

Alternative Testing Agreement:

This Agreement lets the testing center know how professors would like their exam to be administered. If no agreement is submitted to the Testing Center by test time on test day, the Testing Center will administer the test as they believe best.

To check for an agreement:

- (1) Go to your dashboard/overview page.

 » **MY DASHBOARD** » **OVERVIEW**

- (2) Look for the box that says **Upcoming Exam Without Alternative Testing Agreement** (or **Alternative Testing**). Click on the number to go to the student.

Alternative Testing UPCOMING EXAMS WITHOUT ALTERNAT... 	Alternative Testing SUMMER 2025 
UPCOMING EXAMS WITHOUT ALTERNATIVE TESTING AGREEMENT	<i>Based on Your Preference</i>
Wednesday, June 11, 2025: 0	Need Approval: 0
Thursday, June 12, 2025: 0	Pending Changes: 0
Friday, June 13, 2025: 0	Rescheduling Required: 0
Monday, June 16, 2025: 0	Location Need to be Assigned: 0
Tuesday, June 17, 2025: 1	Proctor Need to be Assigned: 1
Wednesday, June 18, 2025: 0	Without Alternative Testing Agreement: 1

- (3) The reason for no agreement will be given.

[REFINE SEARCH OR LIST SAVED QUERIES >](#)

 **HANDY TOOLS**

[Previous Term](#)

Records Found: **1** (Showing: **1 - 1**) [SEND EMAIL >](#)

View	Status
View	Waiting for Instructor

- (4) Click **View**. This will take you to a screen where you can see when the instructor was notified. On this same page, you can also choose to email the professor a reminder.

PREVIOUSLY SENT REMINDERS

Important Note

- Instructors were notified on Tuesday, June 10, 2025 at 12:54 PM.
- There is a maximum **5** attempts to send reminder to the instructor.

Link to Specify: [Alternative Testing Agreement](#)

SELECT EMAIL ADDRESSES

Important Note: Please review **Email Template ID: 173** before sending a reminder to instructors.

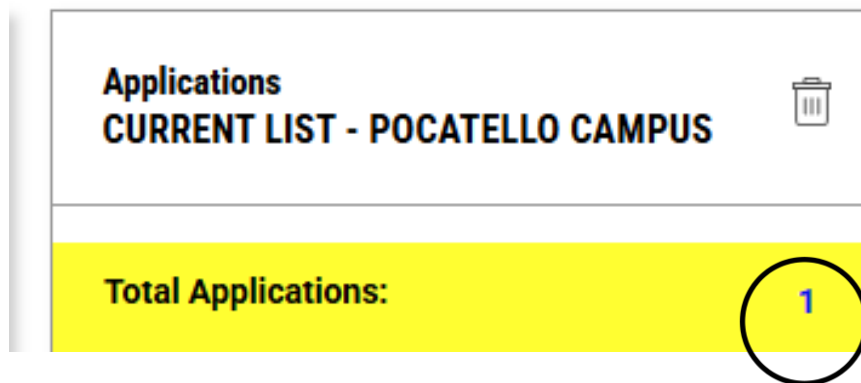
Instructor Email Addresses:

Accommodations Request

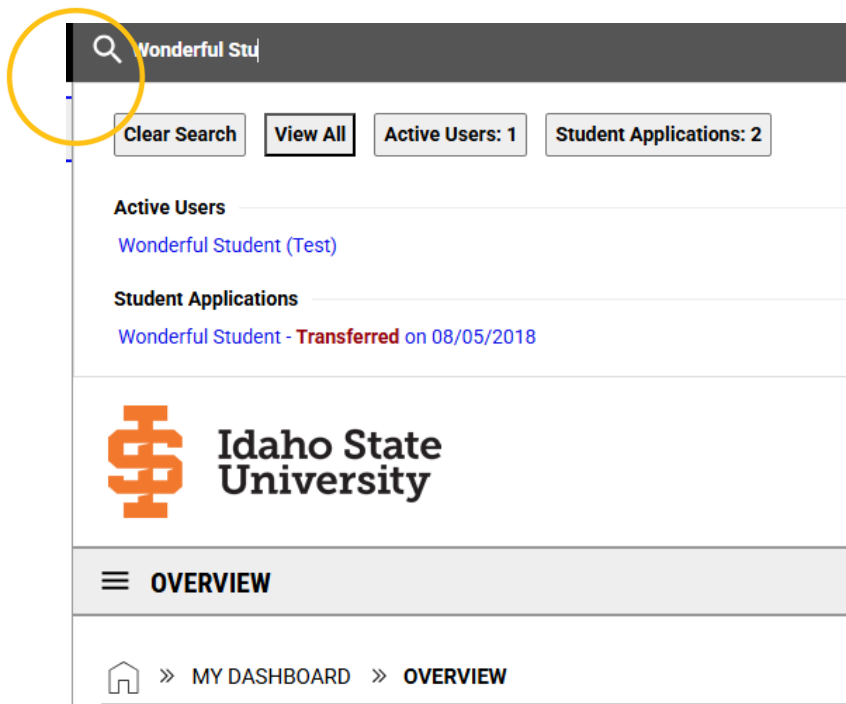
You will have both new and returning students request services. The process is a little different for each, with new students having a few extra steps.

For a new student request:

- (1) The student will need to fill out a request for services online at isu.edu/disabilityservices/
- (2) Once this application is submitted, it will appear on your Dashboard/Overview page under Total Applications. When the student reaches out to schedule an appointment, you can click on the number or type the students name into the search bar at the top left of your Overview page.



OR



- (3) On the student's account page, select **Transfer Application**. This will take you to a new page – fill in the boxes with asterisks.

MAILBOX **TRANSFER APPLICATION** DELETE APPLICATION SUMMARY HISTORY

- (4) Once all of the required information is filled out, you will then click **Transfer Application**. This will remove the student from the current list.

FORM SUBMISSION

Assign Me As Primary Advisor:

No ▾

TRANSFER APPLICATION >

- (5) Now you can schedule the student for an appointment. On the student's page select **Appointments**. On the new page in the top right-hand side, click **Add Appointment**.

APPOINTMENTS

SMS

NOTES

FILES

CHECK-IN DATES

QUESTIONNAIRES

THEN

UPCOMINGS **ALL APPOINTMENTS** **ADD APPOINTMENT**

☒ ☐ ☐ ☐ ☐ ☐ ☐

- (6) Enter the required information for the appointment, and assign the student to the appropriate specialist.

APPOINTMENT DETAIL

Internal Title:

Campus *:

Select One

Term *:

2025 - Summer

Type *:

Select One

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

06/11/2025

Time *:

Select

Select

Duration *:

Select One

Meeting With *:

Select One

APPOINTMENT PURPOSES *

Hint: You are required to make a minimum of 1 selections and a maximum of 50 selections.

Appointment Purpose

☐ Counseling & Guidance Session

☐ Intake

☐ OT Academic Coaching

☐ Other Appointment Type

☐ Review Documentation

☐ Supplemental Instruction/Peer Mentoring

Assistive Technology Training

☐ C-Pen (Reading Pen) Training

☐ Dragon Naturally Speaking Training & Installation

☐ E-Text Requests/Assistance

☐ Glean Install & Training

☐ JAWS Install & Training

☐ Livescribe Training

☐ Read & Write Install & Training

☐ Student providing proof of ownership for book(s) via a Zoom meeting

☐ World Pen Scan Go Training

- (7) Once the information is filled out, select **Add Appointment and Send to ICAL**. This will add the appointment to the Google calendar, and send a notification to the student.

FORM SUBMISSION

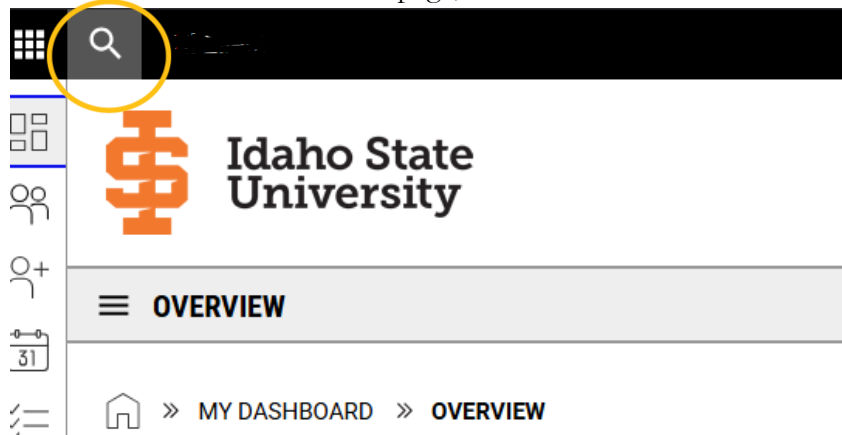
ADD APPOINTMENT >

ADD APPOINTMENT AND SEND ICAL >

BACK TO LIST >

For a returning student accommodations request:

- (1) On the Dashboard/Over view page, search for the student.



