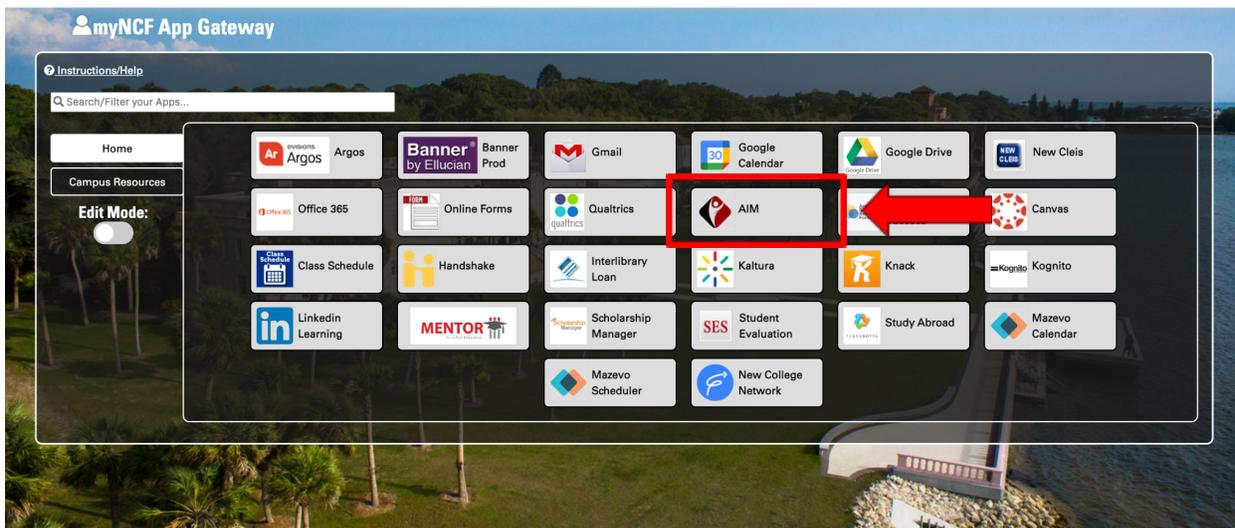


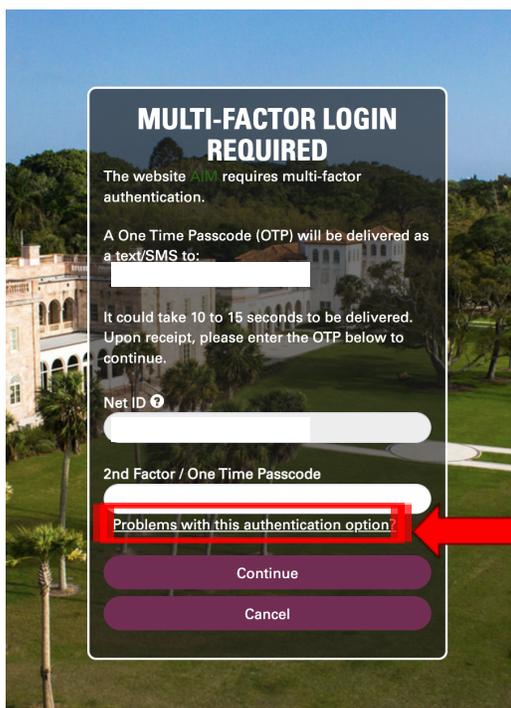
# Completing the Alternative Testing Agreement within AIM

This document details the steps necessary for completing the alternative testing agreement in the AIM software to provide the AALC with details concerning your class exams.

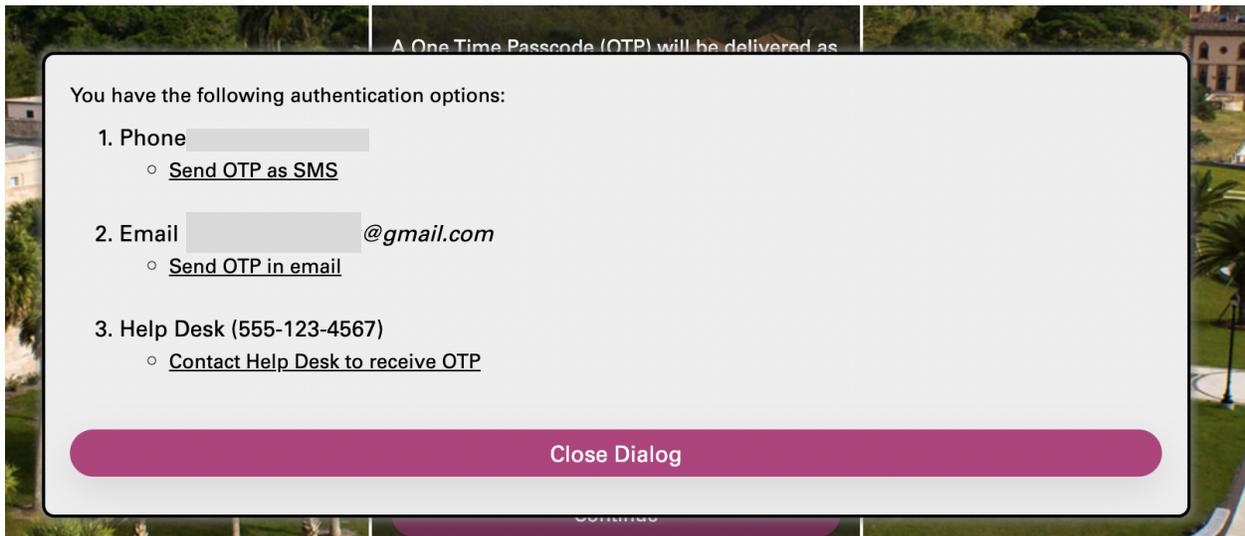
- Begin by logging into the AIM portal by selecting the tile on the myNCF portal



