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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	Niew	31679	CSAS	2123	BA		Yes				08/30/2022	Emai
		31485	CSAS	1114	BA		Yes				08/27/2022	Email
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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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	Select Class: CSAS 1114.BA (CRN: 31485) - Intro to Program Design I	~	
> Overview> Alternative Testing	Continue to Specify Alternative Testing Agreement		
 Alternative Formats Notetaking Services Communication Access 	LIST ALTERNATIVE TESTING AGREEMENT Hint: If you need to make any changes, please select the following Alternative Testing		
Logout Once you finish with your session, please do not forget to Log Out	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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	STEP 1 - SELECT ACTION		
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Answer all questions to complete the Alternative Testing Agreement to provide proctoring information. Submit when completed.

Welcome Di	iane DeLorenzo! My Profile	My Mailbox (Sent E-Mails) Sign Out			1
	Login As Feature	LTERNATIVE TESTING	List Exams Completed Exams Files Students' Courses		
	Return to Staff	Class: CSAS 1114.BA - Intro To Program Design I (CR	<u>N: 31485)</u>		
¥ View:	rs and Tools	ALTERNATIVE TESTING AGREEMENT DESCRIPTION	FACULTY / STAFF INSTRUCTION		
	native Testing	Type: Faculty Testing Agreement Please provide DSS with proctoring instructions.	Instructions for staff		
	aking Services munication Access Logout	Alternative Testing Agreement 1. Please indicate the date and time the class is taking the	e exam "		
pleas	you finish with your session, se do not forget to Log Out d Close Your Browser. Log Out	 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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