

Instructor Portal: Alternative Testing Module

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Brief Introduction

Disability & Accessibility Services is excited to announce the launch of **our new Alternative Testing Module** within AIM, our online accommodation management portal. Instructors will now be able to track, monitor, and organize all test requests in one spot regardless of whether they take it online, in the classroom with you, or in the ASC Test Proctoring Center. As an instructor you will provide information to students and DAS staff alike about your course(s)/test(s) by completing the Testing Agreement which ensures appropriate testing arrangements can be made.

Important Changes

- All Test Requests will be made through AIM:
 - Students with alternative testing accommodations are required to make a request for **ALL** tests(s) for which they will use their accommodations through AIM, regardless of whether they take it in the classroom, online, or in the ASC. By doing this, both DAS staff and instructors alike can ensure testing needs are being met.
- Instructors and DAS staff can view in their AIM portal students who plan to take the test in the ASC, or with the instructor when prior arrangements have been made, or online. This is determined through the individual student request. If a concern arises from a student test request, please contact the DAS office.

Testing Module How-Tos

Alternative Testing Agreement

What is the Alternative Testing Agreement?

The DAS Testing Agreement between students and faculty establishes a customized base plan for the administration of all testing accommodations in a course. The purpose of this Testing Agreement is to gather information about your plan to administer tests and support students' use of testing accommodations in your course. The information you provide will be shared with DAS Staff and your students so appropriate testing arrangements can be made in advance.

Information from the Instructor: In the Testing Agreement, you will set up parameters for tests in your course:

Plan to Administer Testing Accommodations -- Provide details on what students can expect and how to receive their test accommodations in your course. Students can choose to take



their tests in the ASC, or you can provide students the option to access test accommodations with you in the classroom, or inform them of the necessity to take it in the ASC.

- Test Formats -- Indicate the test formats students can expect in your course. This helps students prepare for any specific accommodation needs that could arise from a particular format.
- Test Schedule -- Please list all scheduled tests, quizzes, and exams in your course. Student requests will be cross-referenced with this schedule. If a test date changes, please contact us directly to adjust your testing agreement.
- Specific Test Details -- IMPORTANT: Questions 4 11 asks for specifics of your tests. This information provides necessary details to the ASC and the student for test administration.
- **Final Reminder** -- Please review this testing agreement and make any necessary changes to your responses once you receive an email notification of a test request.

Next Steps

- Students are responsible for submitting an alternative test request for each test(s) in your course whenever they need to utilize their accommodations.
- When a student makes a request for a specific test in your course, you will receive a notification by email. You can monitor the details of all requests through your AIM Instructor Portal under the Alternative Testing tab.
- You will receive email reminders closer to the test scheduled date at which time you can modify this agreement to reflect the specifics of the test.

How do I complete the Alternative Testing Agreement?

There are two ways to complete the *Alternative Testing Agreement*:

Option 1: Fill out the Form accessed via a link in the Student's Accommodation Letter

• When you receive an accommodation letter for a student who has been approved for alternative testing accommodations, it will include a link to the course specific *Alternative Testing Agreement*. This link can be found towards the bottom of the accommodation letter. (Pictures provided on next page).





• The link directs you to the *Alternative Testing Agreement* for the specific course in which you received an accommodation letter. You are now able to fill out the agreement. Please note: you will have the ability to make edits and changes to your agreement over the course of the semester through your Instructor AIM profile. (Pictures below)

This is a preview of the *Alternative Testing Agreement* page and what it will look like. Scroll down the page to fill out the agreement questionnaire, once completed, you will receive an email notification containing a copy of your responses.

Alternative Testing - Alternative → C	siblelearning.com/Springfield/Testi	ingAgreement.aspx?ID=11464&CID=171065&Key=p3owQE	BoD	☆ (1) 🔍 🛄 🔛 (2)
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		testing accommodations in a course.	about your plan to administer tests and support students use or testing accommodations in your course.	
			The information you provide will be shared with DAS Staff and your students so appropriate testing arrangements can be made in advance.	
			Information from the Instructor	
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			expect in your course. This helps students prepare for any specific accommodation needs that could arise from a particular format.	
			 Test Schedule Please list all scheduled tests, quizzes, and exams in your course. Student requests will be cross- 	d
			referenced with this schedule. If a test date changes, please contact us directly to adjust your testing agreement.	
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Option 2: Log into AIM

- Click here to access your portal: AIM
 - Please sign in using your Springfield College Username & Password.

