



Academic Success Center
DISABILITY AND ACCESSIBILITY SERVICES
HAROLD C. SMITH LEARNING COMMONS, ROOM 300
263 ALDEN STREET
SPRINGFIELD, MA 01109-3797

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).



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[DAS] Accommodation Letter for Luna Lovegood - MAG 456.01 - HERBOLOGY (CRN: 00021) - Spring 2021

General ASC/DAS info/ AIM Database/ Planning/ Testing Module/ Emails/ Instructor x

Hailey Walker via bear.accessiblelearning.com Thu, Jan 7, 3:02 PM (18 hours ago)

SPRINGFIELD COLLEGE Academic Success Center
DISABILITY AND ACCESSIBILITY SERVICES

MAG 456.01 - HERBOLOGY (CRN: 00021) (Spring 2021)

Dear Hailey Walker:

Luna Lovegood (SC ID# X00006), a student enrolled in your course for Spring 2021, is a student with a disability who is eligible to receive academic accommodations, auxiliary aids, and services to facilitate meaningful participation in your course. Please read carefully the information below pertaining to specific accommodations for Luna Lovegood.

Important Notice: The information in this letter is strictly confidential and should not be disclosed to others without the student's express written consent.

The purpose of providing accommodations is to minimize the impact of the functional limitations of a student's disability in the academic setting and to ensure equal educational opportunities. Students with disabilities have a right to receive reasonable accommodations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, and related state and federal civil rights laws. The Academic Success Center's Disability & Accessibility Services is the College's designated agent for determining eligibility and reasonable and appropriate accommodations in the academic setting. However, Springfield College is not required to modify essential requirements in the program of instruction or to provide accommodations when the request poses an undue hardship.

If you have questions regarding issues of requirement or hardship related to the above accommodations in your course, please contact Hailey Walker at hwalker@springfield.edu to discuss further. Approved accommodations should continue to be implemented until an official determination has been made with respect to fundamental alteration or undue hardship.

Approved Accommodations for Luna Lovegood

1. Alternative Testing

- Access to Assistive Technology**
Student should be permitted to use assistive technology, as further detailed in the "Assistive Technology" section of the student's accommodation plan, during the administration of tests, quizzes, and exams.
- Extended Time (1.5x)**
Student is eligible to receive 1.5x or "time and a half" on all tests, quizzes, or exams. Student should inform the professor at least one week in advance to coordinate a plan for administration and/or to request test proctoring services through the ASC.

1. Alternative Testing

- Access to Assistive Technology**
Student should be permitted to use assistive technology, as further detailed in the "Assistive Technology" section of the student's accommodation plan, during the administration of tests, quizzes, and exams.
- Extended Time (1.5x)**
Student is eligible to receive 1.5x or "time and a half" on all tests, quizzes, or exams. Student should inform the professor at least one week in advance to coordinate a plan for administration and/or to request test proctoring services through the ASC.

Please review the DAS Resource Guide for providing [extended time in online tests](#), which includes step-by-step instructions for adding extended time in Brightspace. Contact the ASC for further assistance.

- Proctored in the ASC**
The purpose of this testing accommodation is to help organize test requests through AIM's Alternate Testing Module for both instructors and DAS staff.

Student's who specify this accommodation in their test request through AIM, are planning to take their tests in the ASC Test Proctoring Center.

- Reduced-Distraction Location**
Student is eligible to take quizzes, tests, and exams in a location that reduces auditory and visual stimuli (typically in proctored individual or smaller group settings). Student should inform the professor at least one week in advance to coordinate a plan for administration and/or to request test proctoring services through the ASC.

2. Notetaking Services

- Peer Notetaking**
Upon student request, a qualified peer notetaker will be assigned by DAS to provide notes in a timely and confidential manner to eligible students enrolled in a course. Peer notetaking is a supplement to, but not a substitute for, a student's own notetaking skills in order to facilitate meaningful participation and engagement. Please see [Accommodation Guidelines: Peer Notetaking for more information](#).

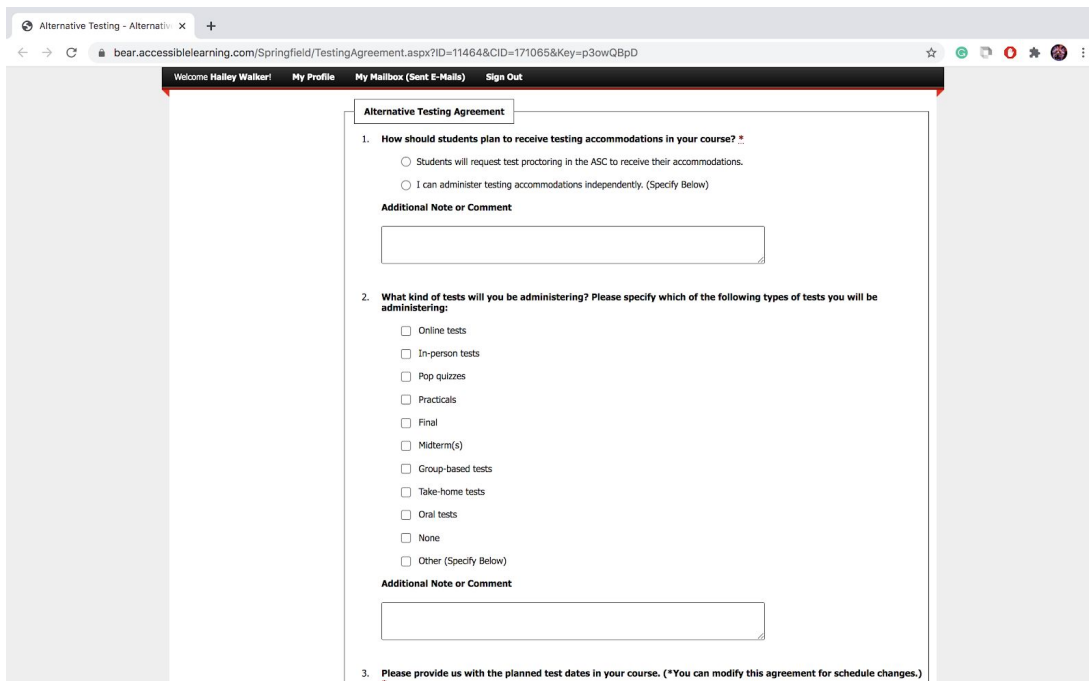
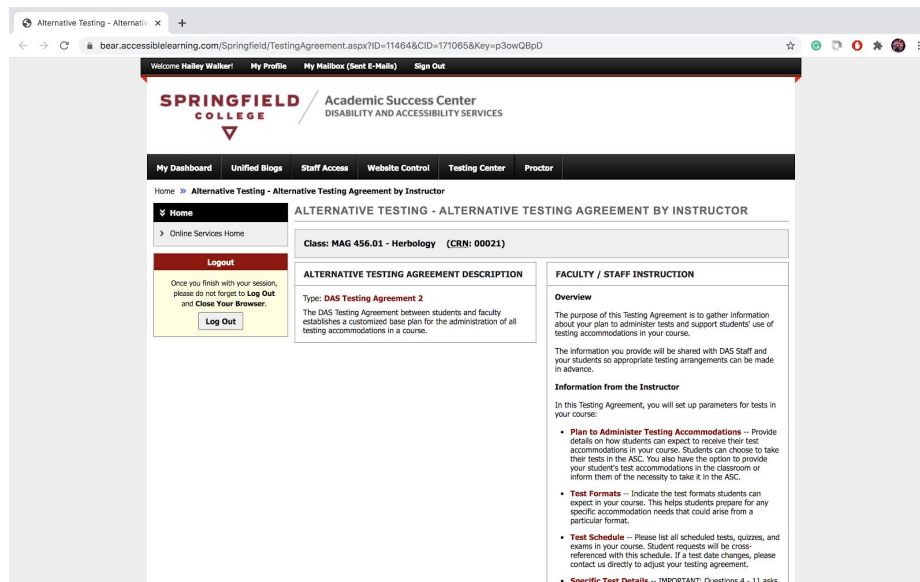
PLEASE COMPLETE: Alternative Testing Agreement

