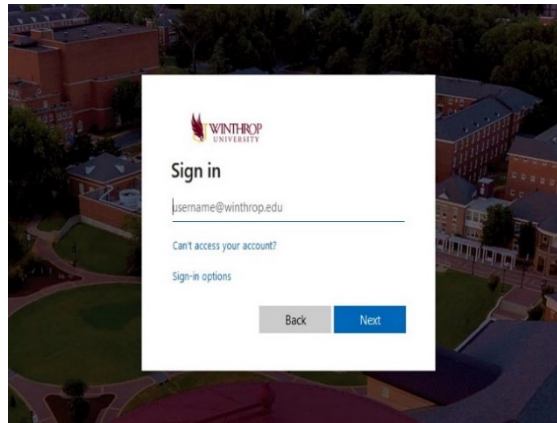


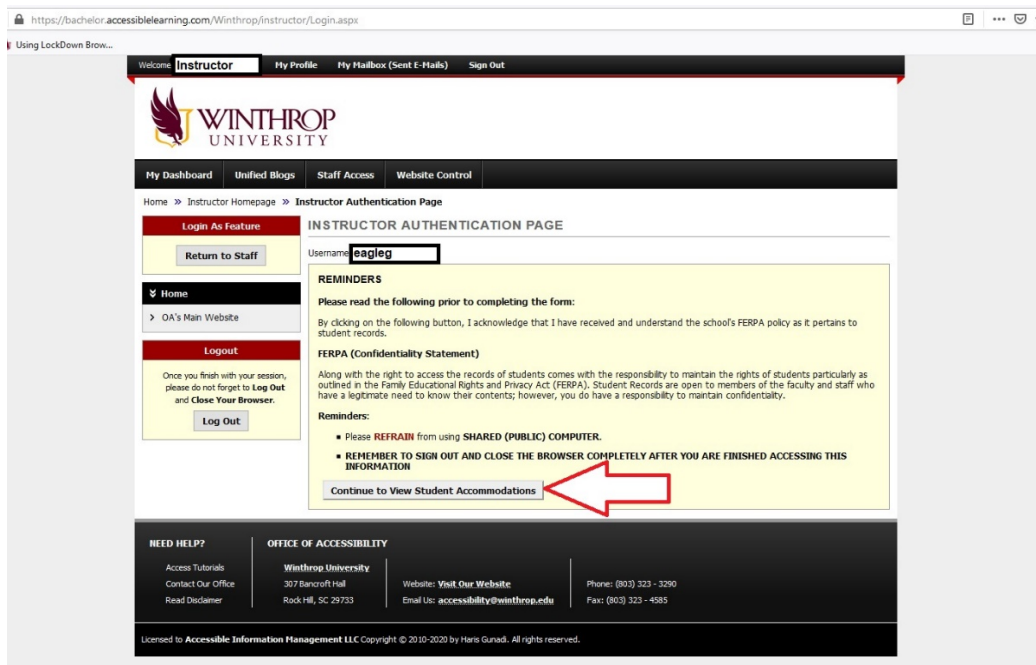
## How to Complete an Alternative Testing Agreement

Starting fall 2020, the Office of Accessibility and the OA Test Center will begin using AIM, which is an accommodation, appointment, and case management software. In reference to the OA Test Center, AIM will streamline the exam scheduling process. Please review the following instructions.

1. Go to the following link: [Instructor AIM Portal](#). Enter the same login credentials as you would use for your Winthrop email account and Wingspan.



2. After logging in each time, you will be required to read over a FERPA Confidentiality Statement before viewing a student's accommodations. Once you have reviewed the statement, click **"Continue to View Student Accommodations"**.



