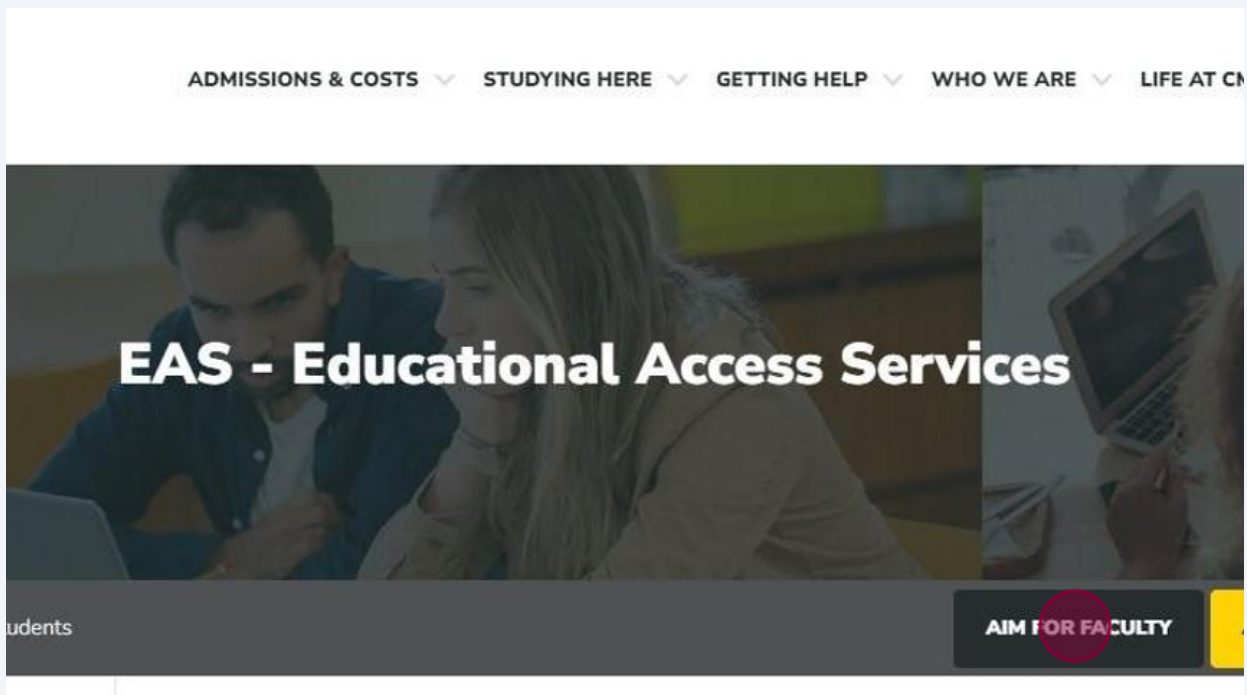


# Set Up Accommodated Testing Agreement for Courses in AIM Platform

Step-by-Step guide for Instructors to complete Testing Agreement(s) for courses, indicate exam dates, and upload exams.

1 Navigate to [AIM Faculty Portal](#)



970-248-1856

**Educational Access Services**  
eas@coloradomesa.edu

Houston Hall 108

## 2 Click "CONTINUE TO VIEW STUDENT ACCOMMODATIONS"

This Privacy Reminder will appear EVERY TIME you log into AIM.

Reminders:

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

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

[CONTINUE TO VIEW STUDENT ACCOMMODATIONS >](#)

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## 3 Click "Alternative Testing" on the left menu

[BACK TO MY PROFILE >](#)

**HOME**

- > Overview
- > Upload Syllabus
- > **Alternative Testing**
- > Flex Plan

[SIGN OUT >](#)

**STUDENTS WHO REQUESTED ACCOMMODATIONS**

[REFINE SEARCH >](#)

Records Found: 2 (Showing: 1 - 2)

View	PDF	CRN	Subject	Course	Section	Student's
View	PDF	22045	BIOL	101	001	Emalia **
View	PDF	22045	BIOL	101	001	Shelby **

4 Click "Courses without EAS Accommodated Testing Agreement"

You have student(s) in this class requesting to use approved testing accommodations. We ask that you complete (EAS Accommodated Testing Agreement) for each class you teach.

