

# AIM Faculty Portal Guide

[test.uark.edu](https://test.uark.edu)

# General Guidance

- The Office of Testing Services offers exam proctoring services to assist faculty who are unable to test in their department due to specialized accommodations or lack of space to proctor extended-time tests for students who receive that accommodation through the Center for Educational Access (CEA).
- Please note that our office provides test proctoring services for courses where the exams are proctored in person. If the exam is online with no in-person proctor, our office would not proctor those exams.
- We can accommodate open book/open note exams, however, this must be either a printed version the student brings in, an online version accessible through Blackboard (or another approved site), an electronic version saved to a flash drive (must be only file(s) on the drive and must be reviewed by Staff prior to start of the exam). This does not include index cards, professor provided formula sheets, or mandated course materials that are required to complete the exam and approved ahead of time by Testing Services (e.g., coding manual).
- We can accommodate quizzes but request they be planned in advance. It is strongly recommended that quizzes be held in the department since any extended time/distraction reduced environment accommodations can be met within the classroom setting since they are very short in time allotted.

# General Overview

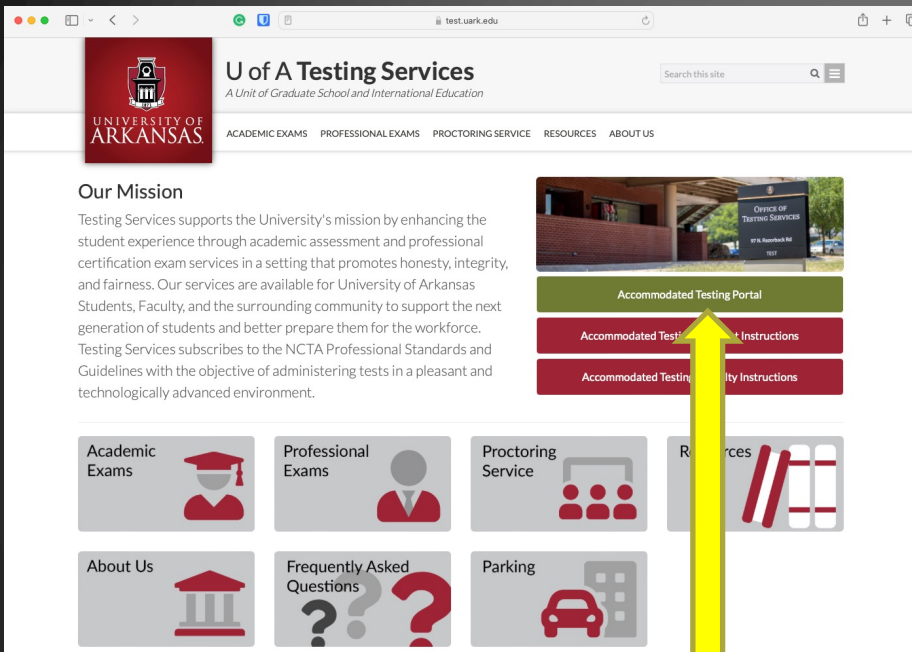
- The Office of Testing Services utilizes Accessible Information Management (AIM) to approve and track exams as they are proctored by staff personnel.
- This system allows students registered with the Center for Educational Access to request a Faculty Notification Letter for the particular course be emailed directly to faculty/instructors listed for the course(s).
- There are many times when faculty and students need to have a conversation concerning the particulars of course requirements and how accommodations will be provided. Students are still responsible for contacting faculty to discuss their accommodations.
- It is the responsibility of the faculty member to complete the Testing Agreement in AIM for students with testing accommodations. The Testing Agreement must be completed before students can schedule an exam appointment with Testing Services.
- Students have the responsibility to use AIM to schedule an exam appointment with Testing Services in a timely manner (at least five days prior to the exam date set by the instructor and no less than two days prior to the exam date. Same day appointment requests cannot be scheduled.