- (2) The student can schedule an appointment with their specialist if they would like, or you can submit an accommodation request to the specialist.

If the student is not requesting an appointment, on the student's page, click **Accommodations**.



- (3) Ask the student (a) which classes they would like an accommodation for, and (b) would they like some of their accommodations or all of them?

ACCOMMODATION REQUESTS

- (4) Select the courses and accommodations, then submit the request to the specialist.

***Accommodations Trouble-Shooting

- (1) If the student is **non-credit seeking** (ex. Continuing Education Workforce Training courses), then the course may not appear in their profile under **Accommodations**. If this is the case, you may need to manually add the course into their profile.
- (a) If you have the CRN, add that number, if not, you may need to create a CRN (ask first though please).

[OVERVIEW](#)

[STUDENT](#)

[ACCOMMODATIONS](#)

ACCOMMODATION REQUESTS

No Courses Listed from the School:

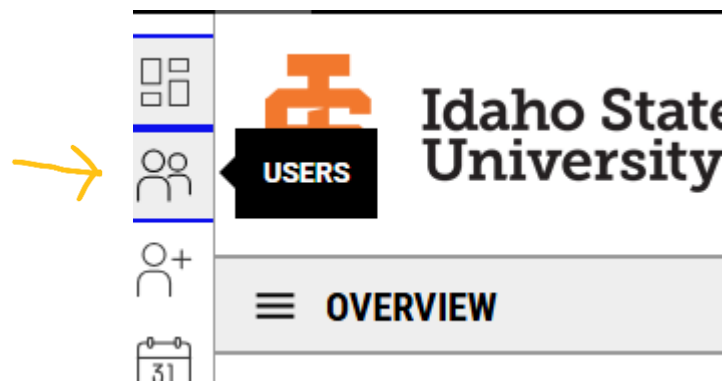
- Courses may take up to 48 hours to display in the system after you have registered for them. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Student Programs Resource Office.
- Your courses might not display below if you are part of the course waiting list.

Select Term:

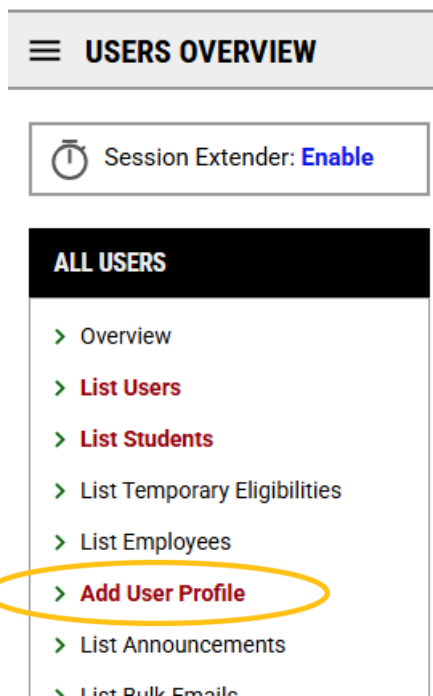
2025 - Summer ▼

ADD CLASS MANUALLY >

- (2) If the student **does not have an ISU email**, you will need to add them in manually to AIM.
- (a) On the side bar menu, click **Users**.



- (b) Click **Add User Profile** to go to a page where you can manually add the student.



- (c) Fill out fields with asterisks and then click **Add Entry**.

FORM SUBMISSION

ADD ENTRY >

BACK TO OVERVIEW >

(d) Once the user profile has been added, then you can schedule an appointment.

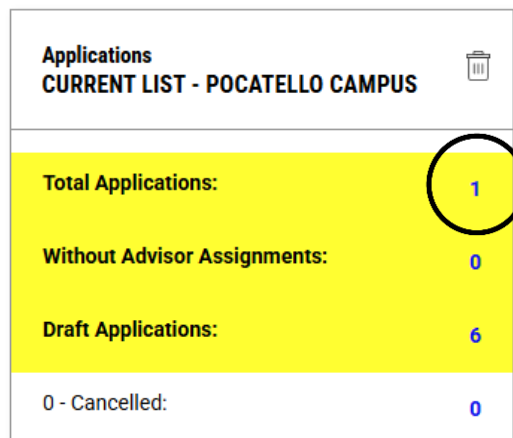
- (3) If the student would like to add new accommodations to existing accommodations, schedule them for an appointment with their specialist.

Applications

Students submit a request for services by filling out an online application at isu.edu/disabilityservices/. Once the application is completed, it will appear on your Dashboard/Overview page.

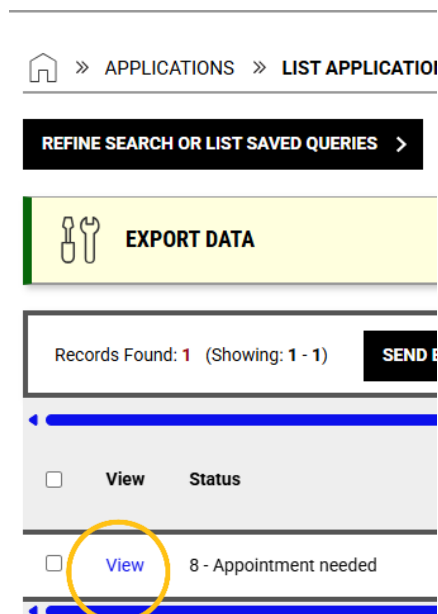
Students will often call or email to set up an appointment for services. However, if they have not, there is a process for following-up with students.

- (1) On the Applications box, click the number across from Total Applications. This will take you to a list of students who have completed their applications but are not yet scheduled for an appointment.



Applications CURRENT LIST - POCA TELLO CAMPUS	
Total Applications:	1
Without Advisor Assignments:	0
Draft Applications:	6
0 - Cancelled:	0

- (2) Click **View** on the desired student to see when they were last reminded by the system to make an appointment.



» APPLICATIONS » LIST APPLICATIONS	
REFINE SEARCH OR LIST SAVED QUERIES >	
EXPORT DATA	
Records Found: 1 (Showing: 1 - 1) SEND	
☐	View Status
☐	View 8 - Appointment needed

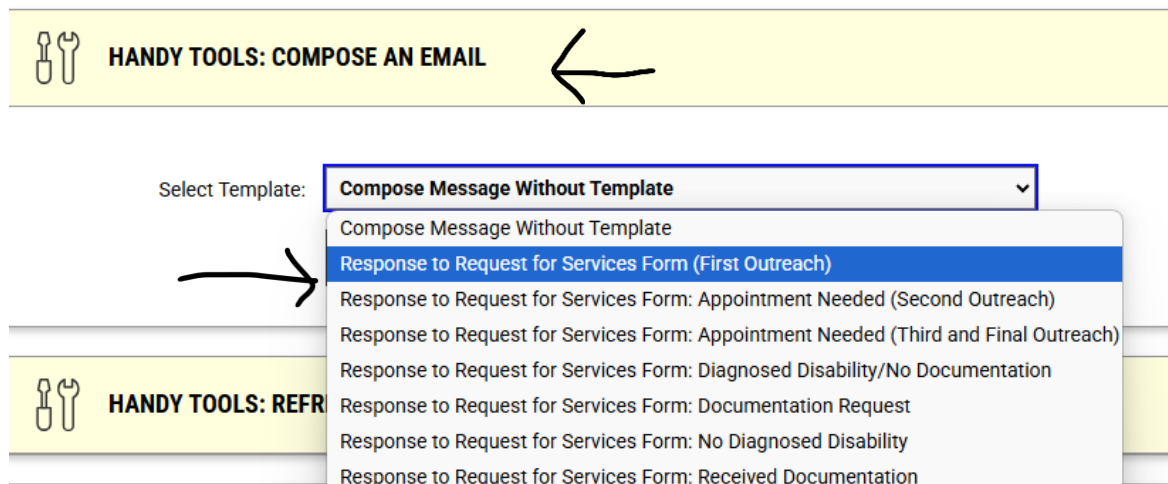
- (3) On the Mailbox card, click **View All**.



- (4) You will now see when follow-up emails were sent. Follow the Rule of Three when reaching out to students – Send one email, then 3-4 days later a second email, then 3-4 days after that, call the student.

Email Subject	Bulk Email	Date Sent
[DS] Response to Request for Services Form: Appointment Needed (Third and Final Outreach)		05/23/2025 at 02:14 PM
[DS] Response to Request for Services Form: Appointment Needed		05/19/2025 at 10:59 AM
[DS] Response to Request for Services Form		05/18/2025 at 09:41 PM

- (5) To email a student, on the **Mailbox** page you can compose an email in the system. Select the appropriate template depending on which stage in the follow-up process you are at, then email.



- (6) If you have emailed students twice and an appointment still has not been made, call the student directly. If the student does not answer and you leave a voicemail, you will need to document that call.

On the students' application page, on the **Quick Case Note** box, you can make a note of the message left for the student.

