

Faculty Instructions for AIM

The faculty will have three actions to complete in the accommodated testing process. All actions will be completed using links from emails. There is no system to log into for faculty.

Testing Agreement

Where to Find the Link to the Testing Agreement

The link to complete the testing agreements is in the Office of Disability Services (ODS) email with “Notification of Disability Accommodations” in the subject. The link will be in a red box toward the bottom of the message.

TXST Testing Agreement Instructions

To use a TXST testing center at either San Marcos (ATSD) or Round Rock (TCRR):

Review and submit your Testing Agreement (TA) to provide the testing center your instructions to administer your exams. You only need one TA per class. Your TA is required prior to approval of appointments and to administer exams.

If you need support, please contact the appropriate testing center.

You may access the Testing Agreement for this class at this single use link: [TXST Testing Agreement](#) (or copy and paste the following link to your browser: <https://hood.accessiblelearning.com/TXState/TestingAgreement.aspx?ID=10482&CID=85475&Key=tDIRjPys>)

San Marcos Campus

Academic Testing for Students with Disabilities: ATSD
Commons Hall, G18
atsd@txstate.edu or 512.245.7856
[ATSD Website](#)

Round Rock Campus

Testing Center, Round Rock: TCRR
Avery Building, Room 209
rrc-testing@txstate.edu or 512.716.4020
[TCRR Website](#)

Key Points to Remember

- Submitted once at the beginning of the semester
- Must complete one testing agreement per section of each course
- No edits can be made by faculty – any changes should be emailed to the appropriate testing center (ATSD/TCRR)
- ATSD & TCRR can copy agreements from one section to another – email us if you prefer this option rather than re-entering information

Completion Options

Option 1: Select to Proctor your own exams or that your course has no exams.

- Students will NOT be able to submit requests for exams at ATSD or TCRR.
- Use the yellow box to select the option and click confirm.
- A confirmation page will come up after clicking confirm.
- If you select this and need to change your selection, please contact the testing center.

ALTERNATIVE TESTING - ALTERNATIVE TESTING CONTRACT BY INSTRUCTOR

Class: CLS 49011.006 - Clin Microbiology:app (CRN: 15016)	
ALTERNATIVE TESTING CONTRACT DESCRIPTION Type: Testing Agreement Sample Use this contract if you are using our usual agreement terms.	FACULTY / STAFF INSTRUCTION Here are instructions for faculty/staff filling out the contract.
PROCTORING YOUR OWN EXAM	
Proctoring Own Exam Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus ac nunc eget diam sodales faucibus sit amet eget felis. Maecenas ex metus, dictum vitae ornare eget, eleifend et libero. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce nisi elit, condimentum sed efficitur eget, faucibus in lectus.	
Type: <input checked="" type="checkbox"/> Select One <input type="checkbox"/> I Will Proctor My Own Exams <input type="checkbox"/> My Class Has No Exam	<input type="button" value="Confirm"/>

Confirmation Message

You have indicated that you and your student(s) have agreed to have you or your department provide accommodated testing for this class.

You do NOT need to complete the Testing Agreement and the student will NOT be allowed to submit an exam request to the testing center for this class.

If you need to change this selection, please contact the appropriate testing center for assistance.

Option 2: Complete the testing agreement by answering the questions.

- Ignore the yellow box.
- Answer the remaining questions.
- ATSD & TCRR will use the information to approve and plan for exams.
- Students will see specific questions, such as the exam dates when they submit requests.

- Instructor contact information will NOT be shared with the student.
- Questions may change between semesters.
- The time at the end of the testing agreement should be the amount of time for the class without extended time. AIM will automatically calculate the extended time based on the amount entered and the student's accommodations.

TXST Testing Agreement

1. **1** **How will you submit assessments to the testing center?**

- Upload the exam into the Accessibility Information Management (AIM) system at least 24 hours before the test date. Link will be provided in email notification.
- Email the exam to the appropriate testing center at least 24 hours before the test date.
- Deliver a hardcopy to the appropriate testing center at least 48 hours before the test date.
- The exam will be online in Canvas or other site. Specify site (Specify Below)
- Other (Specify Below)

Additional Note or Comment

2. **2** Will codes be required for administration of your assessments? *

- No
 Yes

Additional Note or Comment

3. **3** Select any software, apps, technology, or technical components used for assessments. e.g. SPSS, MP3 file, Word

- NONE
 Listening component (Specify Below)
 Video component (Specify Below)
 Access to a website (Specify Below)
 Access to specific software e.g. SPSS, Word, Excel (Specify Below)
 Other (Specify Below)

Additional Note or Comment

4. **4** TEMC requests you provide a cell number or email which will allow an immediate response during an exam should we need to contact you. If your student needs clarification or has an exam difficulty during testing, how would you like it to be handled?