# Getting to the Testing Agreement

## Two ways to get to the Testing Agreement

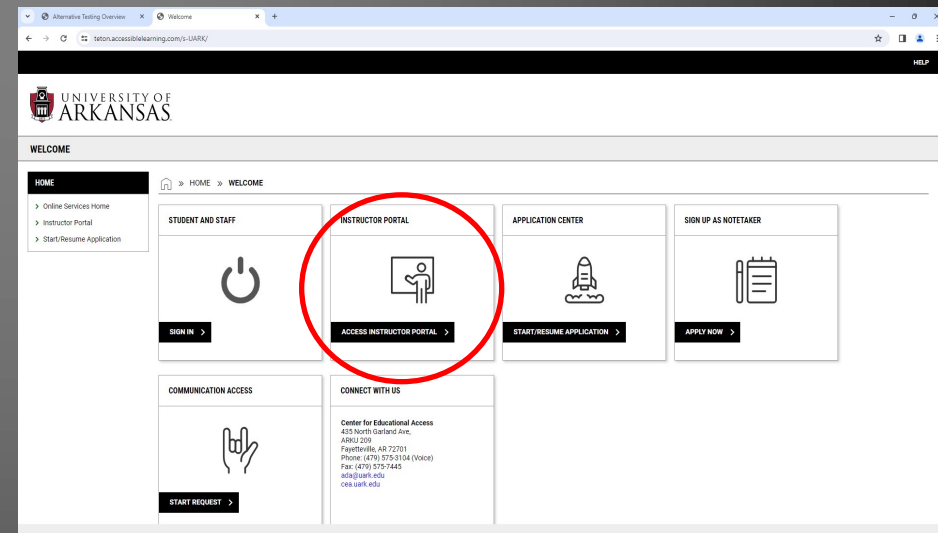
- From within the emailed Faculty Notification Letter:
  - A link to the Testing Agreement specific to the course.
  
- Through the Faculty Portal in AIM:
  - See next slides for login information.
  
- ✓ **Note 1:** You only fill out the agreement once for the course.
  
- ✓ **Note 2:** Testing Agreements can be copied over to other sections of the same course within the Faculty Portal.

# AIM Faculty Portal Log in



1. Go to AIM by visiting [test.uark.edu](https://test.uark.edu) and clicking on “Accessible Testing Portal”

2. Click on “Access Instructor Portal” and log in to your account using applicable login ID and password.



# “Instructor Homepage”

Hi Paul!

UNIVERSITY OF ARKANSAS

INSTRUCTOR PORTAL

Session Extender: ON

HOME

- Online Services Home
- Help

SIGN OUT >

ACCESS POLICY

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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- The first screen you will see will be titled “Instructor Portal”. Click on the “Continue to View Student Accommodations” button at the bottom of the screen.

# “Instructor Homepage”

The screenshot shows the instructor homepage for the University of Arkansas. The page is titled "OVERVIEW" and displays a table of students who have requested accommodations. A red arrow points to the table header, and a green circle highlights the "OVERVIEW" link in the navigation menu.

Records Found: 17 (Showing: 1 - 17) Show Per Page: 2000 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Formats	Alternative Testing	Communication Access	Notetaking Services
View	PDF	1243	CEAS	5432	001	Chewbacca Wookiee	Emailed	01/11/2024	01/17/2024		Yes		
View	PDF	4321	CEAS	001	01	Chewbacca Wookiee	Emailed	01/11/2024	01/17/2024		Yes		
View	PDF	3948	CEAS	3948	001	Darth Vader	Emailed	01/11/2024	01/16/2024		Yes	Yes	
View	PDF	9998	CEAS	9998	001	Darth Vader	Emailed	01/11/2024	01/16/2024		Yes	Yes	
View	PDF	1243	CEAS	5432	001	Darth Vader	Emailed	01/11/2024	01/16/2024		Yes	Yes	
View	PDF	4321	CEAS	001	01	Darth Vader	Emailed	01/11/2024	01/16/2024		Yes	Yes	
View	PDF	9998	CEAS	9998	001	Luke Skywalker	Emailed	01/11/2024	01/17/2024		Yes		
View	PDF	1243	CEAS	5432	001	Luke Skywalker	Emailed	01/11/2024	01/17/2024		Yes		
View	PDF	4321	CEAS	001	01	Luke Skywalker	Emailed	01/11/2024	01/17/2024		Yes		
View	PDF	9998	CEAS	9998	001	Princess Leia Organa	Emailed	01/11/2024	01/17/2024	Yes	Yes		