EAS is open Mon-Fri 8am-5pm for in-person and remote proctoring. For exam times outside typical business hours, please contact [eastesting@coloradomesa.edu](mailto:eastesting@coloradomesa.edu) or 970-248-1856 for guidance.

**EAS ACCOMMODATED TESTING AGREEMENT**

**7**

[Courses without EAS Accommodated Testing Agreement](#)

Total Courses with EAS Accommodated Testing Agreement: **0**

5 Click "Specify EAS Accommodated Testing Agreement" for a specific course - you will now see ALL your courses as well as a number of students requesting testing accommodations in that course (this WILL change so check back). **Agreements can still be copied across courses.**

Records Found: **7** (Showing: 1 - 7) Show

---

**BIOL 101.001 - GENERAL HUMAN BIOLOGY-GTSC1 (CRN: 22045)**

Status: **Not Specified** - [Specify EAS Accommodated Testing Agreement](#)

Summary:

- Number of Students Requesting Alternative Testing: **2**.

---

**BIOL 101L.017 - GENERAL HUMAN BIOL LAB-GTSC1 (CRN: 22474)**

Status: **Not Specified** - [Specify EAS Accommodated Testing Agreement](#)

# Completing EAS Accommodated Testing Agreement

6

Complete the "List of Questions" according to how you administer the exams in class. **\*Questions are required**, but you may leave other questions blank if it does not apply to your exams.

## EMENT

TC01 (CRN: 23021)

ting Agreement  
ommodations and has  
EAS office. Please  
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easy opportunity for you  
s course.

ommodations and has  
EAS office. Please  
iously known as the

easy opportunity for you  
s course.

per course **section**. If the  
cals, or performance  
options. If you plan to  
licate this and you do not

stored, students do not  
ent's testing  
xam (extra time, reader),  
act EAS for assistance.

through AIM Faculty  
omesa.edu

### LIST OF QUESTIONS

Please indicate the type of assessments given in this class: \*

Select One

Additional Comment:

Exam delivery to EAS \*

N/A - exam is being completed online via D2L or other applicable

Exam delivery to EAS \*

- N/A - exam is being completed online via D2L or other applicable program
- Upload to AIM Faculty Portal
- Email to eastesting@coloradomesa.edu
- Drop off in-person at EAS (H 108)

Delivery of completed exam: \*

- SE - Completed exams will be scanned and sent to instructor via email day of completion (originals kept on file per records policy)
- D - Completed exams will be delivered to your department within one day (it is recommended you use electronic means to receive the exam in a timely matter)

cais, or performance options. If you plan to facilitate this and you do not

stored, students do not  
ent's testing  
exam (extra time, reader),  
act EAS for assistance.

through AIM Faculty  
omesa.edu

- Upload to AIM Faculty Portal
- Email to eastesting@coloradomesa.edu
- Drop off in-person at EAS (H 108)

Delivery of completed exam: \*

- SE - Completed exams will be scanned and sent to instructor via email day of completion (originals kept on file per records policy)
- D - Completed exams will be delivered to your department within one day (it is recommended you use electronic means to receive the exam in a timely matter)
- IP - Completed exams will be picked up in-person by instructor at EAS H 108
- N/A - Not applicable-submitted via online submission

PRINT exams and quizzes will REQUIRE:

- Scantron (Specify 25, 50, 100) (Specify Below)
- Blue Book (Blank?) (Specify Below)

adomesa.edu

the exam in a timely matter.