QUICK CASE NOTE

Title * :

Type * :

Date * :

Duration:

Notes * :

- (7) If after 10 business days and three attempts to contact the student has not made an appointment, you will need to archive the students' application. Go to the students' Application page and find the box titled Archive Application. Select a reason and then click **Archive Application**.

ARCHIVING APPLICATION

Archived Reason:

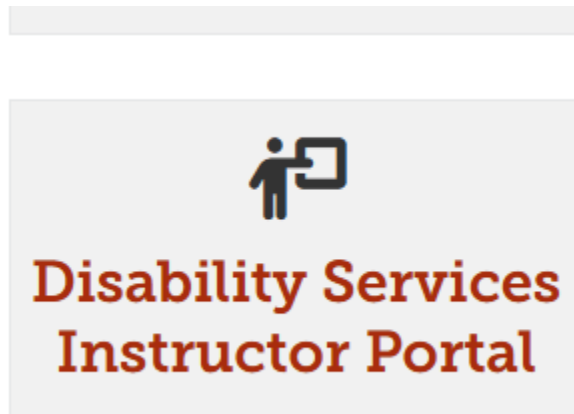
ARCHIVE APPLICATION >

Instructors

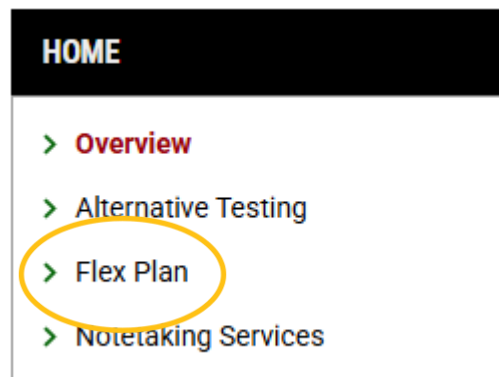
Instructors will often call or email with questions or concerns. Here are some questions that have come up:

(1) How do I submit a Flex Plan?

- (a) Flex Plans allow students and professors to create a plan that takes into account unforeseen events (ex. Say a student has seizures) that may affect class attendance or project submissions. For a professor to fill out the form, they will log into their instructor portal at isu.edu/disabilityservices/.

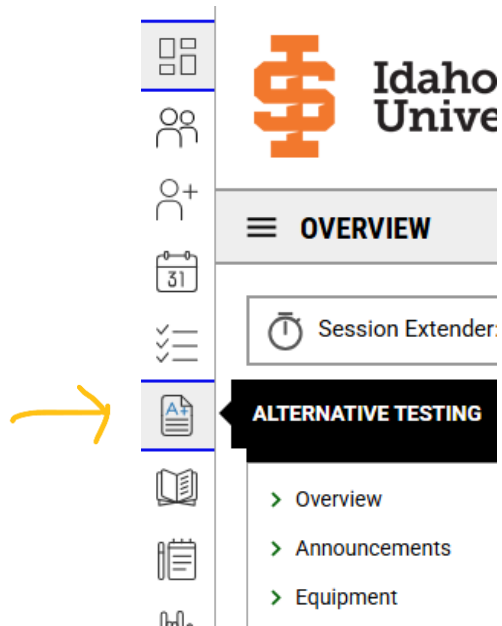


- (b) Once they login, on the left-hand side under **Home**, they will click on **Flex Plan**. From here they will be able to fill out the form and submit the plan.



(2) How do I change the exam dates after I submitted the test in AIM?

- (a) On your Dashboard/Overview page, click the **Alternative Testing** icon on the left-hand menu.



- (b) In the Upcoming Exams box, click on the number across from the desired date.

ALTERNATIVE TESTING OVERVIEW	
» ALTERNATIVE TESTING » ALTERNATIVE	
Alternative Testing UPCOMING EXAMS	
Monday, June 16, 2025:	0
Tuesday, June 17, 2025:	1
Wednesday, June 18, 2025:	0
Thursday, June 19, 2025:	0
Friday, June 20, 2025:	1
Monday, June 23, 2025:	0

(c) On the students' Exam Detail page, click **List Exam Dates**.



Idaho State University

 **EXAM DETAIL**

 >> [ALTERNATIVE TESTING](#) >> [REQUESTS](#) >> **EXAM DETAIL**

[ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#) [SCHEDULED EXAMS](#)

(d) On the List Exam Dates page, click Modify for the desired date(s).

LIST EXAM DATES				
Modify	Delete	History	Type	Date
Modify	Delete	History	Midterm	Monday, June 16, 2025

(e) Enter the dates needed, then scroll to the bottom and select **Update and Back**.

EXAM DETAIL

Type * :

Midterm ▼

Date * :

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

06/16/2025 

FORM SUBMISSION

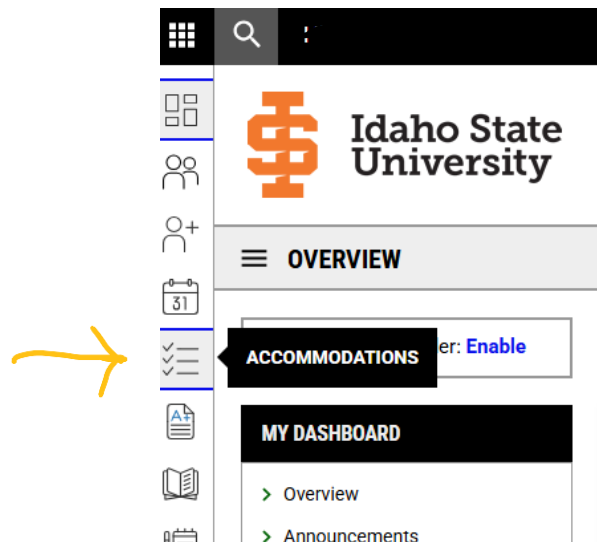
UPDATE EXAM DATE

UPDATE AND BACK TO LIST EXAM DATES >

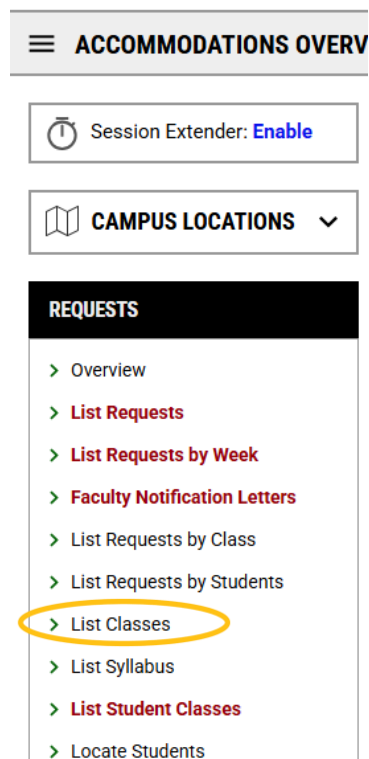
15

(3) How do I change the course instructor in AIM?

- (a) On your Dashboard/Overview page, click on the **Accommodations** icon on the left-hand menu bar.



- (b) Now you are on the Accommodations Overview page. Under the Requests bar, click **List Classes**.



- (c) Once on the List Classes page, Ctrl-F to pull up a search bar. Search the CRN to pull up the course and click on it.

☐	<u>88889</u>	0	0	0	Test Class #2
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- (d) On the Course Detail page, go to the **Instructors** box and click **Modify Instructor**.

INSTRUCTORS

1
Number of Instructors

ADD INSTRUCTOR >

LIST INSTRUCTOR

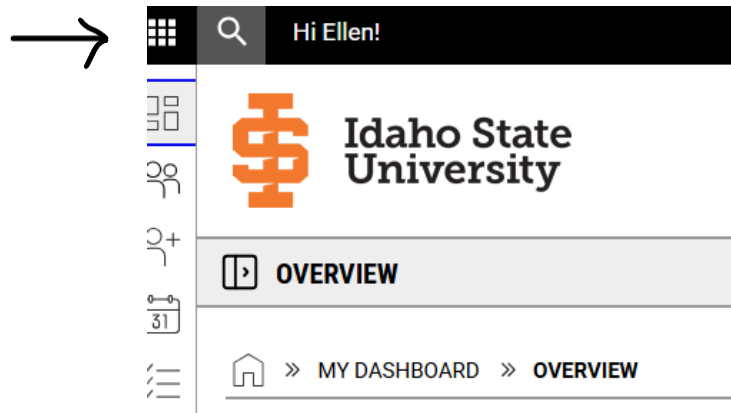
- **Andrew Moon** - Email: andrewmoon@isu.edu (Username: moonandr)