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• You will be brought to this main page, where you will see a list of all of your students who have requested accommodations. You can even see, at a glance, which of your students have been approved for and made a request for alternative testing accommodations (highlighted in yellow).

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April 03 No Class - Easter Weekend													



• To locate the Alternative testing module, look at the left hand side of your page, locate "Views and Tools," and click on Alternative Testing (highlighted in yellow).

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> April 03 No Class - Easter Weekend													

• You will be brought to the following page. You have a couple of options here on how to complete the Alternative Testing Agreement.





Option A: Fill out a blank agreement

• If you need to complete a Testing Agreement for a specific course, find the section "Specify Alternative Testing Agreement," and select that course.

Alternative Testing - DSV4-Lio x + ■				
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 Again, you will be brought to the Alternative Testing Agreement page. Scroll down the page to fill out the agreement questionnaire. You will receive an email notification that will contain a copy of your responses.





Option B: Make a Copy

Say that you are teaching several sections of a course. You have the ability to copy the testing agreement that you completed for one section of a course, and use it for multiple sections of the same course. Locate "List Alternative Testing Agreement." Select a testing agreement that you already filled out for a course, select what course you want to copy it to, and then click "Copy."

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Can I make changes to the testing agreement?

Yes, you can! We encourage you to review your alternative testing agreement throughout the semester to reflect any changes you make to the administration of specific tests. If you are planning on copying a testing agreement from one section of a course to another, we also encourage you to review it and make changes to it accordingly, especially if the test dates differ for each class.

• Find the section labeled, "List Alternative Testing Agreement" and select "View."

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 Important Dates January 14 Withdraval Deadline for Winter Subsession 	Hint: If you need to make any changes, picase select the following Alternative Testing Agreements and cick View. If you would like to make a copy of your Alternative Testing Agreement to another course, picase use the following function to select your source Alternative Testing Agreement and your other course.				
January 19 No Class & College Closed - MLK Jr. Day January 20 End of Winter Subsession Classes	Select: MAG 102.01 - History of Magic View Copy to: MAG 456.01 (SLN: 00021) - Herbology Copy				



• It will bring you to the Alternative Testing Agreement that you completed, and you will be able to make changes to the agreement there. When you are done, please scroll down to the bottom of the page and click "Update Alternative Testing Agreement."

Alternative Testing - DSV4-Lio × +	
← → C	ructor/Testing.aspx?Step=Contract&Plan=View&ID=7XCkJZS5wK7Ist0cCXBJ2HPSyrJRyV6LtXaD 🔅 💿 🕐 🕐 🎓
 C a bear.accessiblelearning.com/Springfield/instr Welcone Halley Walked My Profile Home > Instructor Homepage > A Login As Feature Return to Staff Overview Alternative Testing Alternative Testing Alternative To Staff Notetaking Services Important Dates Notetaking Services January 14 Withdrawal Deadline for Winter Subsession January 19 No Class & College Closed - MLK Jr. Day January 20 End of Winter Subsession Sanuary 23 Stretury 02 Add Deadline for Full Semester Coases February 02 No Classes 4. February 24 No Classes February 24 No Classes March 09 Schedule of Classes March 09 Schedule of Classes March 09 Schedule of Classes March 09 Schedule of Classes March 102 No Class - Caster Weekend 	ructor/Testing.aspx?Step=Contract&Plan=View&ID=7XCkUZS5wK7Ist0cCXBJ2HPSyrJRyV&LXaD W Wallbox (Sent E-Mails) Sign Out Iternative Testing ALTERNATIVE TESTING Lust Exams Completed Exams Students' Courses Class: MAG 101.01 - Defense Against The Dark Arts (CRN: 00001) Alternative Testing Agreement 1. How should students plan to receive testing accommodations in your course? * Students will need to request test proctoring in the ASC to receive their accommodations. 1. What kind of fasts will you be administering? Please specify which of the following types of tests you will be administering: 2. What kind of fasts will you be administering? Please specify which of the following types of tests you will be administering: Prop quizzes Prop quizzes Prop quizzes Prop quizzes Prop quizzes Produals Group based tests Oral tests None Other (Specify Below) Additional Note or Comment