- Your “OVERVIEW” page will show next.
  - This is where you will see your students who have requested accommodations in your course(s).



# “Instructor Homepage”

OVERVIEW

Session Extender: ON

HOME

- > Overview
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing
- > Communicating Access
- > Notetaking Services

SIGN OUT >

» OVERVIEW

Previous Term Term: 2024 - Spring Next Term

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

EXPORT DATA: STUDENTS

Records Found: 17 (Showing: 1 - 17) Show Per Page: 2000 Page: 1

- To get to the Testing Agreement(s), click on “Alternative Testing” link in the “HOME” box on the left side of your screen.
- Your next screen will be the “Alternative Testing” > “Upcoming Exams” page.



# Testing Agreement

- It is here that Testing Agreements will be accessible for you to fill out for your course(s) and show any courses that do not have exam dates assigned yet. Click on the link within the box to begin.
- Things to remember:
  - Complete agreements for any exams to be administered and proctored by Testing Services.
  - Testing Services does not proctor exams when accommodations are met within the department, take home exams, or exams not proctored.

The screenshot shows a web interface with a breadcrumb trail: Home » ALTERNATIVE TESTING » UPCOMING EXAMS. There are two main panels. The left panel, titled 'TESTING AGREEMENT', displays a large number '2' and a blue link 'Courses without Testing Agreement'. Below this link, it says 'Total Courses with Testing Agreement: 1'. The right panel, titled 'COURSES MISSING EXAM DATES', displays a large number '1' and a blue link 'Number of Courses without Exam Dates'. Two red arrows originate from the first bullet point of the text on the left: one points to the 'Courses without Testing Agreement' link, and the other points to the 'Total Courses with Testing Agreement: 1' text.

TESTING AGREEMENT	COURSES MISSING EXAM DATES
2	1
<a href="#">Courses without Testing Agreement</a>	<a href="#">Number of Courses without Exam Dates</a>
Total Courses with Testing Agreement: 1	

# Testing Agreement

Home » ALTERNATIVE TESTING » TESTING AGREEMENT

UPCOMING EXAMS   COMPLETED FILES   **TESTING AGREEMENT**   LIST STUDENTS

Previous Term   Term: 2024 - Spring   Next Term

Navigate To: Courses without Testing Agreement

Records Found: 2 (Showing: 1 - 2)   Show Per Page: 2000   Page: 1

CEAS 001.01 - CEA SECOND EXAMPLE COURSE (CRN: 4321)  
Status: Not Specified - [Specify Testing Agreement](#)

CEAS 5432.001 - CEA EXAMPLE THREE COURSE (CRN: 1243)  
Status: Not Specified - [Specify Testing Agreement](#)

- The next screen will show your course(s) that needs to have a Testing Agreement completed
- Under your course number and title will show the status. Click on the “Specify Testing Agreement” link for the course you want to work on.

# Testing Agreement (cont'd)

» TESTING AGREEMENT

**PROCTORING YOUR OWN EXAM**

Thank you for confirming that you **do not need Testing Services** to facilitate your students' test accommodations. Students will **not** be able to submit exam requests for your course, and have been notified to contact you to discuss how their accommodations will be implemented.

If you think you completed the test agreement in error or need guidance/assistance implementing students' accommodations, please contact Testing Services via e-mail ([testing@uark.edu](mailto:testing@uark.edu)) or phone (479-575-3948) at your earliest convenience.

