

Overview of the Testing Agreement

A Testing Agreement is a digital form filled out by the instructor within the AIM Instructor Portal, detailing the exam guidelines for each course.

How does an instructor complete a Testing Agreement?

The Agreement can be accessed in two ways:

- Through a link provided in the Faculty Notification Letter (accommodation letter) sent via email – see the example screenshot below from the emailed letter.

If you have students with alternative testing accommodations who need to take exams with the PLC Testing Center, please fill out the Testing Agreement Form online [Testing Agreement Form](https://hunter.accessiblelearning.com/Marian/TestingAgreement.aspx?ID=13490&CID=79849&Key=Q3vmx76c) (or copy and paste the following link to your browser: <https://hunter.accessiblelearning.com/Marian/TestingAgreement.aspx?ID=13490&CID=79849&Key=Q3vmx76c>). This ensures that the PLC has the correct information regarding your exam.

- Alternatively, it can be accessed by logging into the AIM Instructor Portal and navigating to the "Accessible Testing" page.

Login As Feature

[Return to Staff](#)

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing
- > Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

SPECIFY TESTING AGREEMENT FORM

Select Class: **GLS 220.MM04 (CRN: 32633) - Global Humanities**

[Continue to Specify Testing Agreement Form](#)

PROCTORING YOUR OWN EXAM

If you are planning on having the PLC Testing Center administer accommodated exams for your course DO NOT complete this Proctoring Own Exam section

By selecting one of the options below, you or your department are agreeing to administer your class exam, OR that you have no exams in your course this semester. If you have questions or concerns about implementing certain exam accommodations, please contact the Personalized Learning Center.

Select Class: **GLS 220.MM04 (CRN: 32633) - Global Humanities** Type: **Select One** [Confirm](#)

When does an instructor need to complete a Testing Agreement?

After a student and the PLC finalize course accommodations, the instructor will receive a Faculty Notification/Accommodation Letter. This email will include a link that, when clicked, directs the instructor to the Testing Agreement Form for the specific course in the AIM Instructor Portal.

Fall 2024 - HIS 100.MM01 - CIVICS AND DEMOCRATIC ENGAGEMENT (CRN: 33793)

RE: [REDACTED]

Professor [REDACTED]

The Personalized Learning Center (PLC) has met with [REDACTED] and determined the following accommodations to be appropriate based on an interactive process including documentation review, engagement with the student, and implementation of state and federal legislation.

You should begin taking steps to implement these accommodations in your course. **Please Note: Accommodations are not retroactive, and only need to be applied from the day you receive this notification going forward.** If you have questions about any accommodation or how it will be implemented in your course please reach out to Meredith and/or the Personalized Learning Center directly.

All accommodations are confidential. We appreciate your help in ensuring that these accommodations are provided in a confidential and welcoming manner.

Below are the specific accommodations [REDACTED] is eligible for:

1. Testing Accommodations

- **50% Extended Time**
Student will utilize 50% extended time on tests, quizzes, exams, and timed in-class assignments. (If class receives 60 minutes, student would receive 90 minutes)
- **Distraction Reduced Exam Environment**
Testing in a distraction reduced environment (e.g., your office, a small conference room, the PLC Testing Center).

If you have students with alternative testing accommodations who need to take exams with the PLC Testing Center, please fill out the Testing Agreement Form online [Testing Agreement Form](https://hunter.accessiblelearning.com/Marian/TestingAgreement.aspx?ID=139548&CID=791048&Key=WFIpR6VZ) (or copy and paste the following link to your browser: <https://hunter.accessiblelearning.com/Marian/TestingAgreement.aspx?ID=139548&CID=791048&Key=WFIpR6VZ>). This ensures that the PLC has the correct information regarding your exam.

- It is crucial to complete the Testing Agreement as soon as possible. Without it, students can only schedule placeholder exams and cannot test, until the completed Testing Agreement is on file.
- The Testing Agreement provides the PLC with a clearer understanding of the exam parameters for the course and helps instructors become familiar with the PLC's testing policies and procedures.
- A Testing Agreement is required once per semester for each class, with the option to apply it to all students in that course. The agreement can also be copied across multiple course sections.

How can an instructor view or edit a Testing Agreement after submission?

Instructors can access and update a Testing Agreement after it has been submitted by following these steps:

1. Log in through the AIM Instructor Portal.
2. Select the “Alternative Testing” link located on the left side of the page under “Views and Tools.”
3. Under the “List Testing Agreement Form,” you will find two drop-down menus.
4. Use the first drop-down list to choose the course associated with the Testing Agreement you wish to view or edit.
5. Click “View.”
6. Make the necessary changes and click “Update Testing Agreement” at the bottom of the page.

The screenshot displays the 'ALTERNATIVE TESTING' page in the AIM Instructor Portal. The page is divided into several sections:

- Navigation:** Home » Instructor Homepage » Alternative Testing. Top right links: List Exams, Completed Exams Files, Students' Courses.
- Left Sidebar:**
 - Login As Feature:** Return to Staff button.
 - Views and Tools:** Overview, Course Syllabus, Alternative Testing (selected), Notetaking Services.
 - Logout:** Log Out button. Text: "Once you finish with your session, please do not forget to Log Out and Close Your Browser."
- MAIN CONTENT:**
 - SPECIFY TESTING AGREEMENT FORM:** Select Class: NSG 427.MH01 (CRN: 30407) - Bereavement & End of Life Care. Continue to Specify Testing Agreement Form button.
 - PROCTORING YOUR OWN EXAM:** A red-bordered warning box states: "If you are planning on having the PLC Testing Center administer accommodated exams for your course DO NOT complete this Proctoring Own Exam section". Below, text explains the agreement process. Select Class: NSG 427.MH01 (CRN: 30407) - Bereavement & End of Life Care. Type: Select One. Confirm button.
 - LIST TESTING AGREEMENT FORM:** Hint: "If you need to make any changes, please select the following Testing Agreement Forms and click View. If you would like to make a copy of your Testing Agreement Form to another course, please use the following function to select your source Testing Agreement Form and your other course." Select: Select One. View button. Copy to: Select One. Copy button.