Alternative Testing

Procedures, instructions, and reminders for faculty and students related to accommodated testing.

Alternative testing accommodations may include, but are not limited to:

- Extended time
- Low distraction testing environment
- Tests administered in an accessible format
- Tests administered via reader/assistive technology

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Students

Important information and instructions for students who have testing accommodations.

Students

How to Schedule an Exam in AIM

1. Log in to AIM. You will use your A-State email and password.

2. Under "Accommodations" on the left side of the screen, select "Alternative Testing".

3. Select the course you wish to schedule the exam for and click the "Schedule an Exam" button.

4. Complete the form to indicate:

    - The date/time that you wish to take the exam.
    - The accommodations that you will need.
    - Any additional info that A&AS or your instructor may need to know in the additional notes section.

5. Click "Add Exam Request" to submit.

Scheduling Deadlines

Students approved for testing accommodations may take their exams either in the AAS office or in the classroom, depending on their specific accommodations. All requests to take exams in the AAS office must be submitted through AIM, which also notifies your instructor to provide us with your exam.

Regular Semester Exams/Quizzes:

Requests must be submitted at least **three (3) business days in advance**.

> *Example:* If your exam is on Monday, October 20, your request must be submitted no later than 5:00 PM on Tuesday, October 14.

Final Exams:

Requests must be submitted at least **one (1) week before final exam week begins**. You will receive an email near the end of the semester with the exact deadline.

If you have any questions or concerns, please contact the **AAS Testing Coordinator**.

Students

Late Requests

If you submit a regular semester exam request after the deadline, AIM will require you to complete a **Late Submission Form**. You must provide a reason for the late request and include any relevant details in the note box. The form must be completed before your request can be processed.

Note: Late requests are not guaranteed to be approved. If advance notice is not provided, your request may be denied, and you will need to take the exam in the classroom.

Exceptions may be made for extenuating circumstances, such as:

- Instructor reschedules an exam with less than three days' notice
- Medical emergencies

Each exam request is reviewed individually. A denial for one exam does not affect your ability to request accommodations for future exams.

Final exam requests submitted after the deadline will be denied. In such cases, you must coordinate directly with your instructor for accommodated testing.

If you have any questions or concerns, please contact the **AAS Testing Coordinator**.

Students

Important Reminders

1. If you receive extended time for an exam, and using this accommodation would cause you to be late to or miss your next class, you must coordinate with the instructor administering the exam to schedule an alternative time to take it. AAS does not support missing class due to accommodated testing, and standard attendance policies will still apply.
2. If you do not follow the advance notice procedure when scheduling exams in the AAS office, your request will likely be denied, and you will be expected to take the exam in the classroom—even if your professor has already submitted the exam to our office.
3. If you arrive more than 15 minutes late, your exam may be canceled or rescheduled. Repeated tardiness can affect your eligibility to test with AAS. Each situation is evaluated on a case-by-case basis.
4. If your exam is online and does not have to be physically proctored, you do not need to submit an exam request. You just need to remember to email your professor a few days before you take your exam to ensure that your testing accommodations have been added.
5. If your exam date is moved and you have already scheduled the exam, please MODIFY the existing exam request. Your testing requests will show up under the Alternative Testing tab in AIM. **Do not cancel the original exam request**.
6. Under **NO** circumstances are students allowed to transport their own exams to/from our office. If the instructor asks you to carry your exam with you, contact us immediately so that we can send someone to pick up the exam.

Faculty

Important information for faculty who have students in their class(es) receiving testing accommodations.

Faculty

Deadlines, Processes, and Procedures

Deadlines and Submission Requirements

Students who need to test with AAS must schedule exams and quizzes at least three business days in advance. If exam and quiz dates are posted in advance, students are encouraged to schedule all assessments at once. Scheduling requests may be edited as needed.

If a student misses the scheduling deadline, their request to test in AAS may be denied. Students whose requests are denied will be instructed to take the exam or quiz in the traditional classroom setting. In these cases, testing accommodations cannot be guaranteed.

