



AUGUSTA UNIVERSITY

Testing & Disability Services

UPLOADING / DELETING EXAM FILES

EMAIL NOTIFICATION

When a student makes an exam request, and it has been approved, you will receive an email notification with their accommodations, date, and the exam time's estimated start and stop time. Although there is a link at the bottom to upload the exam, **THIS IS NOT** our preferred method.

[EXTERNAL] [TDS] MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) Exam Request Approved

Augusta - Testing and Disability Services <tds@augusta.edu> on behalf of Testing and Disability Services
To: Melson, Keire

Start your reply all with: [Thank you!](#) [Got it, thanks!](#) [Received, thank you.](#) [Feedback](#)

Tue 8/6/2024 4:22 PM

Greetings,

TDS has approved a MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) exam request submitted by Mickey Mouse. Please review the information below regarding the exam request:

Status: **Approved**

Late Request: **Yes**

Student: **Mickey Mouse**

Course: **MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996)**

Exam Type: **Test**

Date: **Wednesday, August 07, 2024**


Start Time: **12:00 PM**

Standard Length of Exam: **75 Minutes**

End Time: **01:53 PM (113)**

Approved Accommodations:

- Computer
- Extra Time 1.50x
- Private Testing Room*
- Scantron Alternative
- Stop the Clock Breaks
- Text-to-Speech Assistive Technology



If you have an exam in electronic format, please use the following link to upload your exam to the secure AIM portal. Only TDS staff members have access to the uploaded exams.

Link to upload exam: [Upload Exam](#) (or copy and paste the following link to your browser: <https://sanford.accessiblelearning.com/Augusta/ExamFile.aspx?ID=E65123124250767&key=cHa4LxN>)

If you have any questions or concerns, please contact our Testing Specialists at tdstesting@augusta.edu

There may be multiple students in the course, and sometimes students schedule exams earlier in the semester. The best practice is to login to [AIM Portal](#) and upload the exam.

Once you log in, you will see a screen that reminds you about the **FERPA policy**. Press the **“Continue to view Student Accommodations”** button:



ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the Augusta University's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Except in specified circumstances, no one outside the institution shall have access to a student's education records, nor will the institution disclose any information from those records without the written consent of the student.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

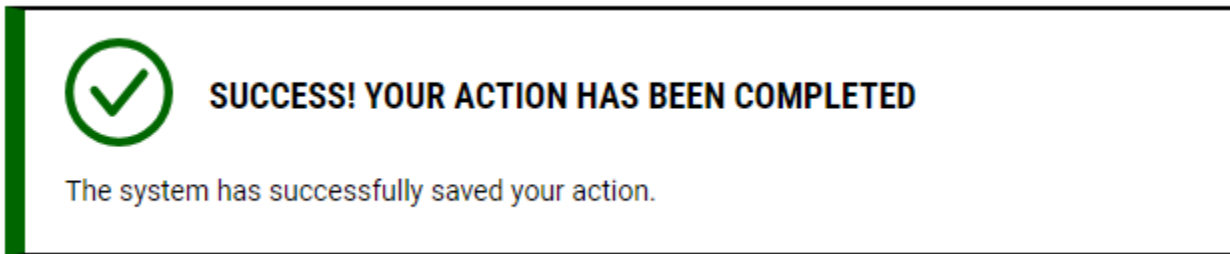
CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

Next, click on ***Alternative Testing*** located on the left tool bar under the ***Home*** section.

The image shows a vertical sidebar menu with the following elements from top to bottom:

- OVERVIEW** (grey header)
- Session Extender: ON (green box with a clock icon)
- LOGIN AS INSTRUCTOR** (red header)
- BACK TO MY PROFILE > (black button)
- HOME** (black header)
- > Overview (red text)
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing (highlighted with a red arrow)
- SIGN OUT > (black button)

After the exam is uploaded, you will see a message with a **green checkmark** that confirms the exam was uploaded successfully.



Nota bene: If there is a typo on the exam, the wrong exam was uploaded, or any other issue, you can select the “Delete” option for the exams previously uploaded:

Records Found: 2 (Showing: 1 - 2) Show Pe

<input type="checkbox"/>	Status	Detail	Proctor	Location	Course Registration Number	Subject	Course	Section	Full Name
<input type="checkbox"/>	Completed View File ▾	Detail	Not Assigned	Greenblatt Library- Seat 07	999996	MATH	00002	7	Mickey *****
<input type="checkbox"/>	Approved View File ▲ • Test Uploaded: 08/06/2024 Delete Exam File Specify Instructions By Student	Detail	Not Assigned	Greenblatt Library- Seat 03	999996	MATH	00002	7	Mickey *****




To upload the new exam, you will need to repeat the previous steps.

Specifying Exam Instructions

If instructors have not specified their exam dates or instructions, they can do so for each date when uploading exams. After uploading your exam, scroll down to scroll to the “**Upcoming Exams Scheduled**” section. There, you can select the “**Specify instructions by Student**” link.

Records Found: 2 (Showing: 1 - 2) Show Per Page: [

<input type="checkbox"/>	Status	Detail	Proctor	Location	Course Registration Number	Subject	Course	Section	Full Name	Type
<input type="checkbox"/>	Completed View File v	Detail	Not Assigned	Greenblatt Library- Seat 07	999996	MATH	00002	7	Mickey *****	Test
<input type="checkbox"/>	Approved View File ^ • Test Uploaded: 08/06/2024 Delete Exam File Specify Instructions By Student	Detail	Not Assigned	Greenblatt Library- Seat 03	999996	MATH	00002	7	Mickey *****	Test



Instructions pertaining to a specified exam can be entered under the “**Instructions By Student**” section. Although this section is titled “Instructions By Student”, students will not be able to enter any information regarding the course or exams. After exam instructions are specified, select the “**Update Exam Instruction**” at the bottom.

» ALTERNATIVE TESTING » UPCOMING EXAMS

UPCOMING EXAMS COMPLETED FILES TDS ALTERNATIVE

IMPORTANT MESSAGE

TYPICALLY NOT IN USE

EXAM INFORMATION	INSTRUCTIONS BY STUDENT
Class: MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) Student: Mickey Mouse Date: Wednesday, August 07, 2024 Time: 12:00 PM	<p>Important Note: The following information will <u>only apply to this exam instance</u>.</p> <p>Please Specify an additional instructions not listed on the Testing Agreement for this exam. *</p> <div style="border: 1px solid blue; padding: 5px;">No Notes</div>

FORM SUBMISSION

UPDATE EXAM INSTRUCTION >

After the information is confirmed, you will see a message with a **green checkmark** that confirms the exam was uploaded successfully.