR) is to ensure equal learning and opportunities for students, faculty, staff, and guests with disabilities by increasing the capacity of Jacksonville State University to eliminate physical, programmatic, policy, informational, and attitudinal barriers. We work to ensure access under federal and state statutes to university courses, programs, facilities, services, and activities by providing or arranging reasonable accommodations, academic adjustments, auxiliary aids and services, training, consultation, and technical assistance.

**REQUEST ACADEMIC ACCOMMODATIONS**

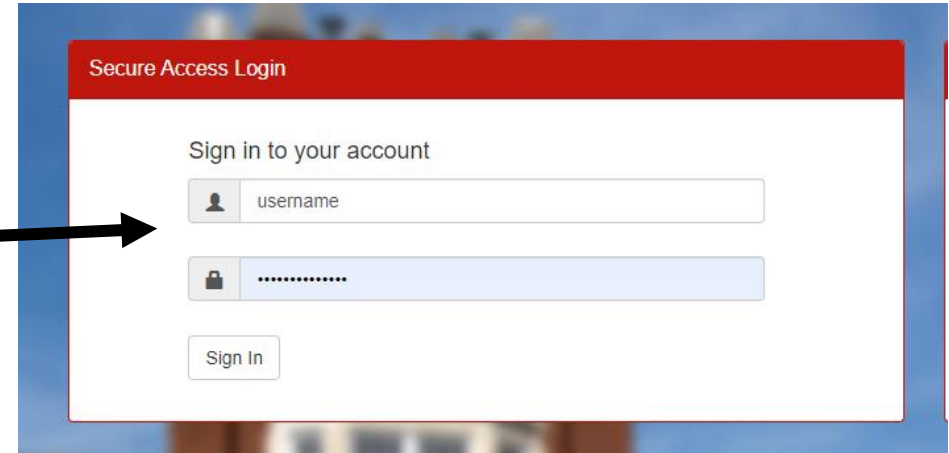
**REQUEST HOUSING/MEAL ACCOMMODATIONS**



**Current Students**      **Future Students and Family**      **Faculty and Staff**

# Logging Into Your Faculty Portal

**Login to MyJaxState:** You will then be directed to a login screen requesting you to login using your MyJaxState login credentials.



**Reminders:** Read and acknowledge the reminder provided on your landing page as you access the portal. To acknowledge the reminders, click “Continue to View Student Accommodation”. You will now be taken to the Overview page.

## INSTRUCTOR AUTHENTICATION PAGE

Username: **sccreech**

### REMINDERS

**Please read the following prior to completing the form:**

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA records.

### FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

### Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED WITH YOUR INFORMATION**

[Continue to View Student Accommodations](#)

# Accessing the Alternative / Accommodated Testing Module

**Navigation:** In the left navigation menu under “Views and Tools” click the “Alternative Testing” link.

Home » Instructor Homepage » **Alternative Testing**

- Views and Tools
  - Overview
  - Course Syllabus
  - Alternative Testing
  - Alternative Formats
- Logout

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

[Log Out](#)
- Important Dates
  - August 17

## ALTERNATIVE TESTING

### SPECIFY ACCOMMODATED TESTING AGREEMENT

Select Class: **ODR 101.01 (CRN: 00001X) - Introduction to AIM**

[Continue to Specify Accommodated Testing Agreement](#)

### PROCTORING YOUR OWN EXAM

If you are proctoring your own exams or do not have exams in your course, please the Testing Center proctor your accommodated exams, please skip this section and

By indicating that you will proctor your own exam, you are indicating that you will a

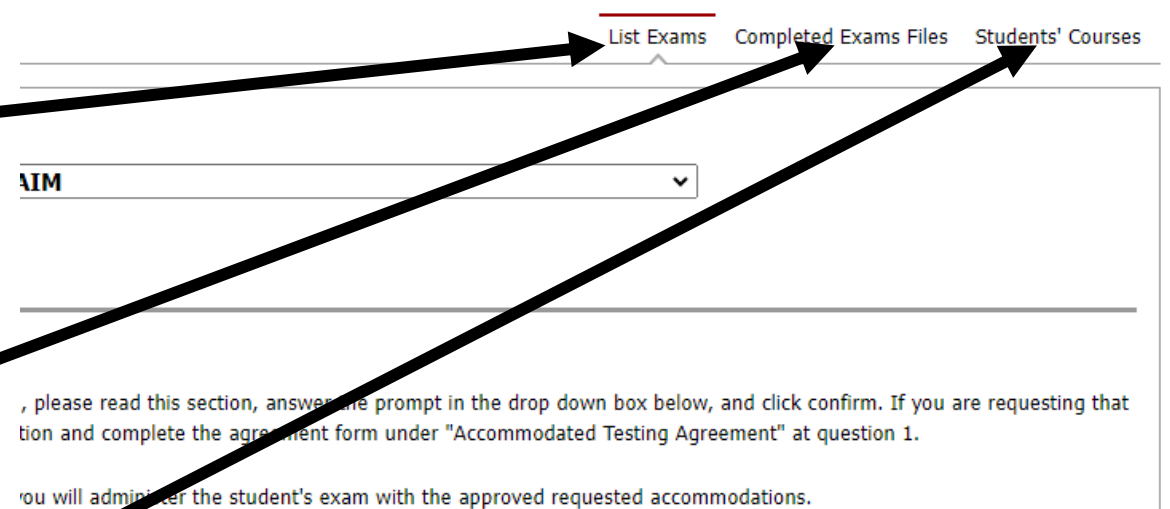
The Testing Center offers an alternative to the classroom space to take the exam w/ accommodations take their exams in the Testing Center. In fact, some academic are Students should work with their instructors on testing requirements

