

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: <u>Instructor AIM Portal</u>. 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".

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Y Home Please read the following prior to completing the form: Y OA's Main Website By clicking on 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 students comes with the responsibility to maritain the rights of students particularly as one to members of the faculty and staff who have a legistrate need to know their contents; however, you do have a responsibility to maritain the rights of students particularly as a legistrate need to know their contents; however, you do have a responsibility to maritain confidentiality. Log Out Please REFRAIN from using SNARED (PUBLIC) COMPUTER. • Please REFRAIN from using SNARED (PUBLIC) COMPUTER. • REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS BIOFORMATION			
NEED HELP? OFFICE OF ACCESSIBILITY Access Tubroids Winthrop University Contact Cur Office 307 Bircroft Hall Read Disclamer RodxHill, SC 29733 Email Us: accessibility@winthrop.edu Pass: (803) 323 - 4985			
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3. 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".

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4. 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.

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	Dear Instructor:
	The Office of Accessibility (OA) collaborates with the university community to create accessible educational environments. The above named student is registered with OA and has generated this request for the accommodations listed below in your course. Please review this letter and discuss with the student how to best molement these accommodations in your course.
	OA invites you to utilize our Instructor Portal
	The relationship between Winthrop students, OA, and Instructors is a critical partnership. Instructors play an integral role in creating equitable access in the classroom, and we value your input in put in the spirit of collaboration. Please know that OA staff is available to you for consultable in you have any questions or concerns regarding the application of a particular accommodation in a specific course.
	Note: Remember to respect the student's confidentially. Students may choose not to disclose their confidential information, such as, their disability diagnosis, details concerning the bickory of their disability, etc. Please only discuss the student's OA registration status and accommodations with others on a need-to-know basis.
	Requested Accommodations:
esting greement equired for tudents to	This student is eligible to schedule their quizzes and exams with accommodations at the OA Test Center. To facilitate this process, please complete an alternative testing agreement (one agreement per course section) using this link: https://bachde.accessableienring.com/Winthroo/TestingAngreement.aspx7707-101346Cur735498Key=4Wmy8bVQ You can also access and edit alternative testing agreements by logging with the Add Hintstactor Portal.
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	- town accommodations apply to any timed assessment (nuizes/init(terms/Inite), For proctored come, accommodations may be compared by the initiation account if the student is in synemetry. Taking assess with the initiation as more integrated experience for the student, allowing them to immediately as questions and receive exam corrections. The Test Center can also provide testing accommodations for students by request.
	For Blackboard assessments: If the student is approved for extended time, please adjust their time allotted and examination window in Blackboard. If the quiz/exam is a take-at-home assessment, no further arrangements or Test Center form is required.
	For accommodated exams proctored by the instructor/department: No alternative testing agreements or other Test Center form is required. Please simply make an arrangement with the student.
	For accommodated exams proctored by the Test Center: Students need to submit exam scheduling requests through AIM by the deadline (5 business days in advance for ouizzes/midterms/chapter exams and 4 weeks in advance for finals Week). Instructors

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.

	Please list REGULAR CLASS EXAM LENGTH without extended time accommodations
	Final Minutes
	Midterm Minutes
	Quiz Minutes
	Standard Eram Minutes
Answer all	Additional Information Instructor Phone Number 1: 800-535-53551 Herit: Enter 11-0-dgt number only. Additional Note: Usubmit Atternative Testing Agreement
completely	
Answer all completely	Unestions Submit Alternative Testing Agreement Ouestions Contact list

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".

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 Views and Tools Overview Course Subbus Alternative Testing Alternative Formats Notetaking Services 	Hint: If you need to make any changes, please select the following Atemative Testing Agreements and clck View. If you would like to make a copy of your Atemative Testing Agreement to another course, please use the following function to select your source Atemative Testing Agreement and your other course. Select: Select One Copy to: Select One Copy to: Select to be the following the total total to the following the foll	iment, choose w. ement for other
> Communication Access	MCOM 461.001 - Mass Communication Internship sections, select cop	у.

Note: The Alternative Testing Agreement must be completed by the day prior to a student's <u>first</u> 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: <u>testcenter@winthrop.edu</u> 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.