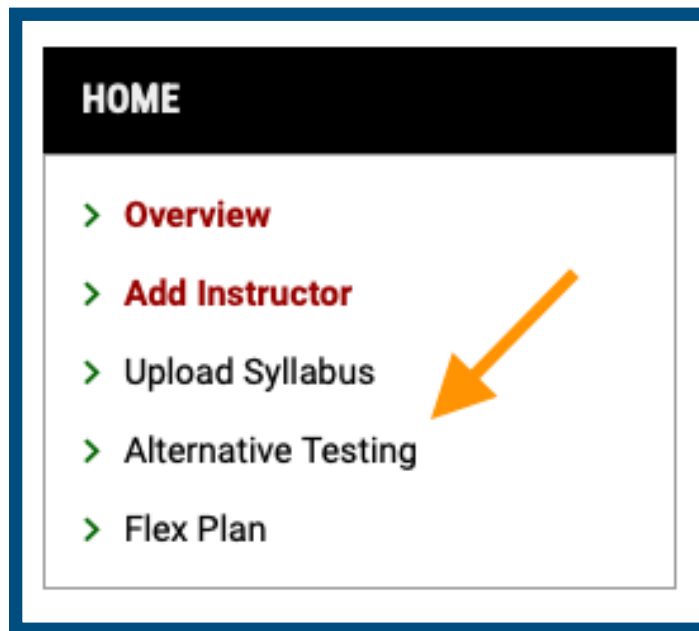


Fill Out OA Testing Information Form

1. Log into the [AIM Faculty Portal](#).
2. Agree to **Access Policy**.
3. Click on **Alternative Testing** under the Home menu.



4. Review the **Important Message** and click **OA Testing Information Form** in the tool bar.



5. Scroll down the page to find your courses. Click **Specify OA Testing Information Form** for each course you need assistance from OA.

FAKE 1000.001 - INTRO TO AIM (CRN: 001)

Status: **Not Specified** [Specify OA Testing Information Form](#)

Summary:

- Number of Students Requesting Alternative Testing: **1**.

6. Complete the **List of Questions** with information of how your exams are administered in your course.

LIST OF QUESTIONS

How will exams be administered to students in your course?
This will assist OA in replicating the testing environment for accommodated students (Check all that apply)

Paper exam in classroom

Computer exam in classroom

Computer with virtual proctor (ex. ProctorU)

Computer with [Biggio Testing Center](#)

Other (**Additional Comment Required**)

Additional Comment:


What materials are required/allowed for your exam? OA proctors will not allow any materials not indicated below. (Select all that apply)

7. **NEW FEATURE:** Instructors can now specify the dates of their exams, quizzes, and final with a new calendar feature.

SPECIFY FIRST EXAM DATE

Important Note: Additional exam dates can be specified after submitting this form.

Type *:
Select One ▾

Date *:[Ⓜ]
mm/dd/yyyy 


Time:[Ⓜ]
Select ▾ **Select** ▾

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:[Ⓜ]


8. Select the type **Exam, Final or Quiz.**

Type *:
✓ **Select One**
Exam
Final
Quiz






9. Use calendar for **Date**.

Date * 

09/03/2024 

10. Enter **Time** of exam, final, or quiz.

Time: 

8 AM  00 

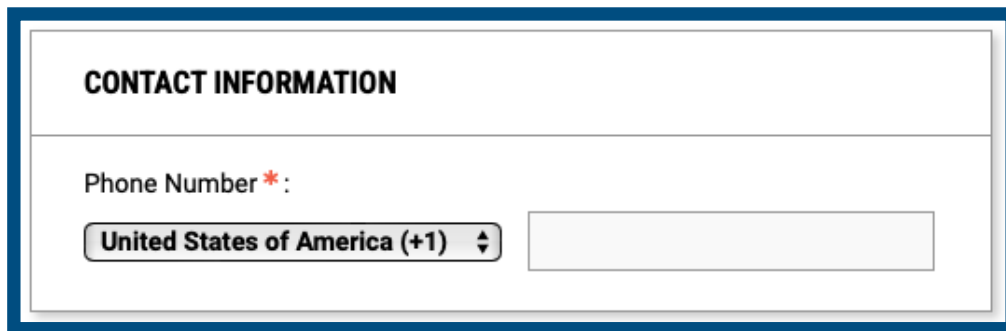
11. Enter **Standard Length of Exam** in minutes. *Do NOT include extended time. AIM will calculate this for the student based on their accommodation.

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.

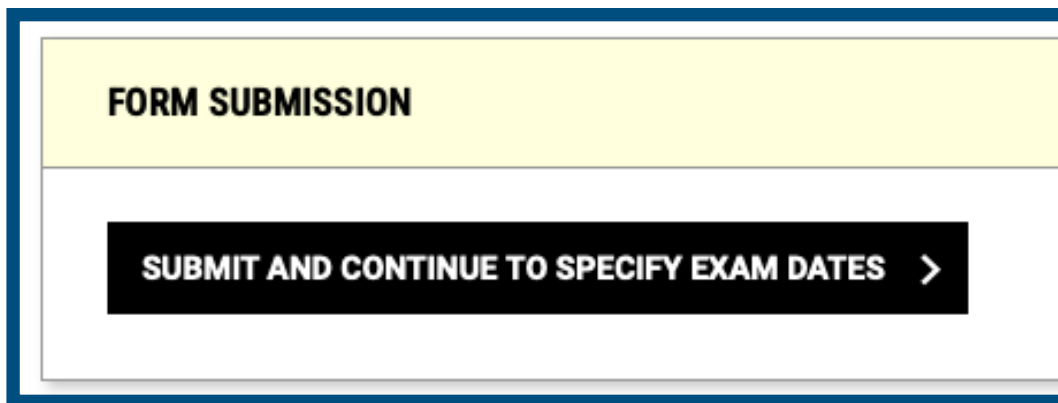
50

12. Provide **Phone Number** in case OA Staff needs to contact you. *Students will not see your phone number.



The screenshot shows a form section titled "CONTACT INFORMATION". Below the title, there is a label "Phone Number *:" followed by a dropdown menu showing "United States of America (+1)" and a text input field.

13. Click **Submit and Continue to Specify Exam Dates**.



The screenshot shows a form section titled "FORM SUBMISSION" with a yellow background. Below the title, there is a large black button with white text that reads "SUBMIT AND CONTINUE TO SPECIFY EXAM DATES" followed by a right-pointing chevron symbol.

14. On the next page, you can continue to **Add Additional Exam Dates** or **Modify** dates of exams you have already submitted.