Test Requests

Where do I view my students' test requests?

You will be notified by email when a student makes a request for a test in your course. If you haven't already filled out the Alternative Testing Agreement you will be prompted to fill it out with this email notification. Follow these steps to view your student(s) request(s):

- Click here to access your portal: AIM
 - Please sign in using your Springfield College Username & Password.





• To locate the Alternative testing module, look at the left hand side of your page, locate "Views and Tools," and click on Alternative Testing (highlighted in yellow).

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ome Hailey Walker! My Profile	My Mailbo	ox (Sent E-Mai	ls) Sign O	ut								
me » Instructor Homepage » Ov	erview											
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• In the Alternative Testing Module, you can view your student requests two ways:

Option 1: All Test Request(s)

• You can view all of your student requests, under "Step 2" on the main page for Alternative Testing. You can see what course(s) a request has been made for, student's name, the date, and time. For more information about each request, you can click on "View Detail" (highlighted in yellow).

Welcome Hailey Walker! My Profile	My Mailt	iox (Sent E-Mai	ls) Sign Out						
Courses > February 24 No Classes - Wellbeing Wednesday	STEP 2	- SELECT F	ROM THE FOI	LOWING C	COURSES				
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> April 03 No Class - Easter Weekend		MAG	121	01	Harry Potter	Test	01/08/2021	11:00 AM	Approved - View Detail
Logout		MAG	456	01	Luna Lovegood	Test	01/08/2021	01:00 PM	No Alternative Testing Agreement Specify Alternative Testing Agreement
please do not forget to Log Out and Close Your Browser.		MAG	101	01	Luna Lovegood	Test	01/11/2021	09:00 AM	Approved - View Detail
Log Out		MAG	250	01	Harry Potter	Test	01/11/2021	02:00 PM	Processing - View Detail
		MAG	103	02	Luna Lovegood	Test	01/15/2021	01:00 PM	Processing - View Detail



Option 2: View Request(s) by Course

• On top of the page on the right hand side, there is a tab called Students' Courses. If you click on this function, you will be able to view all requests organized by course (highlighted in yellow). Remember, for more information about each request, click on "View Detail."

Alternative Testing	g - DSV4-Lio × +								
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	Home » Instructor Homepage » Al	ternative Testing							
	Login As Feature	ALTERNATIVE TESTIN	IG		List Exams	Completed Exams Files Students' Courses			
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	Views and Tools Overview	Students Who Have Requested Harry Potter	Accommodation:	List	List of Instructor(s): Hailey Walker (Email: hwalker@springfieldcollege.edu)				
	> Alternative Testing	 Luna Lovegood 					-		
	Alternative Formats Notetaking Services	Student Name	Туре	Date	Time S	itatus			
		Harry Potter	Test	01/05/2021	02:25 PM	Completed (Taken) 02:30 PM - 03:15 PM Total: 45 Minutes			
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	 January 19 No Class & College Closed - MLK Jr. Day 								
	> January 20 End of Winter Subsession	MAG 102.01 - History Of Magi	c				-		
	Classes > January 25 Start of Spring Classes	Students Who Have Requested Harry Potter	Accommodation:	List	List of Instructor(s): Hailey Walker (Email: hwalker@springfieldcollege.edu)				
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	 February 09 Drop Deadline for Full Semester Courses 	Harry Potter	Test	01/08/2021	08:00 AM	Cancelled			
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	> April 02 No Class - Good Friday	Luna Lovegood			 Hailey Walker (En 	nail: hwalker@springfieldcollege.edu)			
	April 03 No Class - Easter Weekend	Student Name	Туре	Date	Time 5	tatus	í.		
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NEW: "Proctored in the ASC" Accommodation

One of your responsibilities as the instructor is to monitor all test requests that come through AIM to ensure that approved accommodations are provided for each request.