Student is eligible for Alternative Testing services, please fill out alternative testing agreement for the student by using the following link: <https://bear.accessiblelearning.com/Springfield/TestingAgreement.aspx?ID=11464&CID=171065&Key=p3owQBpD>. If you have filled a similar alternative testing agreement for another student in the same class, please do not hesitate to contact us or send us an email to copy the alternative testing agreement for the other students.

The implementation of academic accommodations is ultimately a shared responsibility between the student, the professor, and the Academic Success Center's Disability & Accessibility Services. Students are encouraged to speak with you at the beginning of each semester to discuss the implementation of their accommodations in your course. Please respect the student's right to confidentiality and limit your discussion of student's disability or accommodations to private conversations with the student. It is the student's decision whether to share specifics about their disability.

- 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.

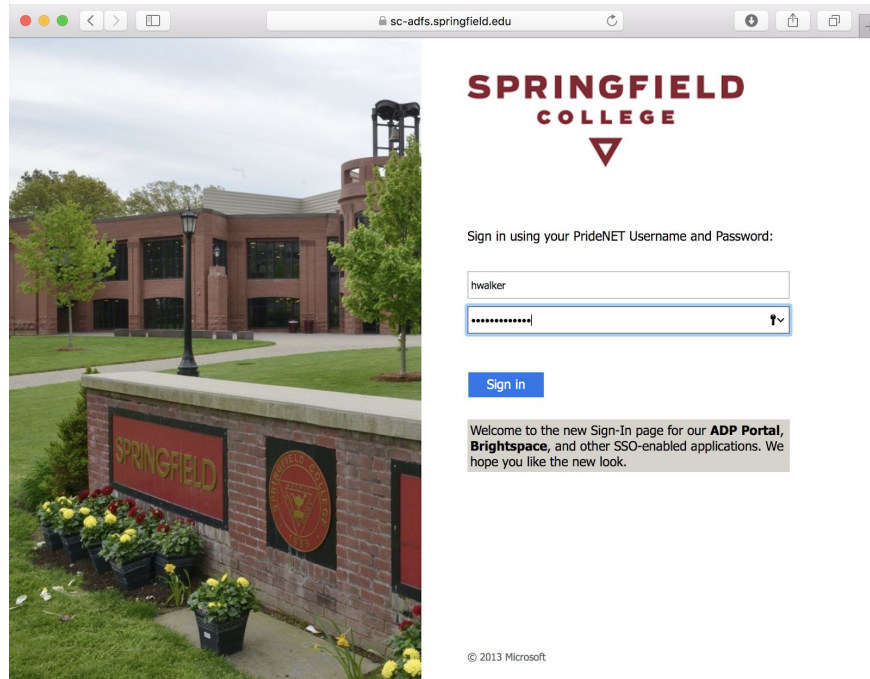




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Option 2: Log into AIM

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



- 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).

Legend:

- FRMT: Alternative Formats
- ASSN: Assignment Accommodations
- CDM: Communication Access
- NOTE: Notetaking Services
- TEST: Alternative Testing
- AT: Assistive Technology
- CLAS: In-Class Accommodations
- PRAC: Practicum, Internship, and Clinical Accommodations

View	CRN	SDJ	CRS	SJC	Student's Full Name	FRMT	TEST	ASSN	AT	COH	CLAS	NOTE	PRAC	Status
View	00001	MAG	101	01	Luna Lovegood	Yes	Yes		Yes					Emailed
View	00001	MAG	101	01	Harry Potter		Yes							Emailed
View	00002	MAG	102	01	Harry Potter		Yes							Emailed
View	00012	MAG	103	02	Luna Lovegood		Yes							Emailed
View	00003	MAG	121	01	Harry Potter		Yes							Emailed
View	00004	MAG	250	01	Harry Potter		Yes							Emailed
View	00021	MAG	456	01	Luna Lovegood		Yes					Yes		Emailed

- 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).