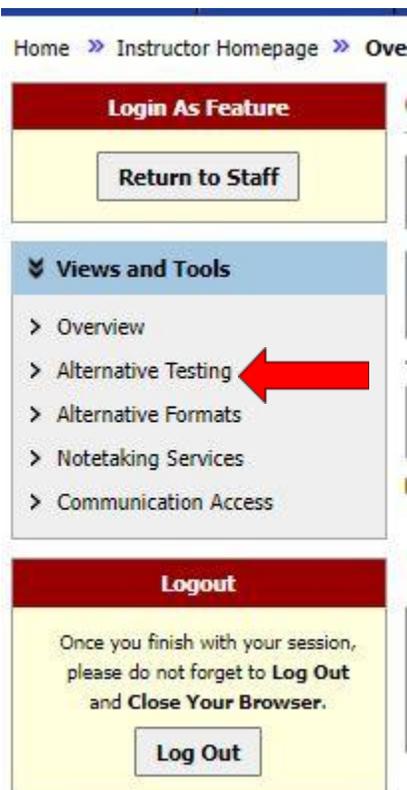
- To obtain the One Time Passcode (OTP) required to log in, select the “Problems with this authentication option?” option at the bottom



- Select which option you would like to use to obtain the OTP



- Once you have successfully logged into AIM, scroll down to “Alternative Testing” in the **Views and Tools** section, and click on the subsection. Or, use the link sent via email to complete the agreement.



- Select the class you are completing the alternative testing agreement for from the drop-down menu and then click “Continue to Specify Alternative testing Agreement” or “View” to review any completed agreements.

## ALTERNATIVE TESTING

**LIST ALTERNATIVE TESTING AGREEMENT**

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select:  

Copy to:

## ALTERNATIVE TESTING

**LIST ALTERNATIVE TESTING AGREEMENT**

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select:  

Copy to:

- Fill out the required details to complete the agreement. If you would like to proctor your own exams, or the course does not have any exams, please fill out the box at the top of the agreement.

**PROCTORING YOUR OWN EXAM**

Please contact our office if you have any questions about proctoring a student's exam with any of the approved accommodations.

Type:  

- If you would like for the AALC to assist with proctoring exams in the testing center, ignore the previous box at the top of the agreement, and fill in the required details.

Alternative Testing Agreement
<p>1. Format of test? *</p> <p><input type="radio"/> Paper and Pencil</p> <p><input type="radio"/> Computer</p> <p><input type="radio"/> Combination of both</p> <p><b>Additional Note or Comment</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>2. What is the time frame for the student to take the test? (Ex. Tuesday Sept. 6th- Thursday Sept. 8th) *</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p>3. Authorized materials not relating to approved student accommodations:</p> <p><input type="checkbox"/> Calculator</p> <p><input type="checkbox"/> Scratch Paper</p> <p><input type="checkbox"/> Notes</p> <p><input type="checkbox"/> Formula Sheet</p> <p><input type="checkbox"/> Textbook</p> <p><input type="checkbox"/> Ebook</p> <p><input type="checkbox"/> N/A</p> <p><b>Additional Note or Comment</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>4. Is there anything else we should know about your exam? *</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

- Complete the “Exam Types” and “Additional Information” boxes and submit your testing agreement by clicking “Submit Alternative Testing Agreement”.

<b>Exam Type(s)</b>
<p>Please list <b>REGULAR CLASS EXAM LENGTH</b> without extended time accommodations</p> <p>Final <input type="text"/> Minutes</p> <p>Test, exam, or quiz <input type="text"/> Minutes</p>
<b>Additional Information</b>
<p>Instructor Phone Number *: <input type="text"/></p> <p>Note: Please provide us with a phone number to contact during exam.</p> <p>Additional Note: <input type="text"/></p>
<p><b>Submit Alternative Testing Agreement</b> </p>