Disability Resources
DIVISION OF STUDENT AFFAIRS

Test Security and Academic Integrity

- Students may not take phones or smartwatches into the testing rooms.
- While taking exams, students are not allowed to have anything at their workspace except for the items that have been approved by faculty in the Testing Agreement or are necessary due to an accommodation.
- Exam access is limited to full time staff and graduate students. Undergraduate students who deliver exams back to faculty have limited access.
- AIM instructor portal offers a secure way to upload exams including CAS login, Duo Authentication, limited access.
- Test takers are monitored by surveillance cameras, staff, and/or proctors in order to promote the academic integrity expected of all Aggies.
- Academic misconduct and conduct violations are reported to the course instructor and to the Aggie Honor System Office.

Accessible Information Management (AIM)

Accessing the Instructor Portal
- https://cascade.accessiblelearning.com/TAMU/instructor
- Link to the Portal can be found within the Faculty Notification Letter

Testing Agreement (TA)

Overview of Testing Agreement
A testing agreement is an electronic form completed by the instructor which specifies exam parameters for all students in a specific class and section. When students are approved for accommodations, the instructor receives a Faculty Notification Letter which contains a direct link to the Testing Agreement form in AIM for the specific course and section.

- The TA must be completed before students can take their exams with the DRTC.
- A TA is required once per semester for each class AND section.
  - AIM provides an option to copy Testing Agreements across multiple courses and sections.
- Testing Agreements can be modified by following the steps under Viewing/Modifying a Testing Agreement

ĀĪM Disability Resources
DIVISION OF STUDENT AFFAIRS

When to Fill Out the Testing Agreement
- Instructors that plan to use the Testing Center to administer exams with accommodations must complete the Testing Agreement as soon as possible.
- Instructors that plan to have students with accommodations utilize the DRTC, must skip the question proctoring your own exams and leave as "Select One".
- If an instructor needs to make changes, please contact DRTC staff at testadmin@tamu.edu to reset the form.

What if the Instructor is Proctoring their Own Exams or No Proctors are Needed?
- Proctoring your own exams is the most equitable way to provide accommodations.
- Instructors that plan to proctor their exams do not complete the Testing Agreement
- Indicating that an exam does not require a proctor or the instructor will proctor their own exams:
  - Under the Views and Tools menu, select Accessible Testing
  - The second option will say PROCTORING YOUR OWN EXAM (in all caps), pull down the menu next to your class and select I Will Proctor My Own Exams
  - Confirm

Exam Submission and Return

Submitting Exams to the DRTC
Exams and exam materials (such as specific exam instructions and/or passwords for online exams) should be provided to the DRTC **in advance as follows**:
- Upload a copy to the secure AIM Instructor Portal.
  - This is the preferred method as AIM securely stores all exam-related information.
  - See Uploading an Exam to AIM for step-by-step instructions.
- Email a copy to TestAdmin@disability.tamu.edu email address
- Faculty or their representative (i.e. Teaching Assistant) may drop-off their exam and exam materials at the DRTC
- Faculty may contact the DRTC to schedule a pick up (See Student Courier Service for details)

[A&M logo] **Disability Resources**
DIVISION OF STUDENT AFFAIRS

Completed Exams Returned from the DRTC

Faculty will have the following options for receiving complete exams. Exams will be returned by the following business day.

- Download a scanned copy from the secure AIM Instructor Portal (preferred).
  - See Retrieving a Completed Exam from AIM for step-by-step instructions.
- Email of a PDF of the completed exam from the TestAdmin@disability.tamu.edu email address
- Faculty or their representative (i.e. Teaching Assistant) may pick-up their exam and exam materials directly from the DRTC
- Returned via the DRTC's courier service
  - See Student Courier Service for details

Student Courier Service

- Couriers will be available to do a scheduled pick up and drop off.
- To ensure the exam arrives on time, please have all exams at the designated location the business day before the exam
- If the instructor misses the scheduled pick up, please make other arrangements to ensure the exam arrives on time (upload it to AIM Portal, or deliver the exam to the Testing Center).