Overview - DSV4-LionHead x +
bear.accessiblelearning.com/Springfield/instructor/Overview.aspx

Welcome Hailey Walker! My Profile My Mailbox (Sent E-Mails) Sign Out

Home >> Instructor Homepage >> Overview

OVERVIEW Accommodation Requests Search Students' Eligibilities

Previous Term Term: Spring 2021 Next Term

Click to Expand Advanced Search Panel

Sort Result: Course Information Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- FRMT: Alternative Formats
- ASSN: Assignment Accommodations
- COM: Communication Access
- NOTE: Notetaking Services
- TEST: Alternative Testing
- AT: Assistive Technology
- CLAS: In-Class Accommodations
- PRAC: Practicum, Internship, and Clinical Accommodations

Export Search Result To CSV (Comma-Separated Values) File

Export Student Lists For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	FRMT	TEST	ASSN	AT	COM	CLAS	NOTE	PRAC	Status
View	00001	MAG	101	01	Luna Lovegood	Yes	Yes		Yes					Emailed
View	00001	MAG	101	01	Harry Potter		Yes							Emailed
View	00002	MAG	102	01	Harry Potter		Yes							Emailed
View	00012	MAG	103	02	Luna Lovegood		Yes							Emailed
View	00003	MAG	121	01	Harry Potter		Yes							Emailed
View	00004	MAG	250	01	Harry Potter		Yes							Emailed
View	00021	MAG	456	01	Luna Lovegood		Yes				Yes			Emailed

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

Alternative Testing - DSV4-Lio x +
bear.accessiblelearning.com/Springfield/instructor/Testing.aspx

Welcome Hailey Walker! My Profile My Mailbox (Sent E-Mails) Sign Out

Home >> Instructor Homepage >> Alternative Testing

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: **MAG 456.01 (SLN: 00021) - Herbology**

Continue to Specify Alternative Testing Agreement

LIST ALTERNATIVE TESTING AGREEMENT

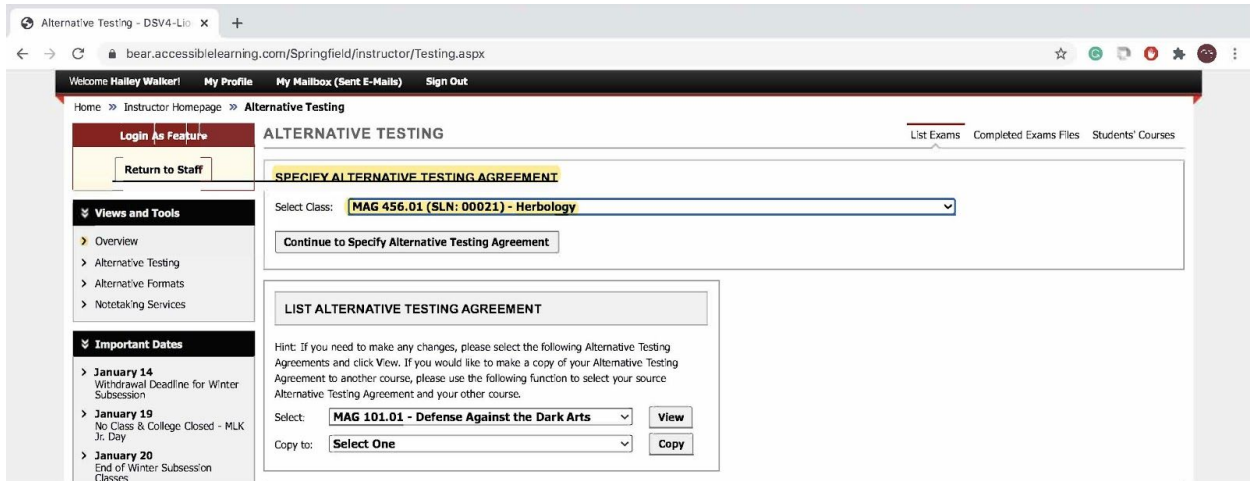
Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other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

Select: **MAG 101.01 - Defense Against the Dark Arts** View

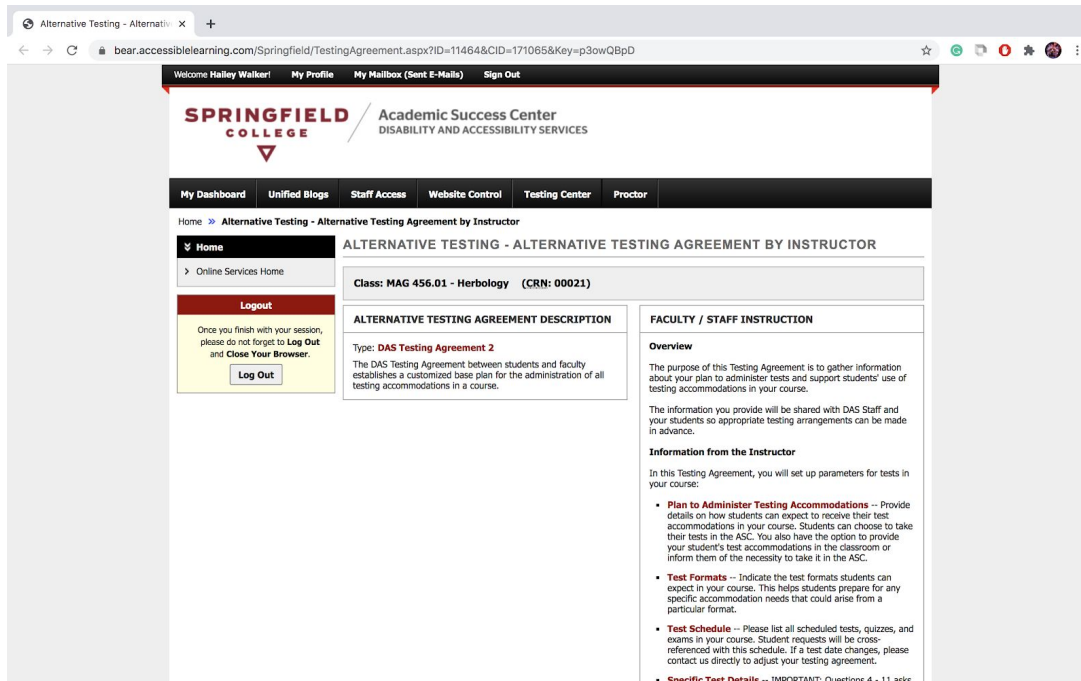
Copy to: **Select One** Copy

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.