**AVAILABLE OPTIONS FOR CEAS 001.01**

Exam Management Method: ⓘ  
I Will Proctor My Own Exams

Confirm Task\* :  
Select One

**FORM SUBMISSION**

SUBMIT YOUR SELECTION >

- Once you select the course you want to complete a Testing Agreement on, it will appear as shown above.
- The first thing to do is to read through the contents in the box titled: *“Proctoring Your Own Exam”*.
- If you plan on proctoring your own exam or you don't have exams, you will need to select the appropriate Exam Management Method in the *“Available Options for...”* box and then Confirm Task right below it (*“Confirm to Proceed”* mandatory entry).
- Click on the *“Submit Your Selection”* box to continue.

# Testing Agreement (cont'd)

The screenshot shows a web interface for a 'TESTING AGREEMENT'. At the top left, there is a 'Session Extender: ON' indicator. Below it is a 'HOME' menu with options: Overview, Upload Syllabus, Alternative Formats, Alternative Testing, Communication Access, and Notetaking Services. A 'SIGN OUT >' button is located below the menu. The main content area is titled 'TESTING AGREEMENT' and is divided into two columns. The left column is titled 'PROCTORING YOUR OWN EXAM' and contains text explaining that students do not need Testing Services to facilitate accommodations, and provides contact information for Testing Services. The right column is titled 'AVAILABLE OPTIONS FOR CEAS 001.01' and contains an 'Exam Management Method' dropdown menu set to 'Testing Services Will Proctor Exams', and a 'Confirm Task \*' dropdown menu set to 'Confirm to Proceed'. A yellow bar at the bottom of the main content area is titled 'FORM SUBMISSION' and contains a 'SUBMIT YOUR SELECTION >' button. Red arrows point to the 'Testing Services Will Proctor Exams' dropdown and the 'Confirm to Proceed' dropdown. A green oval highlights the 'SUBMIT YOUR SELECTION >' button.

- If you are wanting Testing Services to proctor your exams, select **Testing Services Will Proctor Exams** in the Exam Management Method in the *“Available Options for...”* box and then Confirm Task right below it ( “Confirm to Proceed” mandatory entry).
- Click on the “Submit Your Selection” box to continue.
- The next screen will be “Testing Agreement – Details”.
- The Testing Agreement – Details screen will have three main sections to review and provide input: Course Information, Contact Information, and List of Questions.

# Testing Agreement (cont'd)

» TESTING AGREEMENT - DETAILS

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**COURSE INFORMATION**

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Course:  
CEAS 001.01 - CEA SECOND EXAMPLE COURSE (CRN: 4321)

Information Regarding Testing Agreement:

**PLEASE CAREFULLY READ INSTRUCTIONS BELOW:**

- If you need Testing Services to proctor your in-person accommodated tests, skip the yellow box and **answer the questions below** and submit the agreement when completed.
- If you do NOT need Test Services for accommodated test proctoring, please select **I Will Proctor My Own Exams** from drop-down menu.
- If your class does NOT have in-class timed assessments, please select **My Class Has No Exams** from drop-down menu.

Possible reasons for NOT needing Testing Services to proctor your exam:

- There are no in-class exams for this course (ex: Remote Exams).
- You are able to make arrangements to facilitate students' test accommodations within your department (ex: departmental office, empty classroom, conference room, personal office, etc.)

For further assistance, please contact Testing Services at [testing@uark.edu](mailto:testing@uark.edu) or 479-575-3948.

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**CONTACT INFORMATION**

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Phone Number\* :

United States of America (+1) ▾

# Testing Agreement (cont'd)

## LIST OF QUESTIONS

Are you requesting Testing Services to facilitate test accommodation(s) for eligible students in the specified course section? Please remember to complete a testing agreement for each section. \*

- Yes
- No

Do you agree to submit all test materials to Testing Services at least 2 business days before the test date during the semester and the Monday before Reading Day for finals? \*

- Yes** (I understand exam appointments will be canceled if materials are not turned in by the deadline.)
- No** (I will proctor my own exams.)