There is a new accommodation pertaining to Alternative Testing called "Proctored in the ASC." This will clearly indicate to you that the student plans to come to the Academic Success Center to take this test. In which case an ASC professional staff member will be in charge of proctoring the test. As in the past, you can expect to receive a reminder email prior to the test date.

NOTE: Be aware that in the case of an online test (where no proctored is required) or where other arrangements have been made, students will make test requests in AIM to ensure that their testing accommodations are provided for but you will not see "Proctored in the ASC" on these requests.



When a student makes this particular accommodation request, it will appear in two places:

- 1. In the Student Test Request Email Notification:
 - When a student makes a request for a test, an email notification is automatically sent to you listing the services requested by the student, found under the section called "Approved Accommodations." This is also where it will specify "Proctored in the ASC" or not.

 mail.google. 		ew/6201651/62
	No 🗊 🗟 O b 🕨 :	
	Shudent: Luna Lovegood (School ID: X00006)	
	Class: MAG 101.01 - Defense Against the Dark Arts	
	Exam Type: Test	
	Date: Wednesday, January 13, 2021	
	Start Time: 10:00 AM	
	End Time: 11:15 AM (75)	
	Approved Accommodation(s):	
	Access to Assistive Technology	
	Extended Initial (1.5x) Protoced in the ASC	
	Reducer-Distraction Location	
-	If you have an exam in electronic format, clease use the following link to upload your exam to our secure websile. Only system administrators and DAS staff members have access to the	
Distantial of the	uploaded exams. Link to upload exam: https://bear.accessiblelearning.com/Springflett/ExamFile.aspx?ID=E39637029170428&Key=OxfOoROZ	
	Academic Success Center Disability and Accessibility Services	
	Scrinofield College	
	263 Alden Street Schinofield, MA01109	
	ascias@sprinoferi.adu	
Contraction of the local division of the loc	p: (413) 748-3389 1: (413) 748-3631	
-	NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C., 2510-2521, is confidential and may be privileged information. If you are not	
a state	the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sender that you have received this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure may be a violation of FERPA. Do not	
	forward or copy this message.	all concepts
	Reference Code: 121	and the second
and the second		

- 2. In your AIM Instructor Profile:
 - In your Alternative Testing Module, we encourage you to view each individual student test request. By viewing the individual request, you will see which accommodations the student will be utilizing.
 - And on the main page under Step 2, you will be able to see the test details by clicking on "View Detail" (highlighted in yellow on the image below).

Academic Success Center DISABILITY AND ACCESSIBILITY SERVICES HAROLD C. SMITH LEARNING COMMONS, ROOM 300

263 ALDEN STREET SPRINGFIELD, MA 01109-3797

SPRINGFIELD

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• This is what the page will look like, when you click on "View Detail." You will be able to see the specifics of each test request and in particular the section labeled "Services Requested."

Alternative Testing - DS	4-uo × +
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	Welcome Halley Walker! My Profile My Mailbox (Sent E-Mails) Sign Out
	My Dashboard Unlified Blogs Staff Access Website Control Testing Center Proctor
	Home » Instructor Homepage » Alternative Testing
	Login As Feature ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses
	Return to Staff
	Exam Detail
	Views and Tools Student Name: Luna Lovegood
	Dverview School D: X00006
	Alternative Testing Course: MAG 101.01 - DEFENSE AGAINST THE DARK ARTS (CRN: 00001)
	Acctrative runnas Request Type: Test Notedating Strukes
	Location: Not Specified
	Important Dates Date: 01/13/2021
	> January 14 Time: 10:00 AM
	Subsession Services Requested • Access to Assistive Technology
	No Class & College Closed - MLK Jr. Day
	January 20 End of Winter Subsession
	Classes • Reduced-Distraction Location
	Sart of Spring Classes Status: Processing
	Add Doudles for Full Senser Courses
	D February 09 No Exam Has Been Uploaded
	Courses and to the software
	February 24 Questions? Contact Ust Prose contact or office You have any questions regarding Alternative Testing request.
	> March 09 SCHEDULE CHANCE! Wednesday Schedule of Classes
	> April 02 No Class - Good Friday
	> April 03 No Class - Easter Weekond



Upload & Receive Completed Tests

Can I upload my tests into AIM via my Instructor Portal?