- IP - Completed exams will be picked up in-person by instructor at EAS H 108
- N/A - Not applicable-submitted via online submission

PRINT exams and quizzes will REQUIRE:

- Scantron (Specify 25, 50, 100) (Specify Below)
- Blue Book (Blank?) (Specify Below)
- Students will write answers on the exam.
- Students will use a provided question answer sheet.
- N/A - exam is being completed online via D2L or other applicable program

Additional Comment:

The CLASS will be allowed to use the following during exams and quizzes: \*

- Calculator (Clear memory? What type?) (Specify Below)
- Tables (Periodic, Z-score, etc.) (Specify Below)
- "Open Book" - Textbook, notes, etc. (Specify Below)
- "Closed Book" - allow ONLY specified resources (notecard, note sheet, etc.) (Specify Below)
- N/A - No resources or materials
- Other (List allowances) (Specify Below)

Additional Comment:

Do you answer student clarifying questions DURING exams? \*

- Yes, I answer student clarification questions - please elaborate and provided preferred method of contact for clarification. (Specify Below)
- No, I do not provide rewording or clarification pertaining to student questions during exams.
- Other - please explain below (Specify Below)

Additional Comment:



7

Click the "Specify Phone Number" field to add the best number to reach you at for test related questions.

need to take exams at the EAS office. If a student's testing accommodations affect the settings of your exam (extra time, reader), be sure to adjust that for the individual or contact EAS for assistance.

Assessments can be provided to EAS by upload through AIM Faculty portal or attaching to email [eastesting@coloradomesa.edu](mailto:eastesting@coloradomesa.edu)

**CONTACT INFORMATION**

Phone Number \* :

United States of America (+1)

SE - Completed exams v email day of completion

D - Completed exams w one day (it is recomm the exam in a timely ma

IP - Completed exams v EAS H 108

N/A - Not applicable-sul

PRINT exams and quizzes w

Scantron (Specify 25, 50

Blue Book (Blank?) (Spe

Students will write ans

Students will use a prov

N/A - exam is being cor program

Additional Comments:

8

Click "SUBMIT AND CONTINUE TO SPECIFY EXAM DATES"

**FORM SUBMISSION**

**QUESTION?**

**Educational Access Services**  
[eastesting@coloradomesa.edu](mailto:eastesting@coloradomesa.edu)  
970-248-1856  
Monday-Friday  
8am-5pm

## Completing Exam Details and Indicating Exam Dates

9

After completing the Testing Agreement you will be prompted to "List Exam Dates". Complete the "EXAM DETAIL" (dates and details can be changed later, if necessary).

**ENGL 111.009 - ENGLISH COMPOSITION I-GTC01 (C)**

[EAS ACCOMMODATED TESTING AGREEMENT](#)   [LIST EXAM DATES](#)   [COPY EAS ACCO](#)

**EXAM DETAIL**

Type \* : Select One ▼

Date \* : ?  
mm/dd/yyyy

Time: ?

Standard Length Of Exam (In Minutes) \* :

**EXAM DETAIL**

Type \* :  ▼

Date \* : ?  
mm/dd/yyyy

Time: ?

Standard Length Of Exam (In Minutes) \* :

**Hint:** Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.



Alternative Testing

Flex Plan

**SIGN OUT** >

### EXAM DETAIL

Type \*:

Exam

Date \*:

mm/dd/yyyy

Time:

Select

Standard Length

Hint: Please  
time accom

Additional Note

Choose A Date

Aug 2024

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### EXAM DA

List additio  
Agreemen

### UPLOAD E

Note: Exar

File Title:

Select File

Date \*:

mm/dd/yyyy

Time:

Select

Standard Length

Hint: Please  
time accom

Additional Note

Choose A Date

Oct 2024

SU	MO	TU	WE	TH	FR	SA
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

### UPLOAD EXAM FILE

Note: Exam files can be

File Title:

Select File:

Choose File

No file

> Flex Plan

Type\*:

Date\*:

Time:

Standard Length Of Exam (In Minutes)\*:

**Hint:** Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Additional Note For Staff:

SIGN OUT >

10

Add the "Standard Length of Exam (in Minutes)required field". This is necessary for EAS to know how longer students are allowed for an exam/quiz.