How are exams administered in this course (select all that apply)? \*

- In-Class: Paper-Based Exam. Please specify any writing components, if applicable. **(Additional Comment Required)**
- In-Class: Computer-Based Exam. **(Note:** Please remember that **personal electronics are not allowed** in the test center. Students will need to be able to test from our lab computers. If special technology and/or software is needed, please add a note below.
- Remote (at home/outside the class): Computer-Based Exam. **(Note:** Our services are likely not necessary if you allow your students to test outside the class, as students can receive most accommodations through their personal computer. If you have questions please call us at (479) 575-3948.
- Other **(Additional Comment Required)**

Additional Comment:

Does your exam require the use of the following (select all that apply)?

- Blue Book
- Scantron (list required form) **(Additional Comment Required)**
- Media / Audio Player (listening portion) **(Additional Comment Required)**
- Microsoft Office applications **(Additional Comment Required)**
- Other **(Additional Comment Required)**

Additional Comment:

What would you like for us to do if your student arrives to Testing Services without their required Scantron or Bluebook? \*

- N/A (This exam does not require a bluebook or scantron)
- Allow the student to answer the questions on a blank piece of paper / on the exam.
- Refer the student back to you to allow them to reschedule their exam at a later date.

Is a calculator permitted on this exam (select all that apply)? \*

- No
- Yes (No Restrictions)
- Yes (Graphing Calculators w/o QWERTY keyboard)
- Yes (Standard 4 function Calculator)
- Yes (Other Restrictions) **(Additional Comment Required)**

Additional Comment:

# Testing Agreement (cont'd)

Are other materials permitted during exam (select all that apply)? If none are specified, none will be permitted.

- No Additional Materials Permitted
- Open Book (No Restrictions)
- Notecard or "cheat sheets" (**Additional Comment Required**)
- Scratch Paper
- Other (**Additional Comment Required**)

Additional Comment:

How is your Black Board exam launched?

- N/A (This exam is not given on Black Board)
- No Password or Lockdown Browser Required
- Respondus Lockdown Browser Required
- Password Required - **Do not enter the password below**. Please email passwords to [testing@uark.edu](mailto:testing@uark.edu) at least two business days before your exam.

Students must turn in the following once exam is completed (select all that apply). Only those specified will be collected and returned.

- Exam Questions
- Answer Sheet (i.e. scantron, bluebook, etc.)
- Additional Materials - i.e. scratch paper, notecard, etc. (**Additional Comment Required**)
- Not Applicable - online/blackboard exam

Additional Comment:

Do you need assistance facilitating accommodations for in-class quizzes? NOTE: Students must schedule quizzes at least two days in advance. \*

- Yes - Please specify quiz format and proctoring instructions for quizzes. (**Additional Comment Required**)
- No- I can provide accommodations for quizzes in my course.
- Not Applicable - There are no timed quizzes in this course.

Additional Comment:

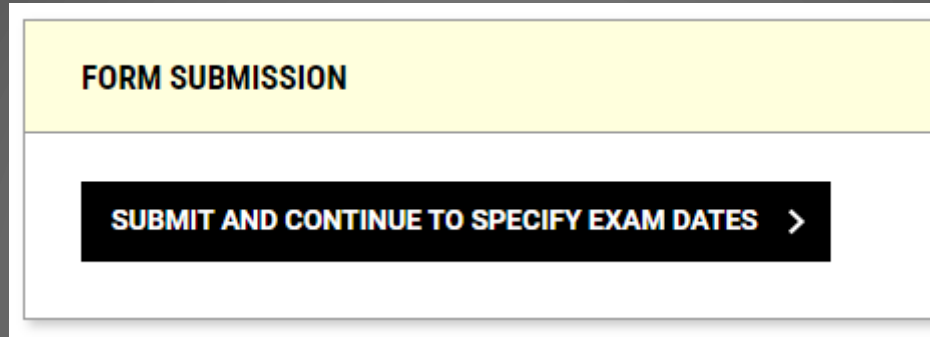
How would you like completed exams returned to you (select all that apply)? Note: Test Materials will not be mailed. \*

- Upload exam and answers to Student Appointment.
- Upload additional test materials (scratch paper, notes, etc.) to Student Appointment.
- Hold all test materials for Instructor Pick-Up.
- Nothing should be returned (ex: Blackboard / Online Exams).