MODIFY INSTRUCTOR >

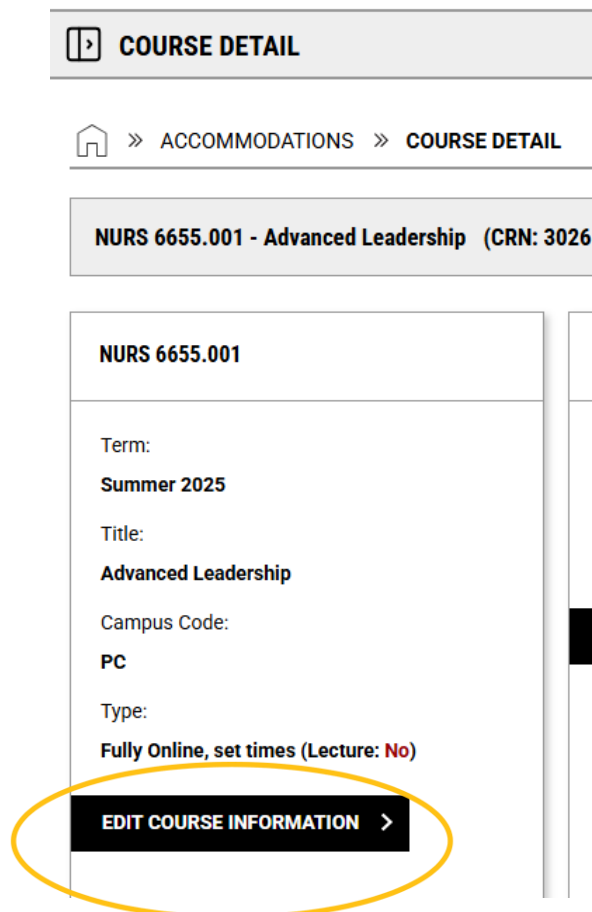
- (e) Enter the new instructors' information, and in the drop box select **YES**, then save.

(4) My course has no exams.

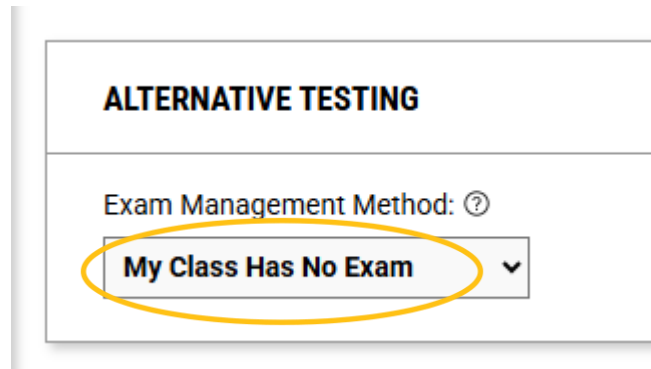
- (a) Sometimes it will happen that a student will request testing accommodations, and the instructor will let disability services know that particular course has no exams. To note this in AIM, on your **Dashboard/Overview** page, search the course in the search bar.



- (b) Once you have the course pulled up, click **Edit Course Information**.



- (c) Under the Alternative Testing Box, select **My Class has No Exam** to update the course information for the student.



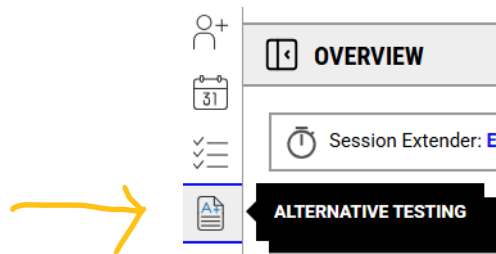
ALTERNATIVE TESTING

Exam Management Method: ?

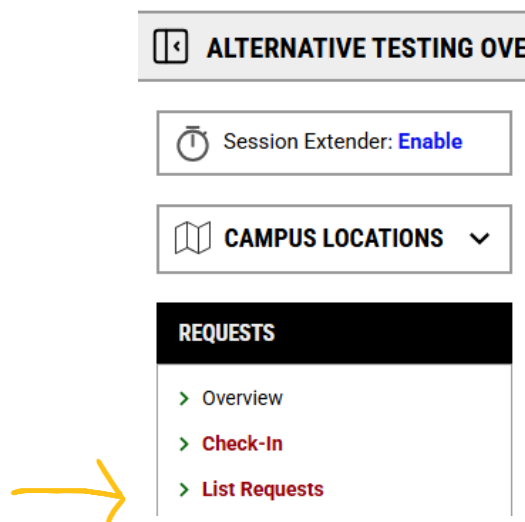
My Class Has No Exam ▼

(5) How do I tell if my Alternative Testing Agreement was submitted? (or if I have a question about what I entered?).

- (a) When an Alternative Testing Agreement is submitted, the professor should receive a notification their action was successful. Still, you can search the CRN to be sure and/or verify the information on the agreement.
- (b) If the professor knows their CRN, great! If not, you can search the professor's name in AIM to see their courses and find the relevant CRN.
- (c) Once you have that CRN, on your **Dashboard/Overview** page, in the side bar menu click, **Alternative Testing**.



- (d) On the **Alternative Testing** page, in the **Requests** menu click **List Requests**.

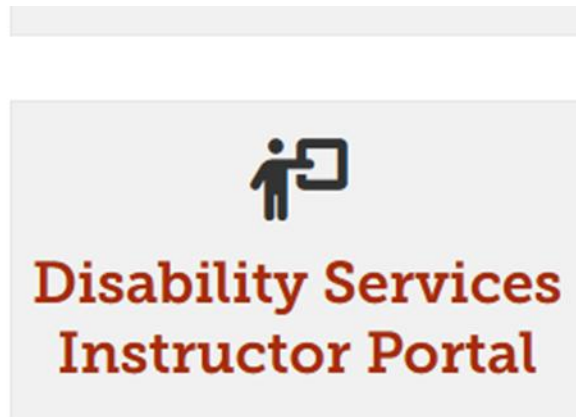


- (e) On the new page, use **Ctrl-F** on your keyboard to search the CRN. Once the course appears, click **View** next to the desired course and student to view the agreement.

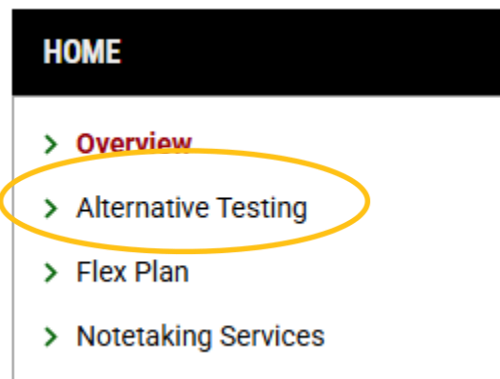
☐	View	Alternative Testing Agreement Specified on	30843
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(6) Where can I find an exam that was uploaded into AIM for my review?

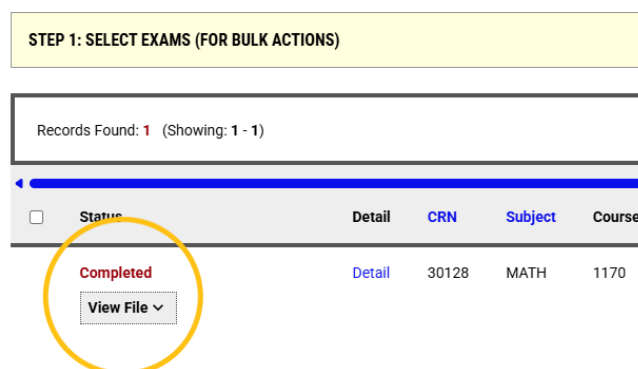
- (a) To view a completed exam that was uploaded into AIM, the instructor will log into their portal account.



- (b) Once they login, on the left-hand side under Home, they will click on **Alternative Testing**.



- (c) On the **Alternative Testing** page, they will scroll down to the desired test and then click **View File**.



(7) How do I access my Alternative Test Agreement or Flex Plan and submit?

- (a) Have the professor log into the Instructor Portal at <https://www.isu.edu/disabilityservices/>. Once they have logged in, on the **Access Policy** page, scroll down and click **Continue to Student Accommodations**.

ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received :

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the r
of the faculty and staff who have a legitimate need to know their contei

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLE**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**
- **Remember to Sign Out and Close the Browser Completely ,**

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

- (b) On the **Overview** page, on the left-hand side under **Home**, click **Flex Plan** or Alternative Test Agreement to access the online forms.

HOME

- > **Overview**
- > Alternative Testing
- > Flex Plan
- > Notetaking Services

SIGN OUT >

Welcome to the Disability Services Instructor Portal!