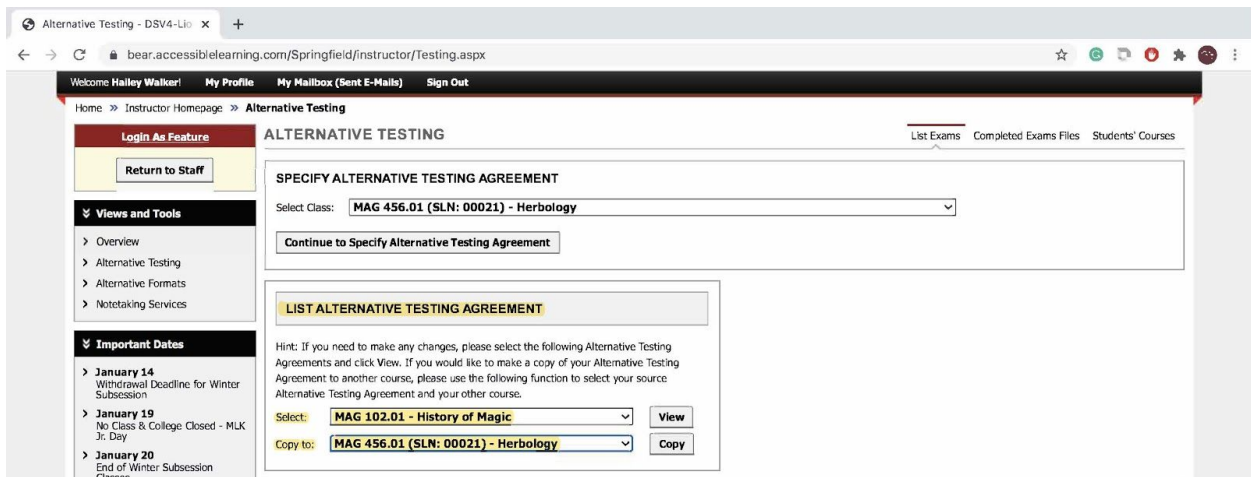


- Again, you will be brought to the Alternative Testing Agreement page. Scroll down the page to fill out the agreement questionnaire. You will receive an email notification that will contain a copy of your responses.



Option B: Make a Copy

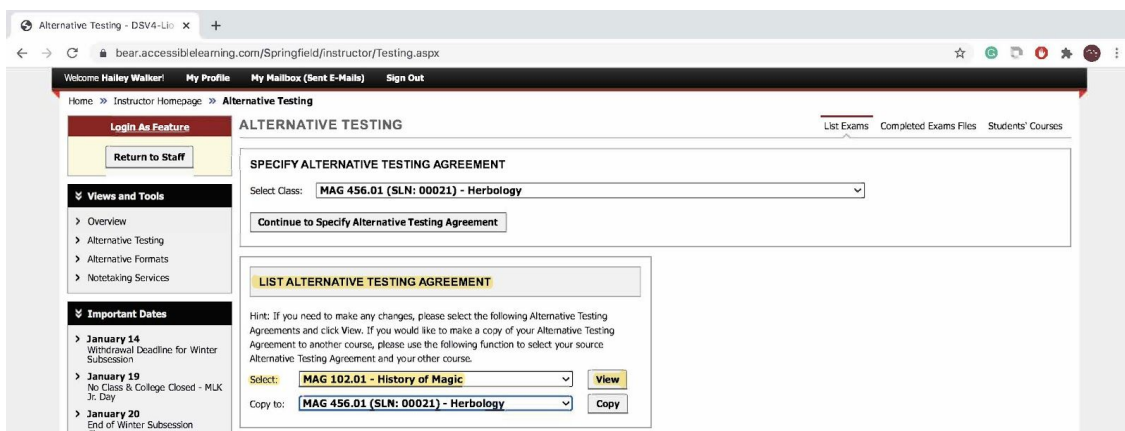
- Say that you are teaching several sections of a course. You have the ability to copy the testing agreement that you completed for one section of a course, and use it for multiple sections of the same course. Locate “List Alternative Testing Agreement.” Select a testing agreement that you already filled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



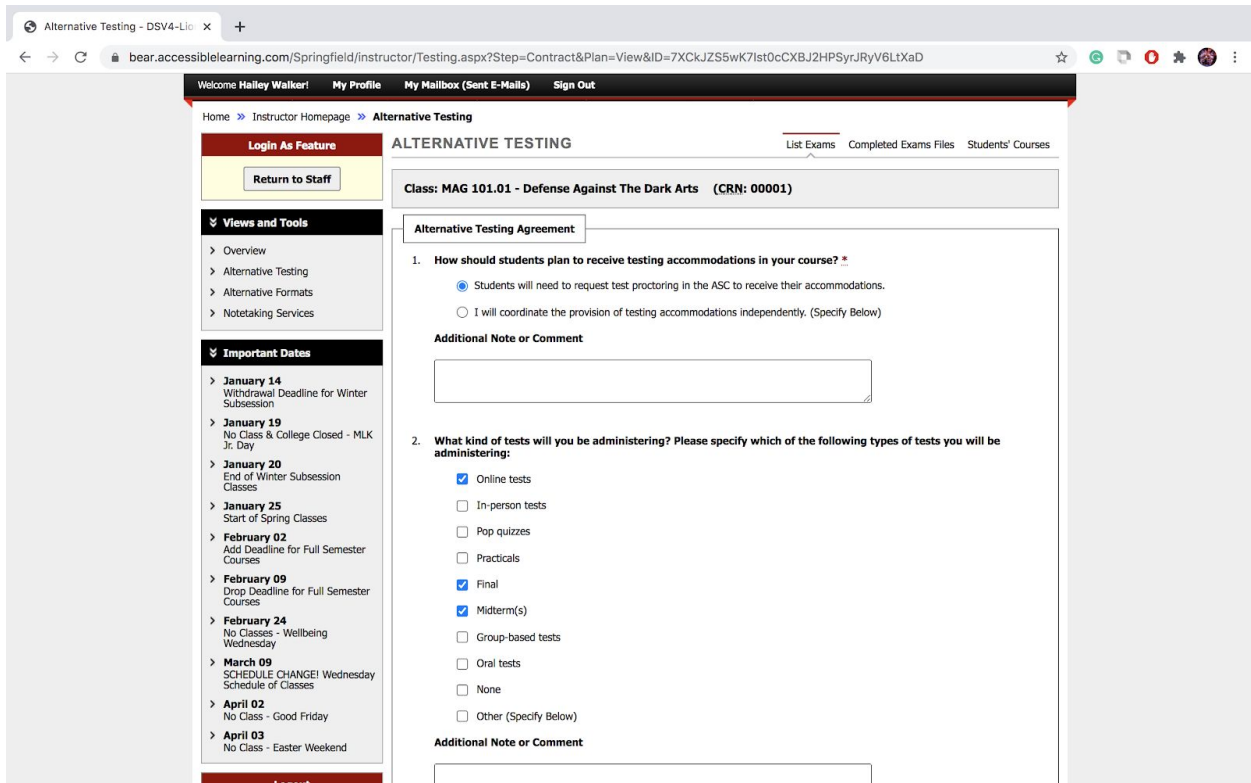
Can I make changes to the testing agreement?