Faculty must submit all testing materials to AAS **by 8:00 AM on the business day before the scheduled exam or quiz** (see the table below for reference). Required materials may include:

- The testing agreement, completed in AIM
- The exam or quiz
- Testing instructions
- Any required passwords

Materials must be submitted through one of the following approved methods:

- Email to dstesting@astate.edu
- Deliver a hard copy to the AAS office
- Upload through AIM

Please include the class name or CRN at the top of the exam to help AAS facilitate exams and quizzes appropriately.

Exam Date	**Faculty Submission Deadline**
Monday	Friday, 8 AM
Tuesday	Monday, 8 AM
Wednesday	Tuesday, 8 AM
Thursday	Wednesday, 8 AM

Friday	Thursday, 8 AM

Late or Missing Materials

If all required testing materials are not received by the deadline through one of the approved submission methods, the exam or quiz will be canceled. Both the student and faculty member will be notified, and the student will not be permitted to test in the AAS office as originally scheduled.

The following alternatives are available:

1. **Classroom or department testing:** The faculty member may proctor the exam or quiz in the classroom or department setting with approved accommodations.
2. **Rescheduling through AAS:** The student may reschedule the exam or quiz for a later date in the AAS office. Standard scheduling requirements apply, including the three-business-day advance scheduling deadline.

If testing materials are submitted after the deadline or sent to an unapproved location (for example, emailed directly to an individual staff member who is out of the office), the cancellation will stand. An alternative testing arrangement that provides the student's approved accommodations must be made.

Other Important Processes and Procedures

We encourage faculty to administer accommodated exams and quizzes when possible, as it allows students a timely response to questions and other substantial benefits for students and faculty. Our staff is happy to assist with this process to ensure the environment meets the students' needs as much as reasonably possible. This is often already necessary for labs, practicals, and other hands-on exams.

Students testing with AAS are expected to take their exam or quiz on the same date and at the same time as the class. However, extended time accommodations or AAS operating hours may make this impossible, and adjustments may be necessary. Adjustments must be approved by faculty and communicated to all parties.

If a student is in an online program or takes tests/quizzes online that don't need to be physically proctored, they do not have to schedule those with AAS. It may be helpful to add their extra time for all tests when their accommodation letter is received, since faculty won't receive testing reminders from the AAS data management system. CETL can assist faculty with this if needed.

Faculty

Why the Testing Agreement Matters

As part of our commitment to supporting students with testing accommodations, we require faculty to complete a quick **Testing Agreement** for each course and section. This form gives our staff everything we need to make sure your students get the proper support while following your expectations.

Here’s what we ask you to tell us:

- **How the exam will be given:** Is it online or on paper?
- **What program or software the exam uses:** Especially for computerized/online tests - Respondus, Hawkes, etc. - we need to know so we can prepare the correct environment.
- **What materials are allowed:** Calculator, notecard, scratch paper, or maybe nothing at all?
- **How you'd like the completed exam returned:** Delivered to the department office? Scanned and emailed? Picked up in person? You choose!
- **How you plan to get the exam to us:** Dropping it off, uploading it, emailing it - whatever works for you.
- **What to do if the student has questions during the exam:** Call you? Email? Let them figure it out? Just let us know your preference.

Thanks for partnering with us to support all students!

Faculty

Important Reminders

1. If students do not schedule their exam according to AAS procedures or the exam is canceled due to missing materials from the instructor, they will not be permitted to take the exam in the AAS office at that time, regardless of whether the exam has been delivered to AAS. Students sent to AAS from the classroom will be advised to speak with their faculty member.
2. Faculty should submit all testing materials to AAS by 8 AM the business day before the exam. This includes the testing agreement (must be completed in AIM), the actual exam, instructions, and passwords.
    - Passwords and other testing materials/information should NOT be sent directly to the Testing Coordinator or any other staff member. Please see "Deadlines, Processes, and Procedures" for more information.
3. Students are not required to take their exams in the AAS office if they prefer not to. They may choose to use their testing accommodations only occasionally, or they may request that those accommodations be implemented in the classroom setting. AAS encourages professors to work collaboratively with students to provide accommodations in the classroom or department environment when requested and feasible.
4. Students are responsible for scheduling their exams within the appropriate timeframe. They are informed of this during their intake session with an access counselor. AAS also sends reminders to students throughout the semester so they are aware of their responsibility.