Date\*:

Time:

Standard Length Of Exam (In Minutes)\*:

**Hint:** Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Additional Note For Staff:

11

Add any exam/quiz specific information that differs from the completed Testing Agreement in the "List additional instructions that differ from the completed Testing Agreement for this course." field. For example, if there are specific allowances for this exam that aren't allowed on others (e.g. Calculator not allowed).

[TESTING AGREEMENT](#)   [LIST EXAM DATES](#)   [COPY EAS ACCOMMODATED TESTING AGREEMENT](#)

#### EXAM DATE INSTRUCTIONS

List additional instructions that differ from the completed Testing Agreement for this course.

#### UPLOAD EXAM FILE

**Note:** Exam files can be added on a continual basis.

File Title:

(In Minutes) \*:

Length in minutes, and do not include extended sessions. For example: 120 minutes for 2 hours.

12

Upload exams and/or resource documents in the "Upload Exam File" section.

#### UPLOAD EXAM FILE

**Note:** Exam files can be added on a continual basis.

File Title:

Select File: ?

 No file chosen

m (In Minutes) \*:

Length in minutes, and do not include extended sessions. For example: 120 minutes for 2 hours.

File:

13

Click "SAVE EXAM DATE". Repeat "Exam Detail" steps (9-13) for as many as exams/quizzes as needed for course. Exam Details can also be copied between sections with or without modifications.

The screenshot shows a form for entering exam details. At the top, a yellow box contains a hint: "Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours." Below this is a text input field containing the number "50". Underneath is a label "Additional Note For Staff: ⓘ" followed by a large, empty text area. A yellow bar with the text "FORM SUBMISSION" is positioned below the text area. At the bottom of the form, there are two buttons: "SAVE EXAM DATE >" and "BACK TO LIST >". The "SAVE EXAM DATE >" button is highlighted with a red circle.

## Modifying/Adding Exam Details or Dates

14

Under Alternative Testing in AIM, to **return to List Exams EITHER** Click "EAS ACCOMMODATED TESTING AGREEMENT" at the top or Click "Number of Courses without Exam Dates" on the center.

IG EXAMS

3 EXAMS

COMPLETED FILES

EAS ACCOMMODATED TESTING AGREEMENT

LIST STUDENTS

ALL EXAMS

use approved testing accommodations. We ask that you complete **ONE** Course Instruction Template (Alternative Testing  
d remote proctoring. For exam times outside typical business hours, please contact EAS testing staff  
i6 for guidance.

) in this class requesting to use approved testing accommodations. We ask that you complete **ONE** Course Instruction Template (Alternativ  
ch class you teach.

ri 8am-5pm for in-person and remote proctoring. For exam times outside typical business hours, please contact EAS testing staff  
domesa.edu or 970-248-1856 for guidance.

ED TESTING AGREEMENT

2

t EAS Accommodated  
g Agreement  
:h EAS Accommodated  
Agreement: 3

COURSES MISSING EXAM DATES

3

Number of Courses without Exam Dates

15 Click "View/Modify EAS Accommodated Testing Agreement"

Records Found: 5 (Showing: 1 - 5)

**ENGL 111.009 - ENGLISH COMPOSITION I-GTC01 (CRN: 24057)**

Status: [View/Modify EAS Accommodated Testing Agreement](#)

List Exam Dates:

- Exam on Wednesday, August 21, 2024 at 10:00 AM.