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.”



- 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-Lic x +

bear.accessiblelearning.com/Springfield/instructor/Testing.aspx?Step=Contract&Plan=View&ID=7XCk.JZS5wK7Ist0cCXBJ2HPSyrJryV6LtxaD

Welcome Hailey Walker! My Profile My Mailbox (Sent E-Mails) Sign Out

Home > Instructor Homepage > **Alternative Testing**

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

Login As Feature

Return to Staff

Views and Tools

- Overview
- Alternative Testing
- Alternative Formats
- Notetaking Services

Important Dates

- January 14**
Withdrawal Deadline for Winter Subsession
- 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 Wednesday
- March 09**
SCHEDULE CHANGE! Wednesday Schedule of Classes
- April 02**
No Class - Good Friday
- April 03**
No Class - Easter Weekend

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.
- I will coordinate the provision of testing accommodations independently. (Specify Below)

Additional Note or Comment

2. **What kind of tests will you be administering? Please specify which of the following types of tests you will be administering:**

- Online tests
- In-person tests
- Pop quizzes
- Practicals
- Final
- Midterm(s)
- Group-based tests
- Oral tests
- None
- Other (Specify Below)

Additional Note or Comment



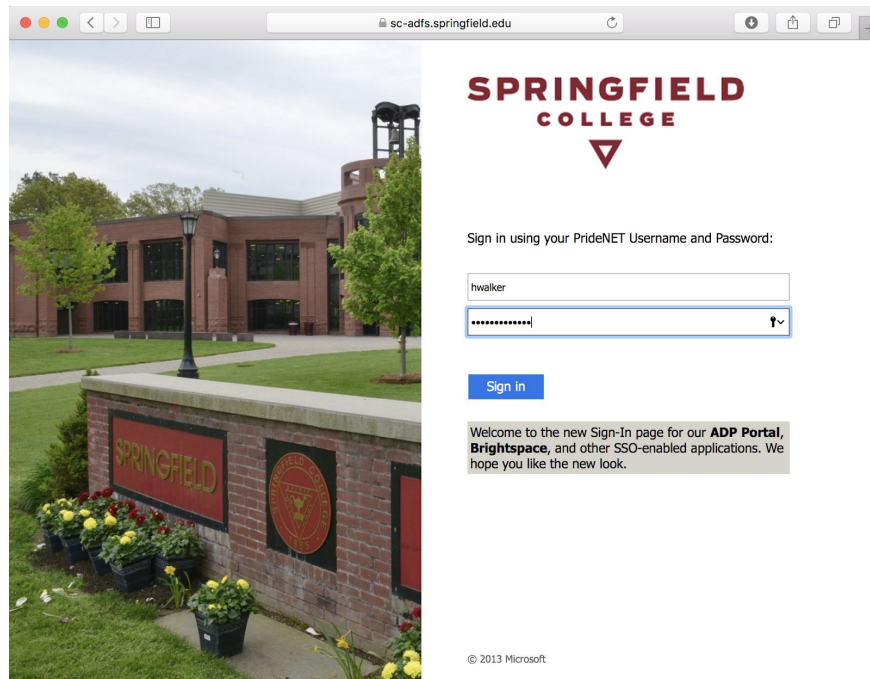
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Test Requests

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).

The screenshot shows the 'Overview' page for 'Term: Spring 2021'. On the left sidebar, under 'Views and Tools', 'Alternative Testing' is highlighted in yellow. The main content area displays a table of students who requested accommodations. The table has columns for View, CRN, SBJ, CRS, SEC, Student's Full Name, FRMT, TEST, ASSN, AT, COM, CLAS, NOTE, PRAC, and Status. The table lists several students with their respective course information and request statuses.

View	CRN	SBJ	CRS	SEC	Student's Full Name	FRMT	TEST	ASSN	AT	COM	CLAS	NOTE	PRAC	Status
View	00001	MAG	101	01	Luna Lovegood	Yes	Yes		Yes					Emailed
View	00001	MAG	101	01	Harry Potter		Yes							Emailed
View	00002	MAG	102	01	Harry Potter		Yes							Emailed
View	00012	MAG	103	02	Luna Lovegood		Yes							Emailed
View	00003	MAG	121	01	Harry Potter		Yes							Emailed
View	00004	MAG	250	01	Harry Potter		Yes							Emailed
View	00021	MAG	456	01	Luna Lovegood		Yes					Yes		Emailed

- 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).

The screenshot shows the 'STEP 2 - SELECT FROM THE FOLLOWING COURSES' page. It includes a hint: 'Check the box next to each student who should receive the exam you are uploading.' Below the hint is a table with columns for SBJ, CRS, SEC, Student Name, Type, Date, Time, and Status. The 'View Detail' link in the Status column is highlighted in yellow.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	MAG	103	02	Luna Lovegood	Test	01/08/2021	08:00 AM	Approved - View Detail
<input type="checkbox"/>	MAG	121	01	Harry Potter	Test	01/08/2021	11:00 AM	Approved - View Detail
<input type="checkbox"/>	MAG	456	01	Luna Lovegood	Test	01/08/2021	01:00 PM	No Alternative Testing Agreement Specify Alternative Testing Agreement
<input type="checkbox"/>	MAG	101	01	Luna Lovegood	Test	01/11/2021	09:00 AM	Approved - View Detail
<input type="checkbox"/>	MAG	250	01	Harry Potter	Test	01/11/2021	02:00 PM	Processing - View Detail
<input type="checkbox"/>	MAG	103	02	Luna Lovegood	Test	01/15/2021	01:00 PM	Processing - View Detail
<input type="checkbox"/>	MAG	102	01	Harry Potter	Test	01/08/2021	08:00 AM	Cancelled

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."

