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# Using AIMS to Schedule Exams with Accommodations

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## Need to see how it works? Screencast tutorials are available at

<http://www.sou.edu/dr/tutorials-1.html>

Testing contracts are entered by the student using information gathered from the instructor.

You may view the testing contract questions by navigating through step 4 of [Entering your testing contract](#) below.

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### Entering your testing contract

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1. Log into AIMS
2. Click on the *Alternative Testing* link on the left
3. Click on *Submit Testing Contract* in the upper right (above the big red arrow)
4. Select the class from the dropdown menu and the appropriate type of testing contract (most classes use the standard testing contract). Then click the [Step 3 Continue to Fill Contract](#) button.  
**If the class does not appear in the dropdown menu, modify your initial request to include *Alternative Testing***
5. Enter the information as provided by your instructor
6. Agree to the terms and conditions by checking the boxes
7. Click the [Submit Alternative Testing Contract](#) button.
8. **One testing contract needs to be entered for every course in which you are using testing services.**  
**\*See reverse for a template of testing contract.**

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### Scheduling exams with accommodations

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1. In AIMS, click on the *Alternative Testing* link on the left.
2. Select your class from the dropdown menu.. Then click on the [Schedule an Exam](#) button.  
**If your class does not appear in the dropdown menu you will need to enter a testing contract.**
3. Choose the type of exam from the dropdown menu, then enter the date, time, and services requested.
4. Click on the [Add Exam Request](#) button.
5. AIMS will give you an error message if your request is outside of the timeframe for requesting exams, or if you have already requested an exam for the same date and time. Notify the department via email.

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### Modifying scheduled exams

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1. In AIMS, click on the *Alternative Testing* link on the left.
2. Select your class from the dropdown menu.
3. Scroll down to view the list of upcoming exam requests to find the exam that needs modification. Then click the *Modify Request* link.

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### Cancelling scheduled exams

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1. In AIMS, click on the *Alternative Testing* link on the left.
2. Select your class from the dropdown menu.
3. Scroll down to view the list of upcoming exam requests to find the exam that needs cancellation. Then click the *Cancel Request* link.

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### Something not working? Here is some information to consider

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- In order to enter testing contracts, schedule exams with accommodations, or modify accommodations your requests for the current term must have already been approved.
- If you believe that there is an error within AIMS please let us know via email: [dss@sou.edu](mailto:dss@sou.edu).

Student: \_\_\_\_\_ Course: \_\_\_\_\_

## Alternative Testing Contract Questions\*

The actual contract will look different and will be done through AIMS by the student or instructor. If you would like to sit down with the student at a computer you may enter the contract with the student (preferred).

\* *The testing contract must be entered into AIMS in order for the student to schedule exam dates.*

### 1. Test delivery instructions

- Instructor will email the exam. (send link to [dss@sou.edu](mailto:dss@sou.edu) at least 24 hours prior to the exam)
  - Instructor will upload the exam. (send link to AIMS two days prior to exam)
  - Instructor will drop exam at the testing center at least 24 hours prior to the exam.
  - Exam will be hosted through Moodle or other website. (If password is required, email [dss@sou.edu](mailto:dss@sou.edu) at least 24 hours prior to exam)
  - Student will deliver exam in sealed envelope. Student to pick up exam from: \_\_\_\_\_ (include location or person and time)
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### 2. Test return instructions

- Instructor will pick up the completed exam at the testing center.
  - Exam is administered on Moodle or other course website; no hard copy to return.
  - DSS will email completed exam to instructor. (provide email address) \_\_\_\_\_
  - Student will deliver exam in sealed envelope to: \_\_\_\_\_ (include location or person and time)
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3. Will a Scantron be required for exam?  Yes  No

### 4. Are any of the following REQUIRED for the exam?

- Blue book  Calculator  Lined paper  Scratch paper
- Other (please specify): \_\_\_\_\_

### 5. Materials allowed in testing room:

- Open book  Open notes  3"x5" notecard  Calculator  Instructor provided handouts
- Other (please specify): \_\_\_\_\_

### 6. If the student needs clarification on a question or procedure during the exam, how should that be addressed?

- Call or email instructor at the following: \_\_\_\_\_
- Have staff member use Google Chat to ask question. (instructor agrees to have Chat open during exam)
- Leave question blank and include a note asking clarifying question in exam envelope.
- Answer question, circle it on exam, and include a note asking clarifying question in exam envelope.
- Other (please specify): \_\_\_\_\_

### 7. When finished with the exam, the student should:

- Turn in all testing materials.
- Turning in all testing materials, including scratch paper.
- Turn in exam answers but keep exam questions.
- Turn in latest assignment with exam.
- Other (please specify): \_\_\_\_\_

### 8. Exam Length: NOTE: DO NOT CALCULATE the time allowed for the student. This will be done automatically by the database.

Enter the amount of time that students in the classroom receive for each exam)

Quiz: \_\_\_\_\_ minutes      Midterm: \_\_\_\_\_ minutes      Final: \_\_\_\_\_ minutes

Instructor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By submitting this contract I agree to all Disability Resources policies and procedures.

To read a complete outline of responsibilities go to: <http://www.sou.edu/access/dss/Testing%20Responsibilities.pdf>

\*If instructors would like to provide their own exam location and proctor, please call Disability Resources (541-552-6213).