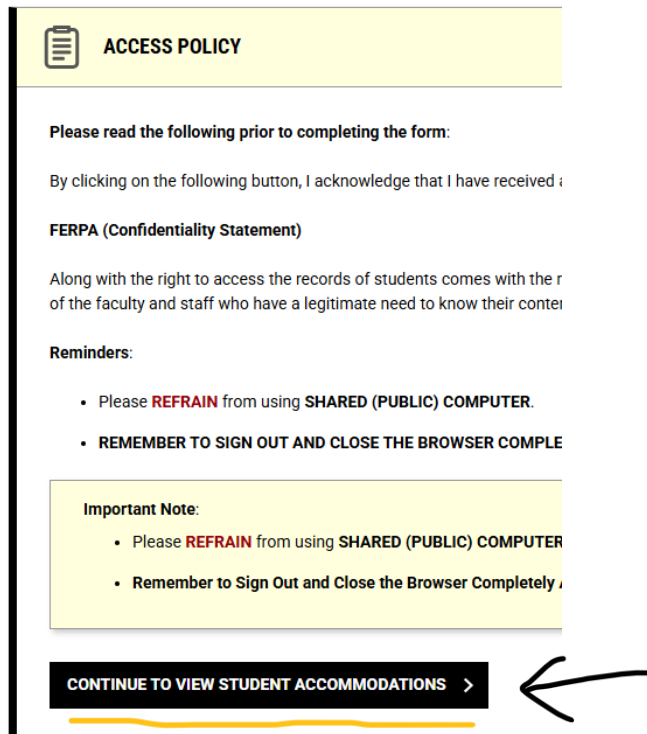
This portal has been designed to help you manage your stud

STUDENTS WHO REQUESTED ACCOMMODATIONS

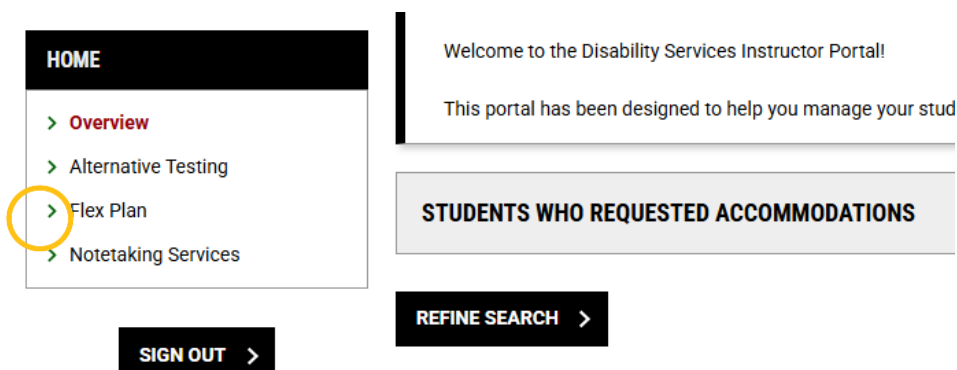
REFINE SEARCH >

(8) How do I copy a Flex Plan to another course?

- (a) Have the professor log into the Instructor Portal at <https://www.isu.edu/disabilityservices/>. Once they have logged in, on the **Access Policy** page, scroll down and click **Continue to Student Accommodations**.



- (b) On the **Overview** page, on the left-hand side under **Home**, click **Flex Plan**.



(c) On the **Flex Plan** page, scroll down and click the blue **View** next to Completed.

☐	View	Status
☐	View	Completed
☐	View	Not Initiated

(d) On the new page, in the box that says Options, they will select the course they wish to copy to and submit.

OPTIONS

Copy To:

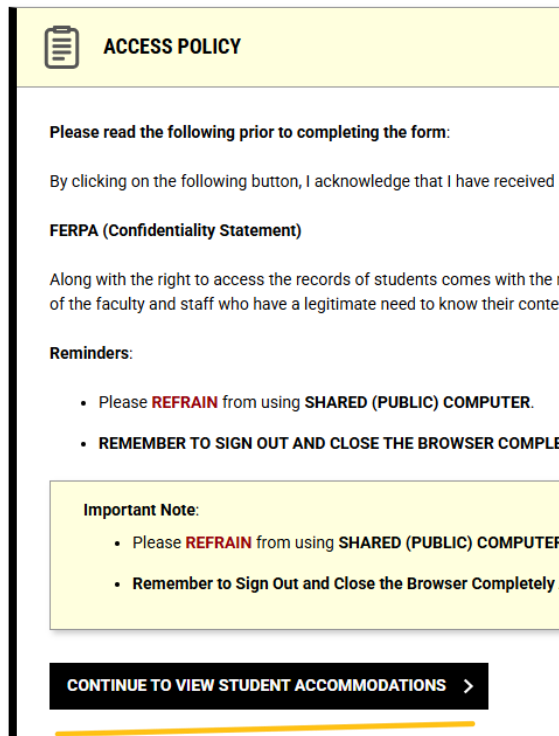
Select One

▼

COPY FLEX PLAN >

(9) How do I view/modify an Alternative Test Agreement?

- (a) The professor must log into their portal account at <https://www.isu.edu/disabilityservices/>. Once they have logged in, on the **Access Policy** page, scroll down and click **Continue to Student Accommodations**.



ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received:

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the r of the faculty and staff who have a legitimate need to know their conten

Reminders:

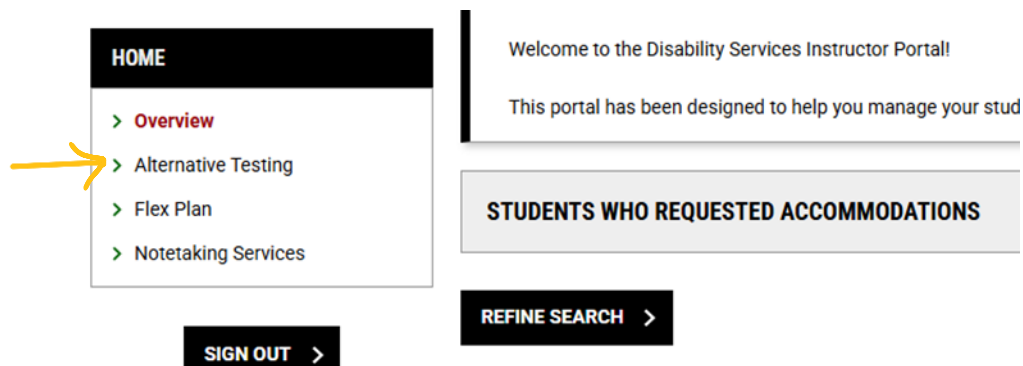
- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLE**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**
- **Remember to Sign Out and Close the Browser Completely**

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

- (b) On the **Overview** page, on the left-hand side under **Home**, click **Alternative Testing**.



HOME

- > **Overview**
- > Alternative Testing
- > Flex Plan
- > Notetaking Services

SIGN OUT >

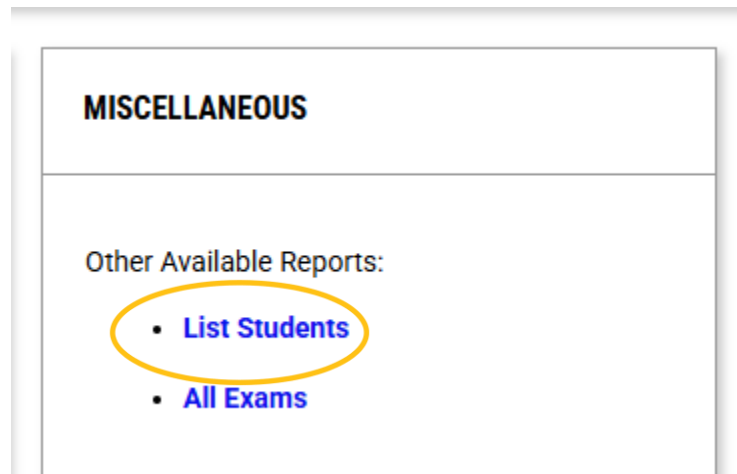
Welcome to the Disability Services Instructor Portal!

This portal has been designed to help you manage your stud

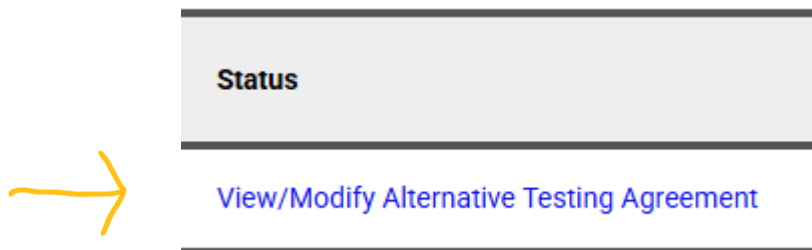
STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

(c) On the **Alternative Testing** page, go to the box that says **Miscellaneous** and click **List Students**.



(d) On the new page, scroll down to the desired student and click **View/Modify Testing Agreement**. From here instructors can edit the form. To add exam dates, click on **List Exam Dates**.



THEN

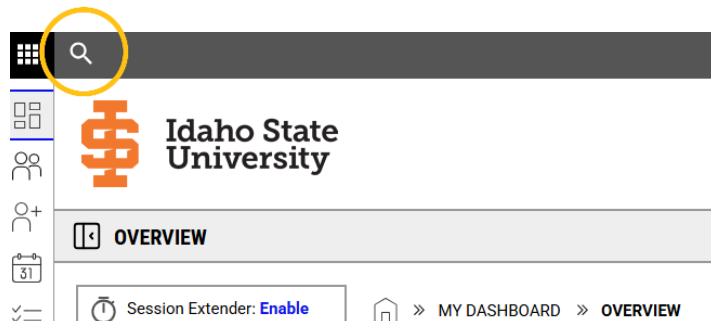


Equipment

Students will check equipment in/out from disability services. The process for check-in and out is very similar.