The screenshot shows the Blackboard 'Alternative Testing' interface. The 'Students' Courses' tab is highlighted in yellow. The interface displays a list of requests for three courses: MAG 101.01 - Defense Against The Dark Arts, MAG 102.01 - History Of Magic, and MAG 103.02 - Introduction To Flying. Each course section includes a list of students who have requested accommodations, a list of instructors, and a table of requests with columns for Student Name, Type, Date, Time, and Status.

Student Name	Type	Date	Time	Status
Harry Potter	Test	01/05/2021	02:25 PM	Completed (Taken) 02:30 PM - 03:15 PM Total: 45 Minutes
Luna Lovegood	Test	01/11/2021	09:00 AM	Approved - View Detail

Student Name	Type	Date	Time	Status
Harry Potter	Test	01/08/2021	08:00 AM	Cancelled

Student Name	Type	Date	Time	Status
Luna Lovegood	Test	01/08/2021	08:00 AM	Approved - View Detail

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.

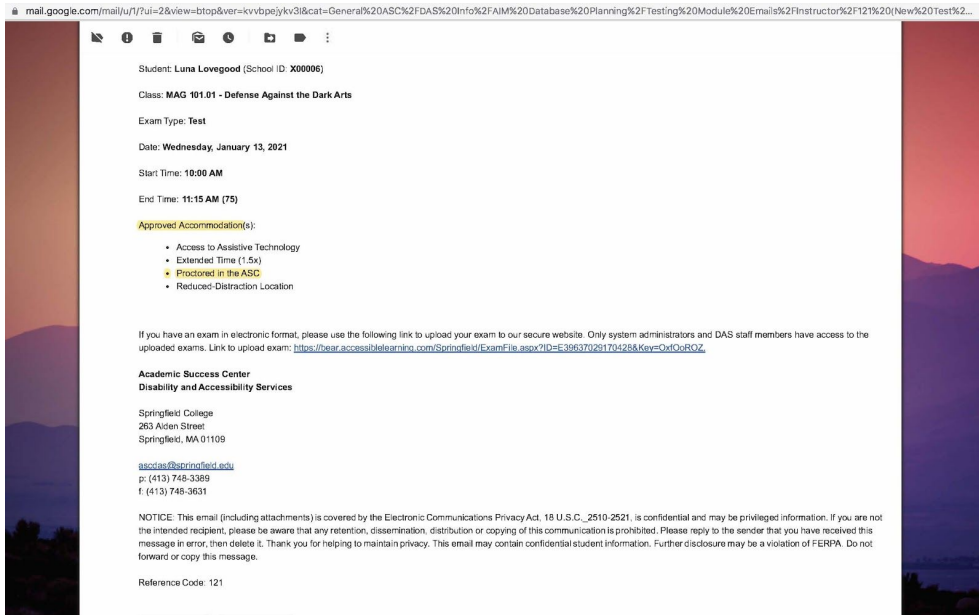
NOTE: Be aware that in the case of an online test (where no proctored is required) or where other arrangements have been made, students will make test requests in AIM to ensure that their testing accommodations are provided for but you will not see "Proctored in the ASC" on these requests.



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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.



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).

ALTERNATIVE TESTING

Specify Alternative Testing Agreement

Select Class: **MAG 456.01 (SLN: 00021) - Herbology**

Continue to Specify Alternative Testing Agreement

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: **Select One** View

Copy to: **Select One** Copy

STEP 1 - SELECT ACTION

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.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	MAG	101	01	Luna Lovegood	Test	01/11/2021	09:00 AM	Completed (Taken)
<input type="checkbox"/>	MAG	250	01	Harry Potter	Test	01/11/2021	02:00 PM	Approved View Detail
<input type="checkbox"/>	MAG	301	01	Luna Lovegood	Test	01/13/2021	10:00 AM	Processing View Detail
<input type="checkbox"/>	MAG	456	01	Luna Lovegood	Test	01/14/2021	08:00 AM	No Alternative Testing Agreement

- 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.”

Exam Detail

Student Name: **Luna Lovegood**

School ID: **X00006**

Course: **MAG 101.01 - DEFENSE AGAINST THE DARK ARTS (CRN: 00001)**

Request Type: **Test**

Location: **Not Specified**

Date: **01/13/2021**

Time: **10:00 AM**

Services Requested: **Access to Assistive Technology**

- Extended Time (1.5x)
- Proctored in the ASC
- Reduced-Distraction Location

Status: **Processing**

No Exam Has Been Uploaded

Questions? Contact Us

Please contact our office if you have any questions regarding Alternative Testing request.