Yes, you will be able to upload your tests into your AIM Instructor Portal. AIM's server is secure and the only individuals who would have access to the files would be you as the instructor and DAS staff. Below are the steps on how to upload your test file(s) into AIM.

- On the Alternative Testing main page, you will see three steps:
 - Step 1: Upload File to Exam(s) Make sure that this is selected.
 - Step 2: Select from the Following Courses Make sure you select all students in the same course, taking the same test.
- S Alternative Testing DSV4-Lio × + 🖈 🙁 🗖 🔿 🖈 🚳 : come Hailey Walker! My Profile My Mailbox (Sent E-Mails) Start of Spring Cl STEP 1 - SELECT ACTION February 02 Add Deadline for Full Semester Courses Available Tools: Upload File to Exam(s) V February 09 Drop Deadline for Full Semester Courses February 24 No Classes - Wellbeing Wednesday STEP 2 - SELECT FROM THE FOLLOWING COURSES Hint: Check the box next to each student who should receive the exam you are uploading. March 09 SCHEDULE CHANGE! Wednesday Schedule of Classes SBJ CRS SEC Student Name Time Туре Date Status Approved - View Detail MAG 103 02 Luna Lovegood Test 01/08/2021 08:00 AM April 02 No Class - Good Friday Approved - View Detail MAG 121 01 Harry Potter Test 01/08/2021 11:00 AM April 03 No Class - Easter Weekend No Alternative Testing Agreement Specify Alternative Testing Agreement MAG 456 01 01/08/2021 01:00 PM Luna Lovegood Test Once you finish with your session please do not forget to Log Out and Close Your Browser. 01/11/2021 09:00 AM Approved - View Detail MAG 101 01 Luna Lovegood Test Log Out MAG 250 01 Harry Potter Test 01/11/2021 02:00 PM Processing - View Detail Processing - View Detail MAG 103 02 Luna Lovegood Test 01/15/2021 01:00 PM Cancelled 01 Harry Potter 01/08/2021 08:00 AM MAG 102 Test **STEP 3 - CONFIRMATION** Confirm Your Selections No Exam Has Been Uploaded Questions? Contact Us! Please contact our office if you have any questions regarding Alternative Testing request. For any questions or concerns, please contact our office at: 413-748-3389 or ascdas@springfieldcollege.edu
- Step 3: Click on Confirmation



• After you confirm your selection(s) you will be brought to another page where you can upload the test file. If you will be uploading additional files, you will be brought to this page again, where you repeat the same steps.

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Home » Instructor Homepage » Al	ternative Testing	7					
Login As Feature	ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses	,					
Return to Staff		1					
∀ Views and Tools	If you are scanning your document at 150 - 300 dpi as resolution. Upload one file at a time and the maximum allowable file size is 20 MB per upload.						
Overview Alternative Testing	View: Acceptable File Types.						
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🗧 Important Dates	Exam(s): MAG 103.02's Test for Luna Lovegood Friday, January 08, 2021 at 08:00 AM.						
 January 14 Withdrawal Deadline for Winter Subsession 	Exam File Note (Optional): Test 1						
 January 19 No Class & College Closed - MLK Jr. Day 	Select File: Choose File Accommodatided Time.pdf						
 January 20 End of Winter Subsession Classes 	Upload Exam Back to List Upcoming Exams						
> January 25 Start of Spring Classes	Questions? Contact Us!						
> February 02 Add Deadline for Full Semester Courses	Please contact our office if you have any questions regarding Alternative Testing request. For any questions or concerns, please contact our office at: 413-748-3389 or ascdas@springfieldcollege.edu						
 > February 09 Drop Deadline for Full Semester Courses 		-					
> February 24 No Classes - Wellbeing Wednesday							