List course exam dates, including the final exam. If a final exam is not given please annotate below. \*



# Testing Agreement (cont'd)



The image shows a screenshot of a web form. At the top, there is a yellow header bar with the text "FORM SUBMISSION" in black, bold, uppercase letters. Below this header, there is a white rectangular area containing a black button with white text that reads "SUBMIT AND CONTINUE TO SPECIFY EXAM DATES" followed by a right-pointing chevron symbol (>).

- Once all questions are answered and you have provided a good contact number for Testing Services Staff to utilize, click on the “Submit and Continue to Specify Exam Dates” button at the very bottom of the screen in the *Form Submission* box.
- The next screen will be where you input your programmed exam dates.

# Testing Agreement (cont'd)

- You must provide inputs to all marked with an asterisk (\*) otherwise you will get an error message once you click on “Save Exam Date”.
- Once you have provided the necessary information, click on “Save Exam Date” at the bottom.
- You can also upload exam file(s) at this point for the exam scheduled on your specified date.

### CEAS 001.01 - CEA SECOND EXAMPLE COURSE (CRN: 4321)

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

#### EXAM DETAIL

Type\*:

Date\*:

Time:

Standard Class Exam Length (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:

#### UPLOAD EXAM FILE

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

File Title:

Select File:  No file chosen

#### FORM SUBMISSION

# Testing Agreement (cont'd)



**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

## CEAS 001.01 - CEA SECOND EXAMPLE COURSE (CRN: 4321)

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

### LIST EXAM DATES

Modify	Delete	Type	Date	Time	Pop	Length	Exam Instruction
<a href="#">Modify</a>	<a href="#">Delete</a>	In-Class Exams	Wednesday, January 31, 2024	N/A		60	

- If you've done everything right, you will get a green check mark and a "Success! Your Action Has Been Completed" at the top of the screen.
- You will also see the exam date entry you made.
- Plus! You can add additional exam dates! See next slide.

# Testing Agreement (cont'd)

Alternative Testing Overview x Testing Agreement x +

teton.accessiblelearning.com/UARK/instructor/InstructionAdd.aspx?Step=ExamTypes&From=Class&CID=437399&ID=nqfODsNocUh6rw3TXwuBvpAUjrLXYyxD&Key2=Scr5xLw&SystemMessage=SQLSuccess&#SystemMessage

HOME

- Overview
- Upload Syllabus
- Alternative Formats
- Alternative Testing
- Communication Access
- Notetaking Services

SIGN OUT >

**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**  
The system has successfully saved your action.

**CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)**

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

**LIST EXAM DATES**

Modify	Delete	Type	Date	Time	Pop	Length	Exam Instruction
<a href="#">Modify</a>	<a href="#">Delete</a>	In-Class Exams	Wednesday, February 14, 2024	N/A		50	

**ADD ADDITIONAL EXAM DATE**

**EXAM DETAIL**

Type \*:

Date \*:

Time:

Standard Class Exam Length (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:

**UPLOAD EXAM FILE**

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

File Title:

Select File:  
 No file chosen

# Testing Agreement (cont'd)

- If you are done with everything, you can click on “Back to List” at the bottom of the screen to take you back to the “Testing Agreement” screen.