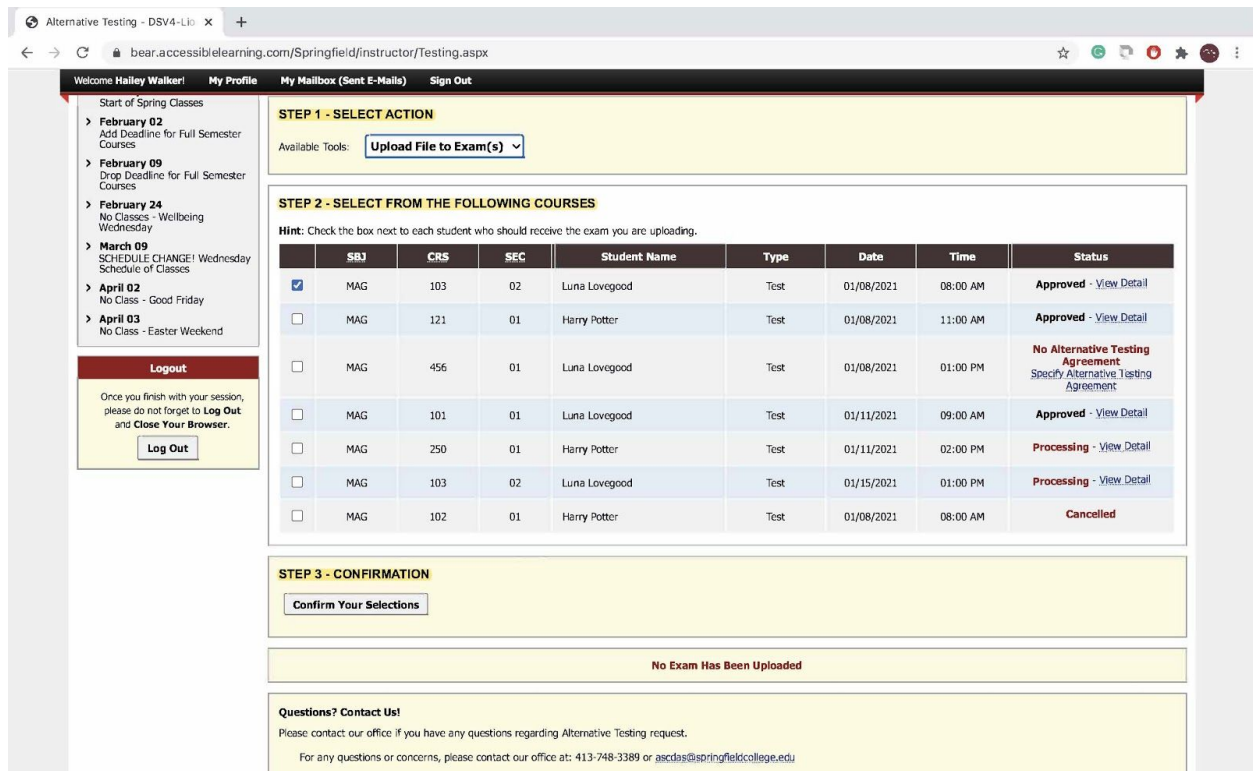
For any questions or concerns, please contact our office at: 413-748-3389 or asc@springfieldcollege.edu

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.
 - Step 3: Click on Confirmation



The screenshot shows the AIM Instructor Portal interface. The browser address bar indicates the URL: `bear.accessiblelearning.com/Springfield/instructor/Testing.aspx`. The user is logged in as Hailey Walker.

STEP 1 - SELECT ACTION

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.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>	MAG	103	02	Luna Lovegood	Test	01/08/2021	08:00 AM	Approved - View Detail
<input type="checkbox"/>	MAG	121	01	Harry Potter	Test	01/08/2021	11:00 AM	Approved - View Detail
<input type="checkbox"/>	MAG	456	01	Luna Lovegood	Test	01/08/2021	01:00 PM	No Alternative Testing Agreement. Specify Alternative Testing Agreement.
<input type="checkbox"/>	MAG	101	01	Luna Lovegood	Test	01/11/2021	09:00 AM	Approved - View Detail
<input type="checkbox"/>	MAG	250	01	Harry Potter	Test	01/11/2021	02:00 PM	Processing - View Detail
<input type="checkbox"/>	MAG	103	02	Luna Lovegood	Test	01/15/2021	01:00 PM	Processing - View Detail
<input type="checkbox"/>	MAG	102	01	Harry Potter	Test	01/08/2021	08:00 AM	Cancelled

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

- 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.

The screenshot shows a web browser window with the URL `bear.accessiblelearning.com/Springfield/instructor/Testing.aspx?Step=Exams`. The page is titled "ALTERNATIVE TESTING" and includes a navigation menu on the left with sections like "Views and Tools" and "Important Dates". The main content area features an "UPLOAD INSTRUCTION" section with a green upload icon and a list of instructions: "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.", and "View: [Acceptable File Types](#)." Below this is a "File Information" section showing exam details for "MAG 103.02's Test for Luna Lovegood" and an "Exam File Note (Optional)" field containing "Test 1". There are "Choose File" and "Accommodati...ded Time.pdf" buttons, along with "Upload Exam" and "Back to List Upcoming Exams" buttons. A "Questions? Contact Us!" section at the bottom provides contact information for the office.

- 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).

Alternative Testing - DSV4-Lib

bear.accessiblelearning.com/Springfield/instructor/Testing.aspx

Welcome Halley Walker! My Profile My Mailbox (Sent E-Mails) Sign Out

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	MAG	103	02	Luna Lovegood	Test	01/08/2021	08:00 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	MAG	121	01	Harry Potter	Test	01/08/2021	11:00 AM	Approved - View Detail
<input type="checkbox"/>	MAG	496	01	Luna Lovegood	Test	01/08/2021	01:00 PM	No Alternative Testing Agreement Specify Alternative Testing Agreement
<input type="checkbox"/>	MAG	101	01	Luna Lovegood	Test	01/11/2021	09:00 AM	Approved - View Detail
<input type="checkbox"/>	MAG	250	01	Harry Potter	Test	01/11/2021	02:00 PM	Processing - View Detail
<input type="checkbox"/>	MAG	103	02	Luna Lovegood	Test	01/15/2021	01:00 PM	Processing - View Detail
<input type="checkbox"/>	MAG	102	01	Harry Potter	Test	01/08/2021	08:00 AM	Cancelled

STEP 3 - CONFIRMATION

[Confirm Your Selections](#)

LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

[List Upcoming Exam Files](#) [Show All Completed Exam Files](#)

View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	MAG	103	02	Luna Lovegood	01/08/2021	08:00 AM	Test 1 (File Name: (01082021) Accommodation Guidelines - Extended Time.pdf) Uploaded on: 01/08/2021 at 10:45:55 AM

Questions? Contact Us!

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.