- Call me at cell number provided (Specify Below)
 Text me at cell number provided (Specify Below)
 Email me at address provided (Specify Below)
 Contact my Co-Instructor - Who and How to contact (Specify Below)
 Other (Specify Below)

Additional Note or Comment

5. **5** Do you have any additional information or directions for the testing center? *

- No
 Yes (Specify Below)

Additional Note or Comment

6. List all Quizzes and indicate date/date range and allowed start time for each quiz. Quiz start times for San Marcos: M-F at 8AM, 11AM, 2PM, 3PM or on T/W also at 5PM. Quiz start times for Round Rock: M-F at 8:30AM, 10:30AM, 12:30PM or 1:30PM. *

7. List all Exams and indicate date/date range and allowed start time for each exam. Exam start times for San Marcos: M-F at 8AM, 11AM, 2PM, 3PM or on T/W also at 5PM. Exam start times for Round Rock: M-F at 8:30AM, 10:30AM, 12:30PM or 1:30PM. *

8. For the Final indicate date and allowed start time. Final start times for San Marcos: 8AM, Noon, 4PM. Final start times for Round Rock: 8AM or 12:30PM. *

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final Minutes

Quiz Minutes

Standard Exam Minutes

Additional Information

Instructor Phone Number:

Hint: Enter 10-digit number only.

Additional Note:

Confirmation Screen After Completion of Testing Agreement

ALTERNATIVE TESTING - TXST TESTING AGREEMENT BY INSTRUCTOR



TXST TESTING AGREEMENT SUBMITTED

Thank you for submitting the txst testing agreement.

Since you are only required to **fill out one testing agreement per class**, you will not need to fill form for another student in the same course. If you have other students in the different section, please let us know if you would like to copy this TXST Testing Agreement.

If you need to make any modification to this form, please do not hesitate to contact our office:

Sincerely,

Office of Disability Services

LBJ Student Center Suite 5-5.1
601 University Drive
San Marcos, TX 78666
Phone: 512-245-3451
Fax: 512-245-3452
Email: ods@txstate.edu
Website: www.ods.txstate.edu
Office Hours: Monday - Friday 8 AM - 5 PM

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

ATSD-San Marcos: atsd@txstate.edu or 512.245.7850

TCRR-Round Rock: rrc-testing@txstate.edu or 512.716.4020

Email Confirmation of Testing Agreement

RE: [ODS] TXST Testing Agreement for TEST 100.001 - TEST COURSE (CRN: X0001)



RRC-Testing
To: Academic Testing for Students with Disabilities

Reply Reply All Forward

Fri 8/13/2021 3:15 PM

From: TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>
Sent: Friday, August 13, 2021 2:55 PM
To: Haris Gunadi <haris.gunadi@gmail.com>; Haris Gunadi <Haris.Gunadi@dsaim.com>
Cc: RRC-Testing <rrc-testing@txstate.edu>
Subject: [ODS] TXST Testing Agreement for TEST 100.001 - TEST COURSE (CRN: X0001)

This email was copied to:

- haris.gunadi@gmail.com
- haris.gunadi@dsaim.com
- rrc-testing@txstate.edu

Class: **TEST 100.001 - TEST COURSE (CRN: X0001)**

Student: Customer Support

Type: TXST Testing Agreement-v6

Status: **Confirmed**

Your testing agreement has been submitted and will be applied to all students with testing accommodations for this class.

The agreement is considered active unless modifications are requested. If you need to update or make changes to this testing agreement, you may do so by contacting the appropriate testing center.

Additional Information:

Disputing Exam Requests

Where to Find the Link to Dispute Requests

The link to dispute a request is located on the emails that a student submitted a request for an exam and that an exam has been approved.

Key Points to Remember

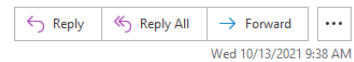
- This step is optional; use only if you disagree with the test date/time.
- ATSD & TCRR will approve requests based on the testing agreement instructions.
- The link is specific to one single request.

Screenshot of the Approval Email with the Link to Dispute Highlighted

[ODS] Action Required: Testing Request Approved



TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>
To: Academic Testing for Students with Disabilities; Craig Peterson



Your student is approved to take their assessment at the testing center.