• You will then receive an email notification, confirming that the file(s) has been uploaded. You can also return to the Alternative Testing main page to verify this. Under Step 2, you will be able to monitor the file upload under the section "status." Or you can scroll down to the bottom of the page, to the section labeled, "List Uploaded Exam Files." **NOTE:** *You can view the file you have uploaded or delete it, especially if you have made changes to the test and want to upload the new file.* (Highlighted in yellow).

Velcome Hailey Walker! My Profile	My Mail	box (Sent E-Ma	ils) Sign Out						
 February 24 No Classes - Wellbeing Wednesday 	STEP 2 Hint: Ch	eck the box new	ROM THE FO	LLOWING C who should rea	OURSES				
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 April 03 No Class - Easter Weekend 		MAG	121	01	Harry Potter	Test	01/08/2021	11:00 AM	Approved - View Detail
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Can tests be returned back to me in AIM via my Instructor Portal?

Yes, if you specify on your Alternative Testing Agreement that tests can be returned via AIM, then yes, we will be able to upload them into AIM securely. Below are the steps on how to receive your test(s) back from the ASC via AIM.

Once a test has been completed and has been successfully uploaded into AIM, you will receive an email confirmation from our office. Please log into AIM and go to the Alternative Testing Module.



• Once you are in the Alternative Testing Module, scroll down to the bottom of the page to the section, "List Uploaded Exam Files." Click the tab "Show All Completed Exam Files." All test files that have been completed and uploaded will appear here. You then can click on "View" to download the test.

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ew	Delete	MAG	101	01	Harry Potter	01/05/2021	02:25 PM	completed exam (File Name: (0105SDW) ADP 2021 Calander.pdf) Uploaded on: 01/05/2021 at 03:16:05 PM Exam Completed by Student

• When you view a test file, you will be brought to this page and you will be automatically sent a verification email containing a verification number to input.

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>	January 14 Please contact our office if you have any questions regarding Alternative Testing request. Withdrawal Deadline for Winter Subsession Please contact our office if you have any questions regarding Alternative Testing request. For any questions or concerns, please contact our office at: 413-748-3389 or ascdas@springfieldcollege.edu Please No Class & College Closed - MLK ir. Bay Please contact our office at: 413-748-3389 or ascdas@springfieldcollege.edu						
>	January 20 End of Winter Subsession Classes January 25 Sat of Sorma Classes						



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> Overview			
Alternative Testing Code: ZKBW			
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V Important Dates Questions? Contact Us!			
> January 14 Please contact our office if you have any questions regarding Alternative Testing request.			
Subsession For any questions or concerns, please contact our office at: 413-748-3389 or ascdas@springfieldcollege.edu			
> January 19 No Class & College Closed - MLK Jr. Day			
January 20 End of Winter Subsession Classes			
January 25 Start of Spring Classes			
> February 02 Add Deadline for Full Semester Courses			
> February 09 Drop Deadline for Full Semester Courses			
February 24 No Classes - Wellbeing Wednesdw			
> March 09 SCHEDULE CHANGEI Wednesday Schedule of Casses			
> April 02 No Class - Good Friday			
> April 03			

Contact DAS

Contact DAS if you have any questions or concerns about the Alternative Testing Module and test request process:

- Disability & Accessibility Services
 - <u>ascdas@springfieldcollege.edu</u>
 - 413-748-3389
- Erin Eighan, Assistant Director of the ASC
 - <u>eeighan@springfieldcollege.edu</u>
 - 413-748-3724
- Hailey Walker, Accessibility Coordinator
 - <u>hwalker@springfieldcollege.edu</u>
 - 413-748-3768
- Camille Elliott, Associate Director of Student Services
 - <u>celliott@springfieldcollege.edu</u>
 - 413-748-3720