

TEXAS STATE

TESTING, EVALUATION,
AND MEASUREMENT CENTER

How to Request Exams at ATSD in AIM

Step 1: Complete all steps for generating an accommodation letter.

Refer to the handout “Submitting Requests for Accommodation Letters” for details regarding this step.

Step 2: Sign in to AIM. Select “Alternative Testing” on the left-hand menu.

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: Select One

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

Step 3: Select the course, then click “Schedule an Exam.”

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: AIM 101.001 - TESTING OUT THE TESTING MODULE (FAKE)

Schedule an Exam

View Alternative Testing Detail

Step 4: Complete the exam details section.

Refer to your syllabus for the exam dates. ATSD exam start times remain at 8 a.m., 11 a.m., 2 p.m., and 3 p.m., with 5 p.m. available on Tuesday and Wednesday.

Select the services requested. It is critical to select the accommodations you want to use for your exam. If you do not select an accommodation, ATSD will not provide the accommodation on your exam.

Click “Add Exam Request” and repeat the steps for each exam.

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) *

☒ Braille Versions of Exams and Quizzes

☒ Extra time (2.0x) for exams and quizzes containing calculations

☒ Reduced Distraction Environment

☒ Use of Closed-Circuit Television (CCTV)

☐ Use of Computer with Screen Magnification Software (ZoomText)

☐ Use of Computer with Screen Reader Software (JAWS/NVDA)

Additional Note:

Add Exam Request

Back to Testing Requests Overview

Please contact ATSD at atsd@txstate.edu or 512-245-7856 if you have questions about this process. **NOTE: Requests can still be submitted without a testing agreement. Please don't wait to submit a request so that there's no scheduling issues.**