# Navigating the Accommodated Testing Module

**List Exams:** The “List Exams” link in the top right of the page takes you to the Alternative / Accommodated Testing landing page. On this page you will see any pending testing agreements that need to be completed, ways to note that test will be accommodated in your class, and a list of uploaded exams.

**Completed Exam Files:** The “Completed Exams Files” link takes us down to the list of exams that have been uploaded and their statuses.

**Students’ Courses:** The “Students’ Courses” link takes us to a comprehensive listing of students who have requested alternative testing / testing accommodations in courses you are listed as an instructor.



# Testing Agreements in the Accommodated Testing Module

**Testing Agreement List:** If you require the Testing Center to proctor the test, a testing agreement must be completed. In the Specify Accommodated Testing Agreement, there is a dropdown with the list of your courses which a testing agreement has not yet been completed or you have not yet noted will be proctored by you or another course instructor. To start the agreement, click “Continue to Specify Accommodated Testing Agreement”. We will walk through this in a few slides.

**Proctoring Your Own Exams?:** If you either do not have any exams in the course or you will be providing the accommodations in your class environment, this can be specified here. If you complete this section, a testing agreement is **not** needed. We will walk through this in the next slide.

## ALTERNATIVE TESTING

List Exams Completed Exams Fil

### SPECIFY ACCOMMODATED TESTING AGREEMENT

Select Class: **ODR 101.01 (CRN: 00001X) - Introduction to AIM**

[Continue to Specify Accommodated Testing Agreement](#)

### PROCTORING YOUR OWN EXAM

If you are proctoring your own exams or do not have exams in your course, please read this section, answer the prompt in the drop down box below, and click confirm. If you are proctored by the Testing Center, please skip this section and complete the agreement form under "Accommodated Testing Agreement" at question 1.

By indicating that you will proctor your own exam, you are indicating that you will administer the student's exam with the approved requested accommodations.

The Testing Center offers an alternative to the classroom space to take the exam when the accommodations are not able to be met in the classroom setting. It is not required that all accommodations take their exams in the Testing Center. In fact, some academic areas may require students to test within the department and have a plan for providing accommodations. Students should work with their instructors on testing requirements.

If you have any questions or need additional resources, please reach out to our office.

Select Class: **ODR 101.01 (CRN: 00001X) - Introduction to AIM** Type: **Select One** [Confirm](#)



# Proctoring your own exams? *OR* Do not have any exams?

## PROCTORING YOUR OWN EXAM

If you are proctoring your own exams or do not have exams in your course, please read this section, answer the prompt in the drop down box below, and click confirm. If you are requesting that the Testing Center proctor your accommodated exams, please skip this section and complete the agreement form under "Accommodated Testing Agreement" at question 1.

By indicating that you will proctor your own exam, you are indicating that you will administer the student's exam with the approved requested accommodations.

The Testing Center offers an alternative to the classroom space to take the exam when the accommodations are not able to be met in the classroom setting. It is not required that students with accommodations take their exams in the Testing Center. In fact, some academic areas may require students to test within the department and have a plan for providing accommodations. Students should work with their instructors on testing requirements.

If you have any questions or need additional resources, please reach out to our office.

Select Class:  Type:

**Select Course:** Review the statements above. Then, select the course which you want to update the exam status.

**Select Response:** In the "type" drop down select that you will either proctor your own exams or that the course does not have any exams.

**Confirm:** Once you are ready to submit the selected status, click "Confirm". This will remove the course from being listed as needed a testing agreement and will update the student and our specialists of your selection.

# Selecting the Course for Testing Agreement

**Select the Course:** If you require the Testing Center to proctor the test, a testing agreement must be completed. Select the course which you wish to complete the testing agreement.