Step-by-Step Processes in AIM (Faculty)

Accessing and Completing the Testing Agreement

1. In AIM, click "Accessible Testing" on the left hand side of the page under "Views and Tools"
2. Under "Specify Testing Agreement With Disability Resources" select the class from the drop down menu and click "Continue to Specify Testing Agreement with Disability Resources"

Viewing/Modifying a Testing Agreement

1. Log in using the Instructor Portal
2. Click the "Accessible Testing" link on the left side of the page under "Views and Tools"
3. Under "List Testing Agreement with Disability Resources" there are two drop down lists.
4. Use the top drop-down list to one to select a course with the Testing Agreement to be viewed or modified.

Disability Resources
DIVISION OF STUDENT AFFAIRS

5. Click "View".
6. Completed any changes that need to be made and click "Update Testing Agreement with Disability Resources" at the bottom of the page.

Copying a Testing Agreement to Other Sections/Courses

1. Log in using the Instructor Portal
2. Click the "Accessible Testing" link on the left side of the page under "Views and Tools"
3. Under "List Testing Agreement with Disability Resources" there are two drop down lists.
4. Use the top drop-down list to one to select a course with the Testing Agreement to be copied.
5. Use the top drop-down list to one to select the course and section to receive the duplicated Testing Agreement.
   a. Courses and sections will only show up in this drop-down if there is not already a testing agreement on file for the specific course and section AND a student has requested accommodations for this course and section.
   b. If students have not yet requested accommodations for a course and section, it will not appear in the drop-down list.
6. Click Copy.

Uploading an Exam to AIM

1. Navigate to "List Exam Requests" by clicking on "Accessible Testing" and then "List Exam Requests". Note: A student may be on the list multiple times for each exam request they have made.
2. Select from the drop down list "Upload File to Exam(s)" exam.
3. Click the checkbox next to the exam you are uploading a file for.
4. Click "confirm your selections".
5. This will take you to the upload page. Click choose file, then Browse for the file you wish to upload. Optionally, you can add an Exam file note. Please make sure that the file size is no bigger than 1MB.
6. Select Upload Exam.

Retrieving a Completed Exam from AIM

1. Navigate to Accessible Testing, this will automatically bring you to "List Exams"
2. At the bottom of the page, uploaded exam files will be listed.
3. To see completed exam files that have been uploaded to AIM, click "Show All Completed Exam files.

A&M | Disability Resources
DIVISION OF STUDENT AFFAIRS

4. Alternatively, you can navigate to "Competed Exam Files" by clicking the link at the top right of the page.
5. Navigate to the exam file you wish to view and click "View".
6. You will receive a security access code in your email.
7. Enter the security code in the field provided.
8. You may then download your exam file.

Download a List of Students with Accommodations
1. Log in to the Instructor portal. This will take you to the overview menu.
2. On the bottom lower half of the page there will be white box that says "Export Search Result To CSV (Comma-Separated Values) File".
3. Click the drop down list to select how you want your list to be sorted.
4. Click the box "Accommodation Requests".
5. Your file will be automatically downloaded.

Scheduling Deadlines
- The Testing Center requires advance notice to schedule exams and make changes to the exam schedule. Please provide your test dates in advance so that students can meet the scheduling deadlines.

Addressing Exam Schedule Concerns
- If an instructor has a concern or question about a student's Exam Schedule Form (such as a time discrepancy), they should reach out to the student to discuss their concerns. There is also a process for disputing exams in AIM.
    1. In AIM, click "Accessible Testing" on the left side of the screen under "Views and Tools".
    2. Click "List Exams" on the right hand side of the screen.
    3. Go to the exam in the list you wish to dispute and click on "View Detail".
    4. There is a section on this page labeled "Disputing Exam". Select your reason from the drop down list and add any additional context in "Additional Note".

Disability Resources
DIVISION OF STUDENT AFFAIRS

Hours of Operation

For the safety of our staff and students we request that you do not visit the DRTC if you are currently sick or think you have been exposed to a person with COVID-19.

Monday – Thursday
8am – 9pm
Friday
8am – 5 pm

Contact Information

TestAdmin@tamu.edu
979-862-4570 for Scheduling
979-458-1102 for Check-In Desk/Proctoring
979-458-6596 for DRTC Program Coordinator