Equipment Check-In:

- (1) Search the student in the search bar on your Dashboard/Overview page.



- (2) Once you have the student pulled up, click **Equipment**.



- (3) On the equipment page, you will see a list of equipment that has been checked out. Find the item being returned under equipment name. Click **View**.

Records Found: 9 (Showing: 1 - 9)						
View	Status	PDF	Notes History	Equipment Name	Value	Due Date
View	Returned	PDF	Notes	Livescribe Smartpen #01 (S/N: AR6-AAZ-2GA-JY)	\$ 92.85	12/18/2019
View	Returned	PDF	Notes	C-Pen Exam Reader #01 (S/N: 2415319020003662)	\$ 250.00	12/07/2020
View	Returned	PDF	Notes	Meeting Owl #01 (S/N: M1FN23191362)	\$ 604.80	12/07/2020
View	Returned	PDF	Notes	Livescribe Pen #014 (S/N: Not Specified)	\$ 160.00	08/01/2021
View	Returned	PDF	Notes	Livescribe Pen #014 (S/N: Not Specified)	\$ 160.00	01/10/2025
View	Returned	PDF	Notes	Livescribe Pen #001 (S/N: AYE-AS9-TQH-WM)	\$ 160.00	05/09/2025
View	Returned	PDF	Notes	Livescribe Pen #001 (S/N: AYE-AS9-TQH-WM)	\$ 160.00	05/09/2025

- (4) Go to the Checkout Status box, change the status to “Returned” and enter the date.

CHECKOUT STATUS

Status:

Returned ▾

Return Date:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

08/19/2019 

- (5) Once this is entered, scroll down to the bottom of the page and select the either **Update** or **Update and Email Receipt**.

FORM SUBMISSION

UPDATE > **UPDATE AND EMAIL CHECKOUT RECEIPT >** **GENERATE PDF RECEIPT >**

- (6) If the student would like a paper receipt, make sure you clicked Update so the changes are saved, then return to the menu at the bottom and click **Generate PDF Receipt**. From here you will be able to print.

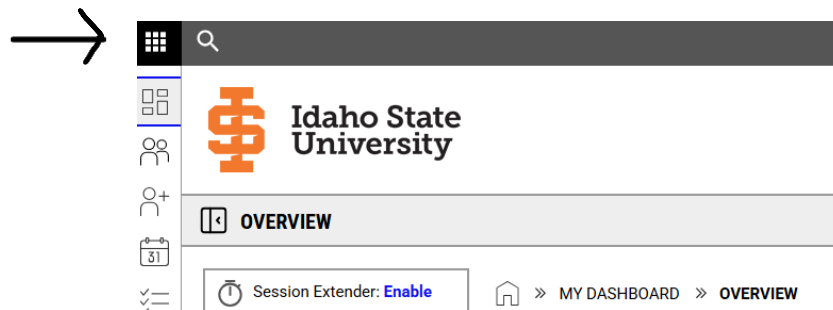
Equipment Check-Out:

Testing

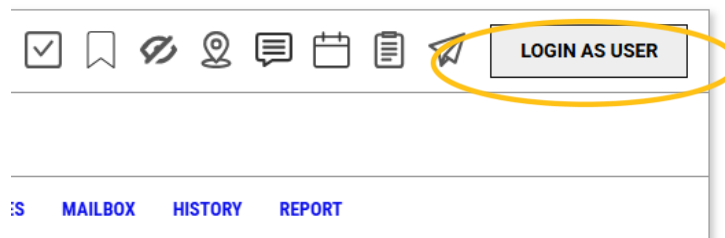
Students may log into their portal and schedule their own tests, but they may also call or email the office requesting to schedule. We ask students to schedule at least **three business days** before the test; any less than that, it counts as a late request and we cannot guarantee we will be able to accommodate their request (but we will try! If we cannot, ask the student to reach out to their professor and request an alternative day and time).

To schedule a student for an exam:

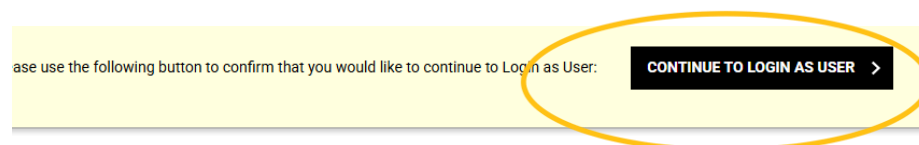
- (1) On your Dashboard/Overview page, search for the student in the top search bar.



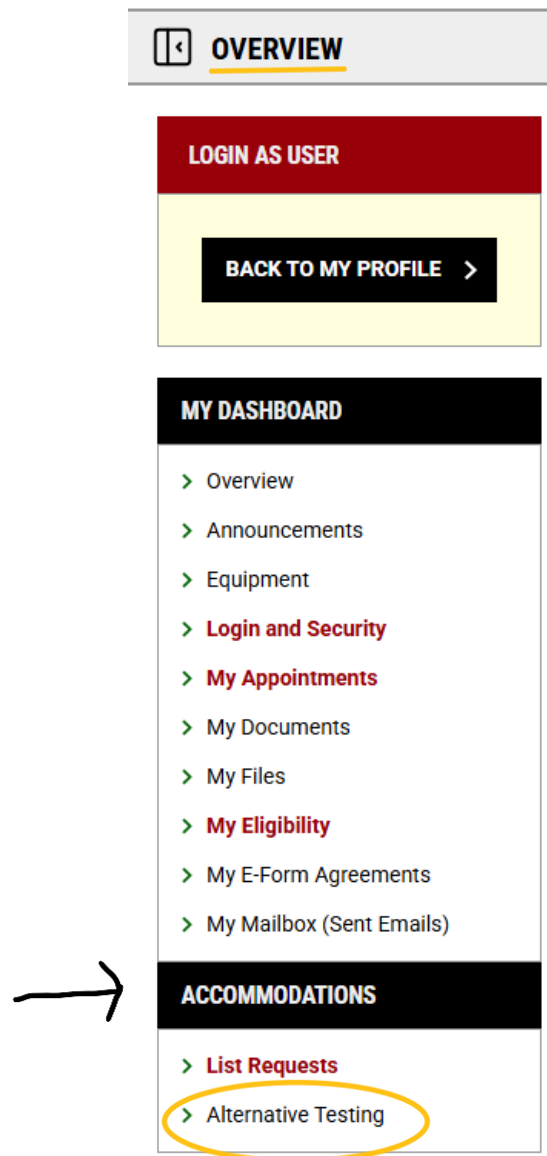
- (2) Once you have the student pulled up, click **Login as User**.



THEN



- (3) On the students' Overview page, on the left-hand side under Accommodations, click **Alternative Testing**.



(4) Now you can schedule the students' test. Select the desired course from the drop-down menu, then click **Schedule an Exam**.

[Home](#) » [MY DASHBOARD](#) » **ALTERNATIVE TESTING**

SCHEDULE AN EXAM

Important Note

- Courses marked with * do not have **Alternative Testing Agreement** specified by


 Select Course: Select One

SCHEDULE AN EXAM >

- (5) Enter the required information into the marked fields. Ask the student if they would like use some of their accommodations or all of them. Once the information is filled out. Scroll down and click **Add Exam Request**.

EXAM REQUEST

Available Exam Dates * :

Select One

Campus * : ⓘ

Select One

Date * :

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

mm/dd/yyyy ⓘ

Time * :

Select Select

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of 1 selections.

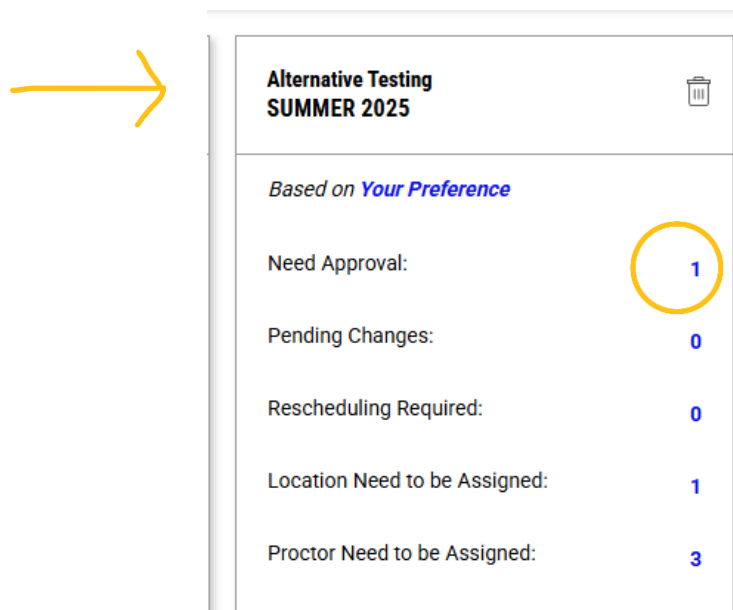
☐ Extra Time 1.50x
 ☐ Reduced Distraction Testing Room

THEN

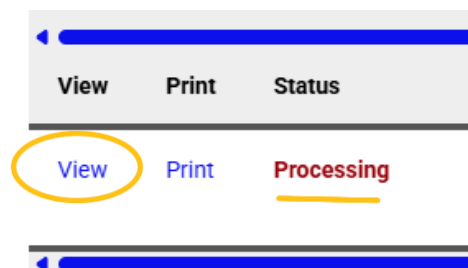
FORM SUBMISSION

ADD EXAM REQUEST >
BACK TO OVERVIEW >

- (6) Now the student is tentatively scheduled for the test. You may need to reach out to the professor to find out if it is a paper or computer test if the student is unsure. If you need to edit any information, you may once again login as user, or you may simply go to the exam approval page and add the information there prior to approving the exam.
- (7) Again, at this point, the exam is tentatively submitted and must be finalized and approved. To do this you will go to your Dashboard/Overview page. On the Box labeled **Alternative Testing**, go to the line that says **Need Approval** and click on the number.