**ENGL 111.011 - ENGLISH COMPOSITION I-GTC01 (CRN: 22393)**

Status: [View/Modify EAS Accommodated Testing Agreement](#)

16 Click "LIST EXAM DATES"

**D TESTING AGREEMENT**

enable >> EAS ACCOMMODATED TESTING AGREEMENT

**ENGL 111.009 - ENGLISH COMPOSITION I-GTC01 (CRN: 24057)**

[EAS ACCOMMODATED TESTING AGREEMENT](#) [LIST EXAM DATES](#) [COPY EAS ACCOMMODATED TESTING AGREEMENT](#)

**INFORMATION**

A student in your class is eligible for testing accommodations and has requested to use accommodations for exams **in EAS office**. **Please complete the Course Instruction Template previously known as the testing agreement.**

The Course Instruction Template is a quick and easy opportunity for you

**LIST OF QUESTIONS**

Please indicate the type of asses

**Printed Material - In-class**

Additional Comment:



17 Click "Modify" next to the Exam Date you wish to change.

The screenshot shows the 'EAS ACCOMMODATED TESTING AGREEMENT' interface. At the top, there are links for 'EAS ACCOMMODATED TESTING AGREEMENT', 'LIST EXAM DATES', and 'COPY EAS AC'. Below this is a section titled 'LIST EXAM DATES' which contains a table with the following columns: 'Modify', 'Delete', 'Type', and 'Date'. A single row is visible in the table with the following values: 'Modify' (circled in red), 'Delete', 'Exam', and 'Wednesday, October 16, 2024'. Below the table is a section titled 'ADD ADDITIONAL EXAM DATE' and another section titled 'EXAM DETAIL' which is currently empty.

18 Adjust the fields you want to change or Add the details required in the "EXAM DETAIL" fields.

The screenshot shows the 'EXAM DETAIL' form. At the top left, there is a 'BACK TO MY PROFILE >' button. Below it is a 'HOME' section with a list of links: 'Overview', 'Upload Syllabus', 'Alternative Testing', and 'Flex Plan'. At the bottom left of this section is a 'SIGN OUT >' button. The main form area contains the following fields: 'Type \*:' with a dropdown menu set to 'Exam'; 'Date \*:' with a text input containing '10/16/2024' and a calendar icon (circled in red) to its right; 'Time: ?' with two dropdown menus set to '9 AM' and '00'; and 'Standard Length Of Exam (In Minutes) \*:' with a text input containing '50'. A yellow hint box is present below the 'Standard Length Of Exam' field, containing the text: 'Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.' On the right side of the form, there are sections for 'EXA' (List Agre, Nc), 'UPL', and 'Note File'.

19 Click "UPDATE EXAM DATE"

The screenshot shows a web interface with a 'FORM SUBMISSION' section highlighted in yellow. Below this section, there are two buttons: 'UPDATE EXAM DATE >' and 'UPDATE AND BACK TO LIST EXAM DATES >'. The 'UPDATE EXAM DATE >' button is circled in red. To the right of the 'UPDATE AND BACK TO LIST EXAM DATES >' button, there is a partially visible button labeled 'BA'. Below the 'FORM SUBMISSION' section, there is a 'QUESTION?' section with contact information for Educational Access Services: eastesting@coloradomesa.edu, 970-248-1856, Monday-Friday, 8am-5pm. In the top right corner, there is a 'Delete' button and a blue arrow icon.

## Copy Testing Agreement and Exam Details between courses

20 Under Alternative Testing in AIM, to **copy completed Testing Agreements to other courses** Click "EAS ACCOMMODATED TESTING AGREEMENT"

The screenshot shows a web interface with a navigation menu. The menu items are: '3 EXAMS', 'COMPLETED FILES', 'EAS ACCOMMODATED TESTING AGREEMENT', 'LIST STUDENTS', and 'ALL EXAMS'. The 'EAS ACCOMMODATED TESTING AGREEMENT' item is highlighted with a blue box and a red circle. Below the navigation menu, there is a yellow highlighted section. The text below the yellow section reads: 'use approved testing accommodations. We ask that you complete **ONE** Course Instruction Template (Alternative Testing' and 'd remote proctoring. For exam times outside typical business hours, please contact EAS testing staff' and 'i6 for guidance.'