## ALTERNATIVE TESTING

### SPECIFY ACCOMMODATED TESTING AGREEMENT

Select Class:

[Continue to Specify Accommodated Testing Agreement](#)

**Complete Agreement:** To start the agreement, click "Continue to Specify Accommodated Testing Agreement".

# Completing an Accommodated Testing Agreement

Class: ODR 101.01 - Introduction To Aim (CRN: 00001X)

## ACCOMMODATED TESTING AGREEMENT DESCRIPTION

### Hyperlink to Accommodated Testing Agreement

The Accommodated Testing Agreement is used to facilitate approved accommodations in consultation with the student and the instructor for this course.

## FACULTY / STAFF INSTRUCTION

The Office of Disability Resources has determined that a student in your course is eligible for alternative testing accommodations, also known as accommodated testing. Individual departments and academic units are strongly encouraged to proctor their students' tests in their department. The Testing Center serves as a resource to assist in the provision of the student's testing accommodations when those resources are needed.

If all exams in your course are online and DO NOT require a proctor, please just confirm with the student that their extended time or other accommodations are in place. In this case, a testing agreement is not needed as you will not be requiring the assistance of the Testing Center.

If the student intends to take tests in the Testing Center, please fill out the information below. Once completed, the student will be able to schedule individual exam dates and times through the student's AIM portal.

\*\*\* Requests to take make-up exams in the Testing Center are handled on an as-needed basis. It is the student's and instructor's responsibility to communicate with Disability Resources as soon as they are aware of the need for a make-up exam \*\*\*

A copy of this agreement will be sent to you for review and confirmation.

**Instructions:** To start the testing agreement, review the agreement description and instructions on the top of the page.

**Complete the Questions:** Once ready, complete the form. There is a series of questions that provide the testing center with details regarding the testing parameters and how to send/receive the exam.

## Accommodated Testing Agreement

1. Please select approved testing tools for the entire class. No unauthorized materials that are not listed as part of this agreement or the approved accommodation plan are permitted in the testing environment without instructor approval. (Note: Cell phones, purses, backpacks, and other personal items will be collected by proctor.) \* (Selection is Required)

- Calculator(s): Basic, Scientific, Graphing, etc. (Specify below)
- Dictionary
- Computer / Laptop / Tablet
- Open Book

# Completing an Accommodated Testing Agreement (Continued)

**Exam Times:** Enter the lengths of each exam type. This should be the regular class exam length without accommodations.

**Contact:** Please provide the contact information for the instructor of the course or the faculty who will be administering the exams.

**Submit the Agreement:** Once you have completed the agreement, click "Submit Accommodated Testing Agreement". This will notify the student that the agreement has been completed and ask for them to review the agreement.

The screenshot shows a web form for completing an Accommodated Testing Agreement. It is divided into two main sections: "Exam Type(s)" and "Additional Information".

**Exam Type(s) Section:**

- Header: **Exam Type(s)**
- Instruction: Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations
- Fields: Three rows for "Final", "Midterm", and "Quiz", each with a text input field followed by the word "Minutes".

**Additional Information Section:**

- Header: **Additional Information**
- Field: "Instructor Phone Number \*:" with a text input field and a hint: "Hint: Enter 10-digit number only."
- Field: "Additional Note:" with a large text area.
- Button: "Submit Accommodated Testing Agreement" (highlighted in yellow)

Three black arrows point from the text boxes on the left to the corresponding fields in the form: the first arrow points to the "Final" input field, the second arrow points to the "Instructor Phone Number" input field, and the third arrow points to the "Submit Accommodated Testing Agreement" button.

# Copying Testing Agreements

## ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

### LIST ACCOMMODATED TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Accommodated Testing Agreements and click View. If you would like to make a copy of your Accommodated Testing Agreement to another course, please use the following function to select your source Accommodated Testing Agreement and your other course.

Select:

Copy to:

### EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS

- SW 510.001 - Social Welfare Programs [Action: [Cancel](#)]
- SW 521.001 - SW Prac Rural/Non-Urban Areas [Action: [Cancel](#)]

**Select Courses for Agreement Copy:** If you have a student in more than one of your courses needed accommodated testing, and the contracts will be the same, you can copy an existing agreement. First, select the course you want to copy from and then the course you want to copy the agreement to. When ready, click the "Copy button."

**Courses Not Proctored by the Testing Center:** On the right-hand side of the screen, you will find a listing of all courses which you have specified that you either have no exams or you will proctor the exams.

# Need assistance?

Any of your Disability Resource team members are happy to help get you going.

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## Office of Disability Resources

- Visit us on the 2<sup>nd</sup> Floor Houston Cole Library
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- Email us at [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu)
- Visit us online via [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources)

*We are also available for your unit meetings or provide one-on-one assistance.*



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