- (8) Next to the desired student, click **View**.



(9) In the **Exam Request** box, make sure all required information is filled out.



[ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#) [SCHEDULED](#)

Note: Required fields are marked with an asterisk (*).

EXAM REQUEST

Instructor Specified Date:
Final - Thursday, August 07, 2025 on 10:00 AM (110 Minutes)

Student Exam Request:
Final - Tuesday, August 05, 2025 at 01:15 PM (110 Minutes)

Exam Type* :

Final ▼

(10) Once the information is filled out, go to the box titled **Staff Controls**. Here you will assign the student a location. If they are in the private room, select that option. If they are in the reduced distraction room, assign them a table (the approved room accommodation is under the box **Exam Request**).

STAFF CONTROLS

Status:

Active ▼

Before approving this request, please review

Alternative Testing Agreement from the course instructors:

- Regular Exam - Thursday, July 03, 2025 on 10:00 AM
- Regular Exam - Thursday, July 17, 2025 on 10:00 AM
- Regular Exam - Thursday, July 31, 2025 on 10:00 AM
- Final - Thursday, August 07, 2025 on 10:00 AM

Approved:

No ▾

Prepared:

No ▾

Exam Received From Instructor (Not Through Upload): ⓘ

No ▾

Proctor:

Select One ▾

Location:

Hint: By selecting "Auto Assign Location" the system will automatically assign an available location according to the settings in "Controls - Exam Locations".

Pocatello Campus - Pocatello Rend Room 127 DS Private F ▾

AUTO ASSIGN LOCATION >

CHECK AVAILABILITY >

- (11) There are eight desks in the reduced distraction room, and only one in the private room. If you are unsure how many seats are still available that day, you can click **Check Availability** to see which spaces are open.
- (12) Once you have filled out all of the information you can and assigned a location, you may now approve the exam. It is okay if you do not have the exam yet – you can always edit that information later when you have it. On the Exam Request box, click **Approve Exam**.

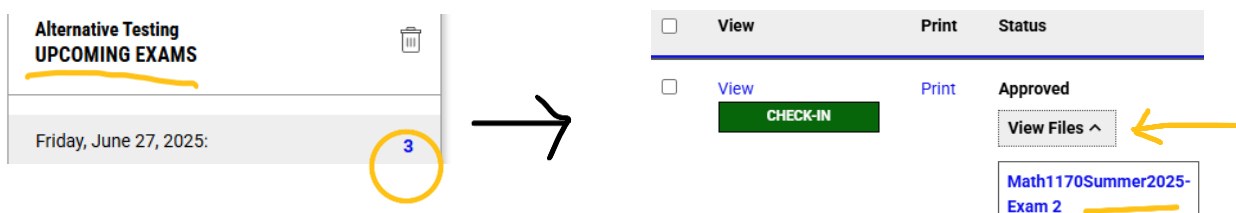
Before Test Day:

You will need to print out the exam (if applicable) and the exam cover sheet. The cover sheet will have the professors' instructions for how the test should be administered.

To print the exam (there are 2 ways):

#1:

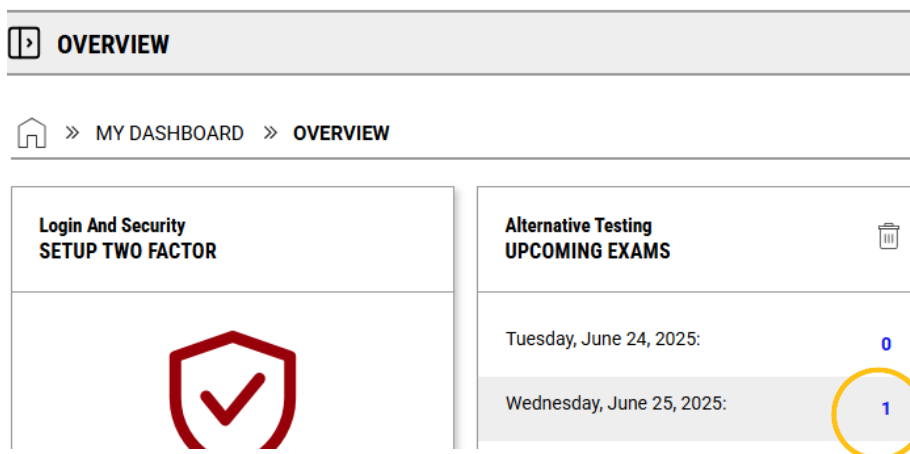
- (1) Go to the **Alternative Testing/Upcoming Exams** box on your **Dashboard/Overview** page. Click the number across from the desired test day, then scroll down to the student you need. Click **View Files** to pull up the exam, then click on the exam to print.



#2:

If you know the professor uploaded the exam, but you don't see it in **View Files** (this can happen with late requests):

- (1) On your Dashboard/Overview page, go to the box that says **Alternative Testing Upcoming Exams**. Click on the number across from the desired day.



- (2) On the **Exams by Day** page, scroll down to the student scheduled that day. Click **View**.

☐	View	Print	Status
☐	View	Print	Approved

- (3) On the **Exam Detail** page, click **List Exam Dates** on the menu across the top of the page.

IDENT	LIST EXAM DATES	SCHEDULED EXAMS	COPY
-----------------------	---------------------------------	---------------------------------	----------------------

- (4) Click **Modify** next to the desired exam.

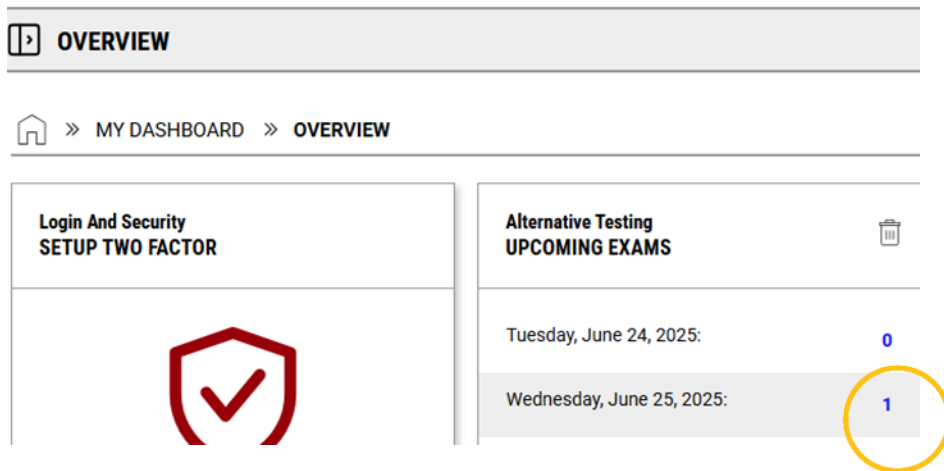
LIST EXAM DATES			
Modify	Delete	History	Type
Modify	Delete	History	Midterm

- (5) In the box that says **List Exam Files**, click **Download**. From here you will be able to print the exam.

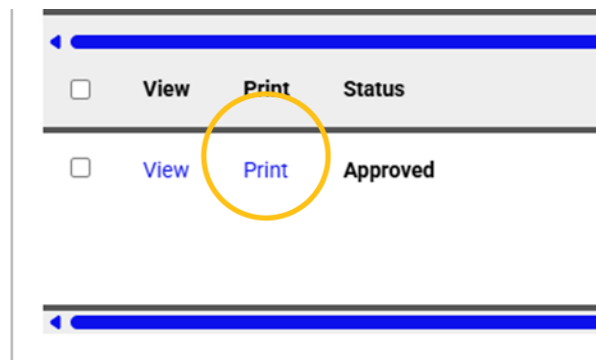
LIST EXAM FILES				
Download	Delete	History	File Title	File Name
Download	Delete	History	Midterm for	Midterm

To print the exam coversheet:

- (1) On your Dashboard/Overview page, go to the box that says **Alternative Testing Upcoming Exams**. Click on the number across from the desired day.