21 Click "View/Modify EAS Accommodated Testing Agreement"

Records Found: 5 (Showing: 1 - 5)

**ENGL 111.009 - ENGLISH COMPOSITION I-GTC01 (CRN: 24057)**

Status: [View/Modify EAS Accommodated Testing Agreement](#)

List Exam Dates:

- Exam on Monday, October 14, 2024 at 09:00 AM.

**ENGL 111.011 - ENGLISH COMPOSITION I-GTC01 (CRN: 22393)**

Status: Not Specified. [Specify EAS Accommodated Testing Agreement](#)

22 Click "COPY EAS ACCOMMODATED TESTING AGREEMENT" at the top.

AGREEMENT

**COMPOSITION I-GTC01 (CRN: 24057)**

[LIST EXAM DATES](#) [COPY EAS ACCOMMODATED TESTING AGREEMENT](#)

**LIST OF QUESTIONS**

Please indicate the type of assessments given in this class: \*

Printed Material - In-class

Additional Comment:

23

Click the course to copy the Testing Agreement from the dropdown.  
Click "CONTINUE"

The screenshot shows a web interface with a red header bar containing the text "CTOR". Below the header is a yellow sidebar with a "PROFILE >" button. The main content area has a title "ENGL 111.009 - ENGLISH COMPOSITION I-GTC01 (CRN: 24057)". Below the title are three links: "EAS ACCOMMODATED TESTING AGREEMENT", "LIST EXAM DATES", and "COPY EAS ACCOMMODATED TESTING AGREEMENT". A form titled "COPY EAS ACCOMMODATED TESTING AGREEMENT TO" contains a "Select Course:" label and a dropdown menu with "Select One" selected. A red circle highlights the dropdown arrow. Below the form is a yellow bar labeled "FORM SUBMISSION" and a "CONTINUE >" button.

The screenshot shows a web interface with a yellow sidebar containing a "HOME" section with links: "Overview", "Upload Syllabus", "Alternative Testing", and "Flex Plan". Below these links is a "SIGN OUT >" button. The main content area has a title "COPY EAS ACCOMMODATED TESTING AGREEMENT TO" and a "Select Course:" label. The dropdown menu shows "ENGL 111.011 - ENGLISH COMPOSITION I-GTC01" selected. A red circle highlights the dropdown arrow. Below the form is a yellow bar labeled "FORM SUBMISSION" and a "CONTINUE >" button. At the bottom, there is a "QUESTION?" section with contact information for Educational Access Services: "eastesting@coloradomesa.edu".

24

Date or Files for Exams can be copied and changed OR not copied into the new course.

TO MY PROFILE >

EAS ACCOMMODATED TESTING AGREEMENT LIST EXAM DATES COPY EAS ACCOMMODATED TESTING AG

Copy to Course: ENGL 111.011 - ENGLISH COMPOSITION I-GTC01 (CRN: 22393).

<input type="checkbox"/>	Type	Date	Time	Length	Use Same File
<input checked="" type="checkbox"/>	Exam	10/14/2024	9 AM 00	50	<input checked="" type="checkbox"/>

COPY EAS ACCOMMODATED TESTING AGREEMENT >

QUESTION?

Educational Access Services

25

Click "COPY EAS ACCOMMODATED TESTING AGREEMENT"

HOME

Overview

Upload Syllabus

Alternative Testing

Flex Plan

SIGN OUT >

Copy to Course: ENGL 111.011 - ENGLISH COMPOSITION I-GTC01 (CRN: 22393).

<input type="checkbox"/>	Type	Date	Time	Length	Use
<input checked="" type="checkbox"/>	Exam	10/15/2024	10 AM 00	50	<input checked="" type="checkbox"/>

COPY EAS ACCOMMODATED TESTING AGREEMENT >

QUESTION?

Educational Access Services  
eastesting@coloradomesa.edu  
970-248-1856  
Monday-Friday