Please ensure that the assessment, any additional instructions/codes, or testing files are sent to the appropriate testing center at least 24 hours prior to this exam date.

Status: **Approved**

Student: **Fake Student** (School ID: **FAKE12345**)

Class: **AIM 101.001 - TESTING OUT THE TESTING MODULE**

Campus Location: **San Marcos**

Exam Type: **Quiz**

Date: **Thursday, October 21, 2021**

Start Time: **11:00 AM**

End Time: **11:23 AM (23)**

Approved Accommodation(s):

- Extra Time 1.50x
- Reduced Distraction Environment

To dispute your student's request, you may directly contact the appropriate testing center or you may submit your concerns here:
<https://hood.accessiblelearning.com/TXState/ExamFile.aspx?Step=Dispute&ID=E17610848671639&Key=pCZecEOF>

Please upload your exam, exam instructions, and/or testing material files needed to administer your assessments. Acceptable file types are: pdf, doc, docx, xls,xlsx, ppt, pptx, rtf, txt, jpg, gif, or png. If you need help or your file type isn't listed, contact the appropriate testing center for support.

Please use file names that are descriptive and include: your last name; course & number; exam name; and document. e.g. Smith-CHEM 1402-Ex 2-Periodic Table or Lopez-MATH 2367-Quiz 4.

Only testing center staff have access to your uploaded files.

Use this link to upload your files: <https://hood.accessiblelearning.com/TXState/ExamFile.aspx?ID=E17610848671639&Key=pCZecEOF>

Exam Instructions & Upload

Where to Find the Link to the Exam Instructions & Upload

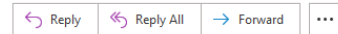
The link to enter the exam instructions and upload the exam are on the emails when a student submits a request for an exam, when an exam is approved, or on the reminder email.

Approval Email Example

[ODS] Action Required: Testing Request Approved



TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>
To: Academic Testing for Students with Disabilities; Craig Peterson



Wed 10/13/2021 9:38 AM

Your student is approved to take their assessment at the testing center.

Please ensure that the assessment, any additional instructions/codes, or testing files are sent to the appropriate testing center at least 24 hours prior to this exam date.

Status: **Approved**

Student: **Fake Student** (School ID: **FAKE12345**)

Class: **AIM 101.001 - TESTING OUT THE TESTING MODULE**

Campus Location: **San Marcos**

Exam Type: **Quiz**

Date: **Thursday, October 21, 2021**

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<https://hood.accessiblelearning.com/TXState/ExamFile.aspx?Step=Dispute&ID=E17610848671639&Key=pCZecEOF>

Please upload your exam, exam instructions, and/or testing material files needed to administer your assessments. Acceptable file types are: pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, jpg, gif, or png. If you need help or your file type isn't listed, contact the appropriate testing center for support.

Please use file names that are descriptive and include: your last name; course & number; exam name; and document. e.g. Smith-CHEM 1402-Ex 2-Periodic Table or Lopez-MATH 2367-Quiz 4.

Only testing center staff have access to your uploaded files.

Use this link to upload your files: <https://hood.accessiblelearning.com/TXState/ExamFile.aspx?ID=E17610848671639&Key=pCZecEOF>

Key Points to Remember

- Submitted for each assessment
- Can be applied to all students in the course section
- Link can be reused to update exam files, as needed
- Uploads are one at a time, but multiple files can be uploaded for one exam
- Select "Yes" on the Same Exams for Everyone question on the upload screen to apply the exam file and instructions to all students in the course section
- Questions may change between semesters

Exam Instruction & Upload Screen

Home


> Online Services Home

Logout


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

Log Out

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



UPLOAD EXAM



EXAM INSTRUCTION

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

ATSD-San Marcos: atsd@txstate.edu or 512.245.7850

TCRR-Round Rock: rrc-testing@txstate.edu or 512.716.4020

NEED HELP?	OFFICE OF DISABILITY SERVICES		
Access Tutorials	Texas State University	Website: http://www.ods.txstate.edu	Phone: (512) 245 - 3451
Contact Our Office	601 University Drive	Email Us: ods@txstate.edu	Fax: (512) 245 - 3452
Read Disclaimer	San Marcos, TX 78666		

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Exam Instruction Screen

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

TEST 200.002 - FAKE COURSE BY HARIS (CRN: X0002)

Please provide your instructions and any codes for your assessment so we may proctor your student for this specific appointment request.

