To provide an Alternate Testing Agreement:

Log into AIM with your PirateNet credentials: <u>https://hayes.accessiblelearning.com/SHU/</u>

Select "Continue to View Student Accommodations".



Here you will see a list of students that receive accommodations for your classes. You can select "View" to see these accommodations. Select "Alternative Testing" on the left to complete a testing agreement.

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	.View	31679	CSAS	2123	BA		Yes				08/30/2022	Emailed
	.View	31485	CSAS	1114	BA		Yes				08/27/2022	Emailed
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Select the course from the pull-down menu and click on "Continue to Specify Alternative Testing Agreement". You can and should also edit a previous testing agreement already submitted if there's a difference in timing on this exam, aids allowed, passwords, etc. You can also copy the agreement to another course using the information in the "LIST ALTERNATE TESTING AGREEMENT" box.

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Return to Staff	SPECIFY ALTERNATIVE TESTING AGREEMENT		
Views and Tools	Select Class: CSAS 1114.BA (CRN: 31485) - Intro to Program Design I	~	
> Overview> Alternative Testing	Continue to Specify Alternative Testing Agreement		
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Logout Once you finish with your session, please do not forcet to Log Out	Finit: If you need to make any changes, please select the following Auternative resung 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.		
and Close Your Browser.	Select: Select One View		
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Answer all questions to complete the Alternative Testing Agreement to provide proctoring information. Submit when completed.

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	Login As Feature A	LTERNATIVE TESTING	List Exams Completed Exams Files Students' Courses	
	Return to Staff	Class: CSAS 1114.BA - Intro To Program Design I (CR	<u>N</u> : 31485)	
⇒ vi	ews and Tools	ALTERNATIVE TESTING AGREEMENT DESCRIPTION	FACULTY / STAFF INSTRUCTION	
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Oi P	nce you finish with your session, lease do not forget to Log Out and Close Your Browser. Log Out	2. How long does the class have to take the exam? Please		
		3. Please check each resource the student is permitted to	use while completing the exam:	

You may upload the exam and choose the students that should receive the exam. Click on "Confirm your selections"

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Available Tools: Upload File to Exam(s) ×												
	STEP 2 - SELECT FROM THE FOLLOWING COURSES											
	Hint: Check the box next to each student who should receive the exam you are uploading.											
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