https://bachelor.accessiblelearning.com/Winthrop/instructor/Login.aspx

Welcome **Instructor** | My Profile | My Mailbox (Sent E-Mails) | Sign Out

**WINTHROP UNIVERSITY**

My Dashboard | Unified Blogs | Staff Access | Website Control

Home » Instructor Homepage » **Instructor Authentication Page**

**INSTRUCTOR AUTHENTICATION PAGE**

Username: **leagle**

**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 policy as it pertains to student records.

**FERPA (Confidentiality Statement)**

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

**Reminders:**

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

**Continue to View Student Accommodations**

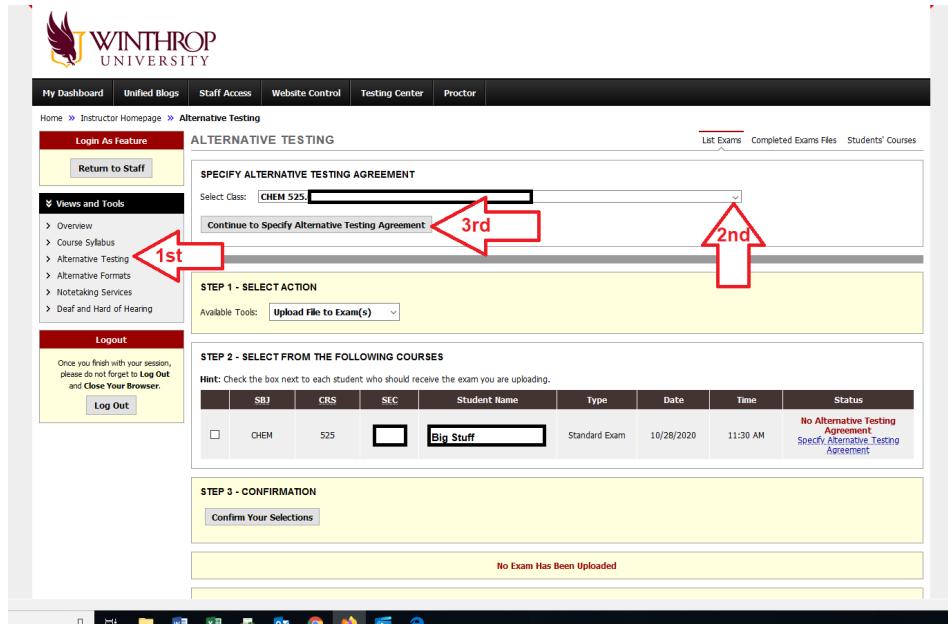
**NEED HELP?**

**OFFICE OF ACCESSIBILITY**

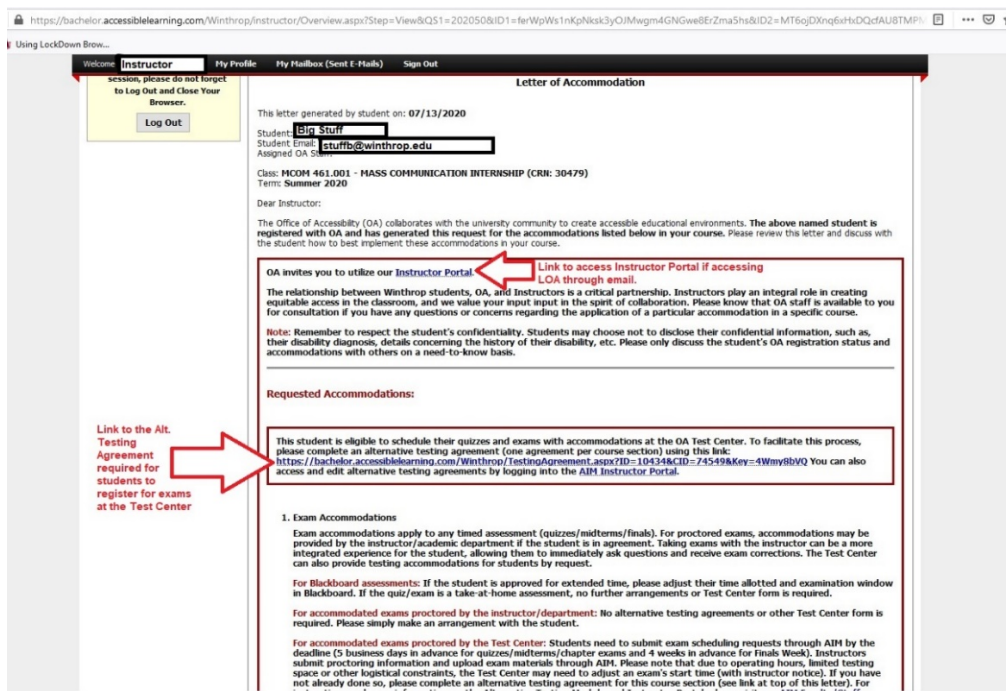
Access Tutorials | Winthrop University | Website: [Visit Our Website](#) | Phone: (803) 323 - 3200  
 Contact Our Office | 307 Bancroft Hall | Email Us: [accessibility@winthrop.edu](mailto:accessibility@winthrop.edu) | Fax: (803) 323 - 4585  
 Read Disclaimer | Rock Hill, SC 29733

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- Go to **“Alternative Testing”** on the left side under **“Views and Tools”**. In the first section **“Specify Alternative Testing Agreement”**, click on the down arrow to select the class that needs an Alternative Testing Agreement. Then, click **“Continue to Specify Alternative Testing Agreement”**.



- Another way you can complete the Alternative Testing Agreement is through the link provided in the LOA that is sent to your Winthrop email account. Click on the agreement link found in the red box under the **“Requested Accommodations”** section.



5. Answer all questions on the Alternative Testing Agreement fully, especially any question with a red astrix. It will provide the Test Center with the parameters for different types of assessments in your course. *Note: The agreement will be applied to all of the students in that section registered for testing accommodations.* Once complete, click **“Submit Alternative Testing Agreement”**. After submission, scroll back through the page to make sure there are not any error messages.

6. To edit an Alternative Testing Agreement, select the **“Alternative Testing”** tab found under **“Views and Tools”** from the Instructor Homepage. Inside the **“List Alternative Testing Agreement”** box, select the class you wish to edit and select **“View”**. If you simply wish to copy an agreement to a different section of your class (example: History 111 section 1 & 2 have the same tests), choose the class you want to copy an agreement to and select **“Copy”**.

**Note:** The Alternative Testing Agreement must be completed by the day prior to a student’s first scheduled test at the Test Center. Students will not be able to test at the Test Center without a submitted agreement

**\*If you have any questions concerning the Instructor AIM Portal or the Alternative Testing Agreement, contact the OA Test Center at: [testcenter@winthrop.edu](mailto:testcenter@winthrop.edu) or 803-323-3290, option 3. We are available for meetings through Zoom to go over any issues! Use our contact information to schedule an appointment.**