Please note this information is only seen by testing center staff. If you have any questions, please contact the appropriate testing center.

You may upload this document to the same link you used to upload the exam.

Additional Exam Instructions

1. **Name of Assessment i.e. Quiz 2 or Exam 4 or Exam 1 Makeup or Final ...***

2. **Date or Date Range for Taking the Assessment i.e. July 6 or July 30 - Aug 2 ...***

3. **Indicate preferred Start Time. Start time may change due to student class schedule or availability of Testing Center resources. Please note tests may begin only at times indicated below for each campus and exam type.**

San Marcos- Quiz or Exam on M-F: 8AM

San Marcos- Quiz or Exam on M-F: 11AM

4. **Indicate Administration Method ***

- Paper/Pencil
- Canvas
- Online-Specify Site/Program (Specify Below)
- Other (Specify Below)

Additional Note or Comment

5. **Indicate time allowed in class for this exam. Give in Minutes WITHOUT Extended Time. i. e. 40 min or 90 min. AIM calculates extended time for only the appointment. Note for online exams or exams in Canvas you still need to set the extended time in the exam parameters in Canvas. ***

6. **Passcodes i.e. Starting Code or Restart Code**

- None
- Start Code (Specify Below)
- Restart or Universal Resume Code (Specify Below)
- Other Code (Specify Below)

Additional Note or Comment

7. **Indicate Assessment Answer Method and/or Answer Form**

- Will Answer at Online Site or Canvas
- May Write on Exam
- May Use Additional Paper to Answer
- All of the Above

8. **Select any software, apps, technical components, or technology needed for your exam. e.g. SPSS, Word, Excel, MP3 file.**

- None
- Listening component (Specify Below)
- Video component (Specify Below)
- Access to website (Specify Below)
- Access to software (Specify Below)
- Other (Specify Below)

Additional Note or Comment

9. **Please indicate materials allowed during the assessment.**

- Nothing
- Scratch Paper/White Board
- Own Laptop & Charger
- Any Calculator
- Own Calculator-specify type (Specify Below)
- Basic 4-FYN Calculator

10. **Indicate Method of Return for Completed Assessment.** *

- Exam is Online-No Return Required
- Both Campuses: All Materials Picked Up by Myself or My Designated Person-Specify Person (Specify Below)
- San Marcos Only: All Materials Couriered to Department-Specify Who & What Location (Specify Below)
- Round Rock Only: Scan and Email Testing Materials to Me and Destroy Original Once Verified Received
- Round Rock Only: Scan and Email, then courier originals to Department-Specify Who & What Location (Specify Below)
- Other (Specify Below)

Additional Note or Comment

11. **Indicate who and how to reach someone for an immediate response during the assessment if a student has a question or exam difficulties.**

- Self
- Co-Instructor
- Other Person- specify who (Specify Below)
- Call- specify cell number (Specify Below)
- Text- specify cell number (Specify Below)
- Email- specify email (Specify Below)
- Other (Specify Below)

Additional Note or Comment

12. **Indicate any other instructions for this assessment.**

- None

Uploading the Exam Screen

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Class: **TEST 200.002 - FAKE COURSE BY HARIS (CRN: X0002)**

Exam File Note (Optional):

Same Exams for Everyone: **No**

Note: Select Yes, if you would like us to use this file for all students that have scheduled exams for this same day and section.

Select File: **No file selected.**

Confirmation of Exam File Submission

[ODS] NEW Exam File Submitted



TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>
To Academic Testing for Students with Disabilities; RRC-Testing; Hampshire, Alexandra Z



Wed 10/13/2021 1:38 PM

This email was copied to:

- atsd@txstate.edu
- rrc-testing@txstate.edu
- azh6@txstate.edu

Thank you for uploading your assessment!

You may also use the exam upload link to send testing material files and the exam instruction document. Or you may provide your instructions and files to the appropriate testing center by email.

Class: [REDACTED]

Student(s): [REDACTED] (Email: [REDACTED])

Exam Date: 10/22/2021

Exam Time: 11:00 AM

File Title/Note: Not Specified

File Name: F21 Unit Exam 2_Form 1.pdf

File Type: application/pdf

File Size: **266 KB**

San Marcos Campus

Academic Testing for Students with Disabilities: **ATSD**
Commons Hall, G18
atsd@txstate.edu or 512.245.7856
[ATSD Website](#)

Reference Code: 177