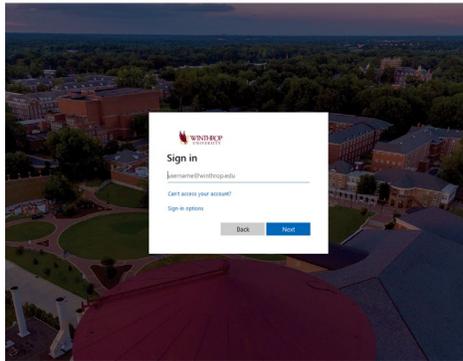


### How to Retrieve a Completed Test from AIM

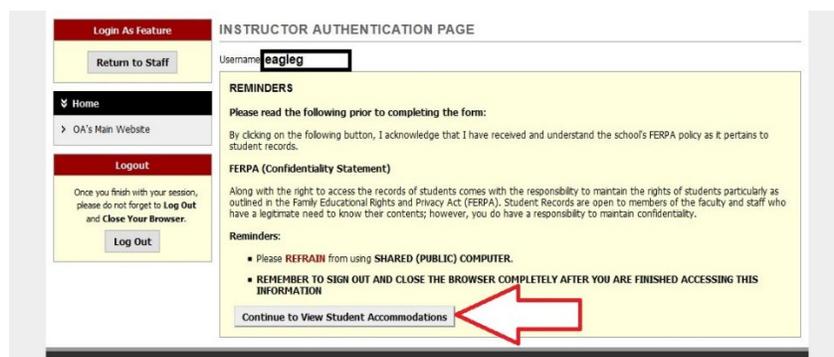
AIM has recently rolled out a new feature that allows the OA Test Center to upload completed tests directly into your Instructor AIM Portal. This return method is more secure than returning a test as an attachment through email. In order to retrieve a test, you must enter a code similar to the process used by banks and utility companies.

Once a test has been uploaded, a notification email will be sent to the instructor's Winthrop email account. The notification email will contain a code for your student's test file. Please note, this code is only good for 20 minutes. In the event you are unable to view your email within the first 20 minutes of receiving it, go through the steps below to retrieve a new code. Make sure you open the most recent email from AIM after following the steps so you do not accidentally put in the old code from the initial email.

1. Log into the [Instructor AIM Portal](#).



2. Acknowledge you have read the reminders by clicking the “**Continue to View Student Accommodations**” button near the bottom of the screen.



3. Choose “**Alternative Testing**” on the left side.

Overview

Course Syllabus

Alternative Testing

Alternative Formats

Notetaking

Deaf and Hard of Hearing

Legend:

- CMA: Course Modification Accommodations
- EXAM: Exam Accommodations
- NOTE: Notetaking Services

- Above the “Specify Alternative Testing Agreement” box on the top right side, there are three options. Select the “Completed Exam Files” option.

ALTERNATIVE TESTING

List Exams **Completed Exams Files** Students' Courses

SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: **MATH 291.C** - Basic Number Concepts for Teac

Continue to Specify Alternative Testing Agreement

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing

- Scroll near the bottom and select “View” in the row with the student’s name in the “Completed Exams” section.

LIST COMPLETED EXAMS BY STUDENTS (SORTED BY LAST UPLOADED)

List Upcoming Exam Files Show All Completed Exam Files

| View                 | Delete                 | SBJ  | CRS | SEC | Student Name | Date       | Time     | Exam File Note |
|----------------------|------------------------|------|-----|-----|--------------|------------|----------|----------------|
| <a href="#">View</a> | <a href="#">Delete</a> | MATH | 150 |     |              | 10/01/2020 | 02:00 PM |                |
| <a href="#">View</a> | <a href="#">Delete</a> | MATH | 292 |     |              | 09/21/2020 | 10:50 AM |                |

Questions? Contact Us!

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

- Once you click “View” it will send you a code via your Winthrop email account. Enter that code into the box.

Return to Staff

Important Note: Code for Verification was sent to your email.  
Please check your email right away since the code is only available for 20 minutes. If you need a new code, simply click on Back to Exam List, try to download the file again.

Verification

Code #: **DV226**

Verify Code Back to Exam List

Questions? Contact Us!

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

7. The exam will appear on your computer once the system has processed the code. You can print the exam (if a PDF) or it will open in the program the file was sent in (example: Microsoft Word).

As always, please contact us via phone at 803-323-3290, option 3 OR by email at: [testcenter@winthrop.edu](mailto:testcenter@winthrop.edu) if you need assistance. We are available to meet by Zoom to walk through any issues. Schedule an appointment by using our contact information!