LIST COMPLETED EXAMS BY STUDENTS (SORTED BY LAST UPLOADED)

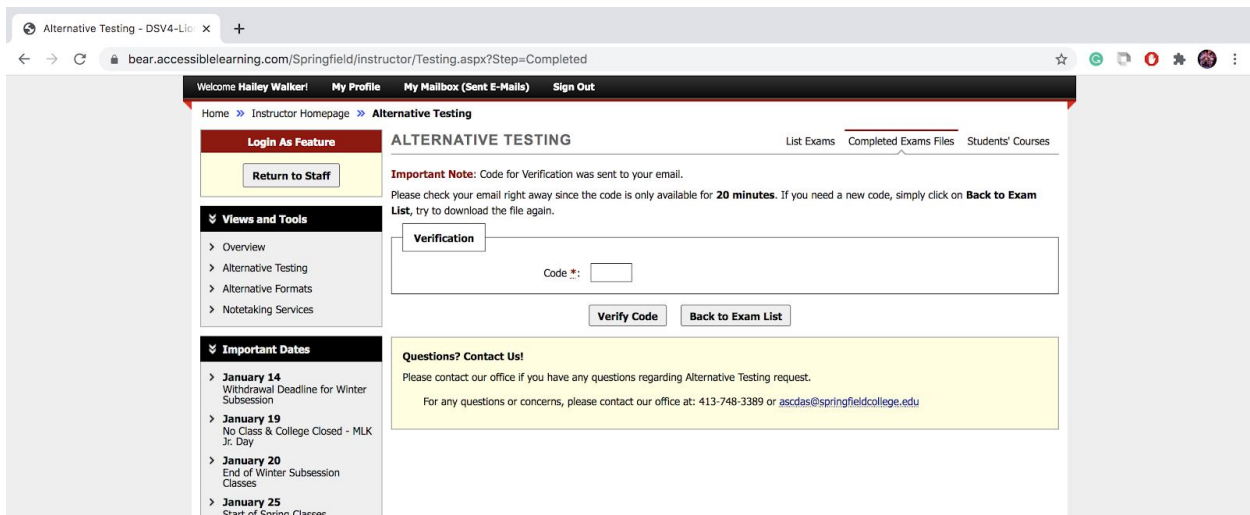
List Upcoming Exam Files		Show All Completed Exam Files						
View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	MAG	121	01	Harry Potter	01/07/2021	01:00 PM	Completed Test (File Name: (0107624) Accommodation Guidelines - Extended Time.pdf) Uploaded on: 01/07/2021 at 03:15:09 PM Exam Completed by Student
View	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

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

- 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.



The screenshot shows a web browser window with the URL bear.accessiblelearning.com/Springfield/instructor/Testing.aspx?Step=Completed. The page title is "ALTERNATIVE TESTING".

At the top, there is a navigation bar with "Welcome Hailey Walker!", "My Profile", "My Mailbox (Sent E-Mails)", and "Sign Out". Below this is a breadcrumb trail: "Home > Instructor Homepage > Alternative Testing".

The main content area has a sub-header "ALTERNATIVE TESTING" with tabs for "List Exams", "Completed Exams Files", and "Students' Courses".

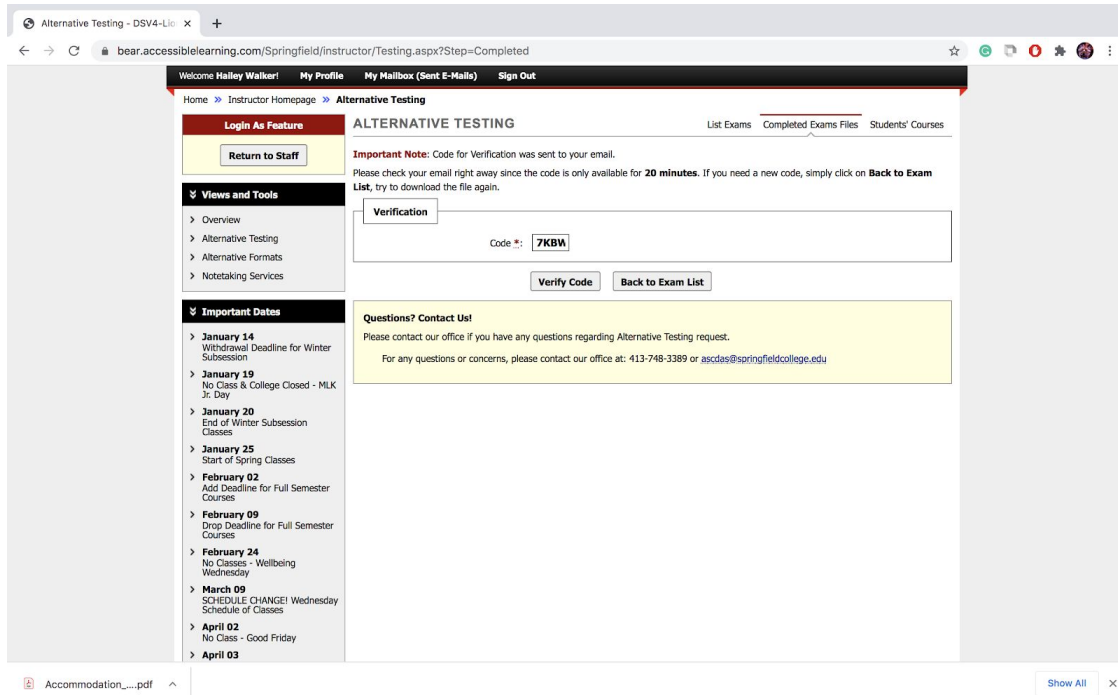
An "Important Note" states: "Code for Verification was sent to your email. Please check your email right away since the code is only available for 20 minutes. If you need a new code, simply click on Back to Exam List, try to download the file again."

Below the note is a "Verification" section with a text input field labeled "Code *:" and two buttons: "Verify Code" and "Back to Exam List".

At the bottom, there is a "Questions? Contact Us!" section with the same contact information as shown in the previous image: "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".

On the left side, there is a sidebar menu with sections: "Login As Feature" (Return to Staff), "Views and Tools" (Overview, Alternative Testing, Alternative Formats, Notetaking Services), and "Important Dates" (January 14: Withdrawal Deadline for Winter Subsession; January 19: No Class & College Closed - MLK Jr. Day; January 20: End of Winter Subsession Classes; January 25: Start of Spring Classes).

- Once you input the code, the test file will automatically download for your viewing purposes.



The screenshot shows a web browser window with the URL `bear.accessiblelearning.com/Springfield/instructor/Testing.aspx?Step=Completed`. The page is titled "ALTERNATIVE TESTING" and includes a navigation menu on the left with sections like "Views and Tools" and "Important Dates". The main content area features a "Verification" section with a "Code #" field containing "7KBW" and buttons for "Verify Code" and "Back to Exam List". There is also a "Questions? Contact Us!" section with contact information.

Contact DAS

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

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