**CEAS 001.01 - CEA SECOND EXAMPLE COURSE (CRN: 4321)**

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

### EXAM DETAIL

Type\*:

Date\*:

Time:

Standard Class Exam Length (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:

### UPLOAD EXAM FILE

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

File Title:

Select File:  No file chosen

### FORM SUBMISSION

# How to...

## Provide paper exams to Testing Services

- There are three ways to get us the exam:
  - Upload exam through AIM (Preferred and most secure method)
    - This will be done through the “Alternative Testing” page.
    - Upload exams at least **two business days** before the exam during the semester. Deadlines for **finals** will be at least **four business days before Reading Day**. Exact dates will be sent out in the weeks leading up to finals.
  - Drop off the exams to Testing Services.
    - Drop off exams at least **two business days** before the exam during the semester. Deadlines for **finals** will be at least **four business days before Reading Day**. Exact dates will be sent out in the weeks leading up to finals.
  - Email the exam file(s) to [testing@uark.edu](mailto:testing@uark.edu) with any additional instructions for the exam.
    - Email exams at least **three business days** before the exam during the semester. Deadlines for **finals** will be at least **four business days before Reading Day**. Exact dates will be sent out in the weeks leading up to finals.

# How to...

## Retrieve completed paper exams

- There are two ways to get completed paper exams back:
  - Scanned and uploaded to student's appointment.
    - Only you will be able to retrieve it from AIM. An email with instructions and numerical code will be sent to you from AIM.
    - If you lose the email, you can retrieve the uploaded exam by clicking on "Send Code To Your Email" button on the "Upcoming Exams" screen. \*See next slide for visual representation of the screen.
  - Picked up by faculty or a designated representative from Testing Services.



# Testing Agreement (cont'd)

The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon, followed by 'ALTERNATIVE TESTING' and 'UPCOMING EXAMS'. The 'UPCOMING EXAMS' link is highlighted with a red box and a red arrow. To the right of the navigation bar are links for 'COMPLETED FILES', 'TESTING AGREEMENT', and 'LIST STUDENTS'. Below the navigation bar is a yellow banner with a document icon and the text 'AUTHENTICATE TO DOWNLOAD EXAMS'. Below this banner is a message: 'For additional security during your session, we require additional authentication before you have access to download exams. It may take up to 1 minute to get your code before trying again.' Below the message is a black button with white text: 'SEND CODE TO YOUR EMAIL >'. Below the banner and message are two summary cards. The first card is titled 'TESTING AGREEMENT' and shows a large number '1' with the text 'Courses without Testing Agreement' and 'Total Courses with Testing Agreement: 2'. The second card is titled 'COURSES MISSING EXAM DATES' and shows a large number '1' with the text 'Number of Courses without Exam Dates'.

» ALTERNATIVE TESTING » **UPCOMING EXAMS** **UPCOMING EXAMS** COMPLETED FILES TESTING AGREEMENT LIST STUDENTS

**AUTHENTICATE TO DOWNLOAD EXAMS**

For additional security during your session, we require additional authentication before you have access to download exams. It may take up to 1 minute to get your code before trying again.

**SEND CODE TO YOUR EMAIL >**

TESTING AGREEMENT	COURSES MISSING EXAM DATES
<b>1</b> Courses without Testing Agreement Total Courses with Testing Agreement: 2	<b>1</b> Number of Courses without Exam Dates

# Communication about Exam Requests

- An email from the AIM system will be sent to you when a student with testing accommodations schedules an exam and once it is approved by Testing Services staff.
  - Please pay close attention to these emails and the date/time the student has scheduled the exam for because they might be for a date you did not specify when filling out the testing agreement.
  - If you do not approve of the date/time, please contact Testing Services immediately so it can be removed from the system and contact the student to find out why it was scheduled as such.
- If a student makes changes to the original appointment, you will be notified.
  - Again, if you do not approve of the change, please contact us and the student.

# Office of Testing Services Contact Information

- Email: [testing@uark.edu](mailto:testing@uark.edu)
- Phone: 479-575-3948
- Office Hours: Monday thru Friday 8:00a to 5:00p