- (2) Scroll down the **Exams by Day** page to the desired student. This time, click **Print**. The exam instruction page will appear and you can print from there.



On Test Day:

- (1) To **check-in** the student for their test in AIM, on your Dashboard/Overview page go to the box that says **Alternative Testing/Upcoming Exams**. Click the number across from the desired day.

Home » MY DASHBOARD » OVERVIEW

Login And Security
SETUP TWO FACTOR



Alternative Testing
UPCOMING EXAMS

Friday, June 20, 2025: 2

Monday, June 23, 2025: 0

Tuesday, June 24, 2025: 0

- (2) Click the green **Check-In** box for the desired student.

☐	View	Print	Approved	Wonderful Student (Test)	01:00 PM	04:00 PM (180)
	CHECK-IN			Instructor: Andrew Moon		

- (3) Scroll down to **Check-In Options**.

Home » ALTERNATIVE TESTING » REQUESTS » CHECK-IN

LIST EXAMS TO BE CHECKED IN

View	Print	Status	Type	Time Range
View	Print	CHECK-IN	Final	01:00 PM - 04:00 PM (180)

**CHECK-IN OPTIONS**

- (4) Select either **Option 1** or **Option 2** to record the check-in time for the student.

Note: Required fields are marked with an asterisk (*).

BULK ACTION

Re-Assign Locations:

Select One

Standard Length Of Exam (In Minutes):

OPTION 1 - EXAM START TIME AS SCHEDULED

Use this option when you want to keep the end time of the exam as scheduled. See each exam time range in the table above.

CHECK-IN NOW - OPTION 1 >

OPTION 2 - SET YOUR OWN CHECK-IN TIME

Start Time *:

9 AM 45

CHECK-IN NOW - OPTION 2 >

- (5) To check out a student when the exam is finished, return to the **Exams by Day** page.



Records Found: 2 (Showing: 1 - 2) [SEND EMAIL >](#)

☐	View	Print	Status
☐	View	Print	Approved
			IN PROGRESS 10:58 AM - 12:51 PM
☐	View	Print	Approved
			CHECK-IN

☐

View

Print

Status

☐

View

Print

Approved

ALMOST DUE
10:58 AM - 12:51 PM

View Files ▾

☐

View

Print

Approved

CHECK-IN

[Home](#)
» [ALTERNATIVE TESTING](#)
» [REQUESTS](#)
» [CHECK-IN](#)

EXAM IN PROGRESS

View	Print	Status	Type	Time Range	Location
View	Print	ALMOST DUE 10:58 AM - 12:51 PM	Midterm	10:58 AM - 12:51 PM (113)	Pocatello Rend Room 127 DS Testing Center - Table # 2

CHECKING OUT EXAM

Note: Required fields are marked with an asterisk (*).

ENTRY DETAIL

End Time* :

12 PM ▾

48 ▾

Additional Staff Note:

FORM SUBMISSION

MARK EXAM AS COMPLETE >

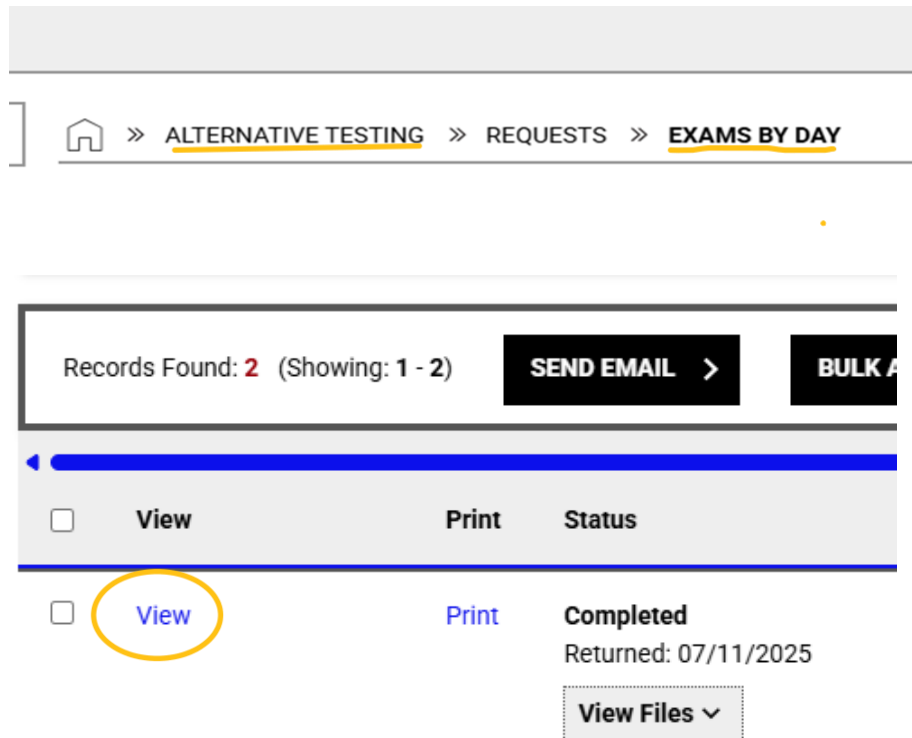
REMOVE CHECK-IN RECORDS >

CHECK IN ANOTHER STUDENT >

- (6) You may enter the end time and then click **Mark Exam as Complete**. Next you will need to upload the exam for both the professor and as student documentation.

To upload the exam in AIM for the professor:

- (a) After checking out the student, return to the **Alternative Testing, Exams by Day** page. Scroll down to the desired student and click **View**.



- (b) On the student's exam page, scroll down to the box titled **Returning Exam to Instructor**.

RETURNING EXAM TO INSTRUCTOR

OPTION 1: UPLOADING COMPLETED EXAM

Important Note

- This feature allows you to designate the file as exam completed by the student and notify the instructors to download exam through the "**Instructor Portal**". Please review **Email Template ID: 199** prior to sending instructor notification. For security purposes, the instructor will be required to access Instructor Portal to download the file.
- The system will mark the "**Exam Return Method**" to **ID: 50 - Uploaded for Instructor Portal**.

Title Or Exam File Note:

File Title Format = Last name, first name, semester and year, course, Exam

Select File: ⓘ

Choose File No file chosen

UPLOAD COMPLETED EXAM >

- (c) Once you have scanned in the exam, click **Upload Completed Exam**. Once this is done, you will also need to save a copy in the students' AIM profile.

To save the exam as a file for student records:

- (a) Click on the students' name on the **Exam Detail** page (or you can search them in the search bar as well).
- (b) On the student's profile page, click **Files** in the blue menu bar across the top of the page.



- (c) In the **File Information** box, add the document title and choose the correct file. Once this is done, in the **Form Submission** box click **Upload File**.

UPLOAD FILE FOR USER

Note: Required fields are marked with an asterisk (*).

FILE INFORMATION

File Title* :

Select File* : ?

Choose File No file chosen

File Title Format = Last name, first name, semester and year, course, Exam

FORM SUBMISSION

UPLOAD FILE >

Student Records

Exams, ROI (Release of Information) Forms, and disability documentation (ex. IEP's, medical records, ESA letters from physicians), are all items that may be uploaded to the student's profile on AIM.

- (1) Should the student or specialist request you add in records, begin by scanning in the documents. Save the files to the folder that says **“ADA Documentation”** using the following format:

First name, last name, semester and year, document type.

- (2) Next, on your **Dashboard/Overview** page, search the student. Once on their profile, in the blue menu bar across the page, click **Files**.



- (3) On the new page, add the title, choose the file, then click **Upload File**. Also click the student's advisor so they receive a notification the files were uploaded.

A screenshot of the 'UPLOAD FILE FOR USER' form. At the top is a grey header bar with the text 'UPLOAD FILE FOR USER'. Below it is a note: 'Note: Required fields are marked with an asterisk (*).' The form is divided into two main sections. The left section, titled 'FILE INFORMATION', contains a 'File Title*' field with a yellow arrow pointing to it, and a 'Select File*' field with a yellow arrow pointing to it. The 'Select File*' field includes a 'Choose File' button and the text 'No file chosen'. The right section, titled 'SEND NOTIFICATION' (circled in yellow), contains an 'Advisor:' section with a list of names and checkboxes: Brenna Allen, Ellen Barnes, Jahaira Faber, Ean Harker, Karina Mason Rorris, Mariah Myler, Sarah Spellman, Sandy Andrade, Bailey Cox, Eric Hall, Aaron Mackley, Andrew Moon, and Casey Quiroz. At the bottom of the form is a yellow bar titled 'FORM SUBMISSION' containing a black button labeled 'UPLOAD FILE >' which is circled in yellow.

*******Records Note:**

The typical format for saving files is: **First name, last name, semester and year, document type**. However, with some documents, it may be helpful to add more information. For example:

Release of Information (ROI):

When saving this form, begin with the standard format, ending with the **name/relationship** of the person the student has given permission to access their information.

If you are unsure how to label a file, please ask.