Tutorial: How to complete the Alternative Testing Agreement

The Alternative Testing Agreement is an agreement between the student(s) and the instructor. Professors can specify details of all exams associated with each course and section. The Testing Agreement must be completed before the student(s) submits an exam request. The absence of the course’s Testing Agreement will result in the student’s inability to test in the SDRC Test Proctoring Suite.

Important: Faculty Notification Letters contain the link to the course’s Alternative Testing Agreement form. This link is located inside a red rectangular box in the email. Note: This Testing Agreement link only appears if the student is eligible for Alternative Testing as an accommodation. Click on the Alternative Agreement hyperlink or copy and paste the link to your browser to complete the agreement.

---

**ALTERNATIVE TESTING AGREEMENT**

In this form (see link below), you will be providing general testing information about this specific course to help us better understand what may be required by students who are taking an exam at our Test Proctoring Center. Our goal is to provide an experience equal to that which their peers receive in the standard classroom environment.

Please note that a student cannot schedule an exam without this Agreement. Please proceed to the link listed below. Thank you.

Alternative Testing Agreement Link:
Alternative Testing Agreement (or copy and paste the following link to your browser):
https://shasta.accessiblelearning.com/SC/TestingAgreement.aspx?ID=67830&CID=151411&Key=pml0P2qog
How to complete the Alternative Testing Agreement

Professors are responsible for completing the Alternative Testing Agreement as it permits students to submit exam requests and receive testing accommodations for in-person and online examinations. The Testing Agreement can be completed via the link found in the Faculty Notification Letter or directly in the Instructor AIM portal. The following tutorial explains the process of completing the Testing Agreement in AIM. Note: Testing Agreements can be copied and used for multiple sections/courses.

Step 1. Log into the Instructor portal on AIM. You can visit our webpage here for quicker access.

Step 2. Log in using your network name or VIP ID and password.
Step 3. Read the reminders and click the “Continue to View Student Accommodations” button.


Note: On the Overview page, you can view your list of students with accommodations. If a student has a YES under the EXAM column, then they have requested testing accommodations.
Step 5. When completing the Testing Agreement for the **first time**, select a class from the drop-down menu. Then, press the “Continue to Specify Alternative Testing Agreement” button.

Step 6. Review the Alternative Testing Agreement Description and the Faculty/Staff Instructions. The instructions provide clarification on the SDRC policies and professors’ expectations.
Step 7. Scroll down to the Alternative Testing Agreement and complete the form. **Note:** There are more questions than the ones shown.

![Alternative Testing Agreement](image)

Step 8. Complete the Exam Type(s) section of the Agreement. Please be advised that each field must include the allotted time for students to schedule that specific exam type. For example, if there’s a quiz, standard exam, midterm, and final, please include the allotted time in the designated field.

![Exam Type(s)](image)
Step 9. Complete the fields in the Additional Information section. Professors can specify any additional information or instructions in this section.

![Additional Information Form]

Step 10. Click the “Submit Alternative Testing Agreement” button.

![Submit Button]

Step 11. For verification of the completed task, please check the top of your screen for a green checkmark.

![Success Notification]

This concludes the tutorial on completing the Alternative Testing Agreement. Please read further for the tutorial on copying the Alternative Testing Agreement for multiple sections/courses. Contact our Test Proctoring Center at 803-576-8457 or email the Test Proctor at SDRCTest@sc.edu with any questions or concerns.