**Professor Instructions: How to complete the Testing Agreement in AIM**

* Log into AIM: <https://kea.accessiblelearning.com/UAH/Instructor>
* Click the grey button mid-page: Continue to View Student Accommodations
* On the left, Click Alternative Testing
* Under the heading SPECIFY ALTERNATIVE TESTING AGREEMENT, Select the class you want
* Click: Continue to Specify Alternative Testing Agreement
* Complete the questions asking about materials allowable for all students (You do not need to specify what specific accommodated students receive, Instructional Testing Services has access to all of that information)
* Submit.

You are done. We only need one agreement per class per semester!

Note: If you have another class that may need proctoring and what you allow is the same, you can select the first class and copy to the second class so you do not have to enter in the information twice.

**Professor Instructions: How to upload an exam using the AIM portal**

* When a student schedules an exam using the AIM portal for Instructional Testing Services or Disability Support Services, you will receive an email with the subject: Exam Request Updated
* The email will list the student’s name, date, time, length of exam, and approved accommodations.
* At the bottom of the email you will see a link that invites you to Upload Exam.
* Click it and you will go to your single sign-on to the AIM portal
* Sign in with your single sign-on information
* Under File Information, you may enter an optional note
* For Same Exams for Everyone: Click Yes or No
* For Select File: Choose File (select file from your computer)
* Click Upload Exam

**Professor Instructions: How to download a completed exam using the AIM portal**

* When a student completes their exam, Instructional Testing Services will upload it to the AIM portal and you will receive an email stating the exam has been completed.
* Log into AIM: <https://kea.accessiblelearning.com/UAH/Instructor>
* Click the grey button mid-page: Continue to View Student Accommodations
* On the left, click Alternative Testing
* On the top right, click Completed Exams Files
* Under LIST COMPLETED EXAMS BY STUDENTS (SORTED BY LAST UPLOADED), all of your completed exams uploaded by Instructional Testing Services or Disability Support Services will be listed to include the class, student’s name, date time, and any notes given.
* Click download next to the student of interest