

# ***CREATING A TESTING INSTRUCTION FORM IN THE AIM INSTRUCTOR PORTAL***

**Disability Access Center**

**Walb Student Union, Room 113**

**(E) [dac@pfw.edu](mailto:dac@pfw.edu)**

**(P) 260-481-6657**

**(W) <https://www.pfw.edu/dac>**

# Login to your AIM Faculty Portal

**AIM FACULTY PORTAL**

<https://augusta.accessiblelearning.com/PFW/instructor>

# Testing Instruction Form Details

## Please note:

- Instead of filling out a Testing Instruction Form for every exam/quiz, you now can create a single form per course taught each semester.
- Students cannot schedule their exams within AIM until **AFTER** their instructor has completed the DAC Testing Instruction Form. If the form is not complete the student will not have the option to schedule to test in the DAC.
- The questions on the form will be similar to those asked in the past.
- Do not put passwords or sensitive information in question 4. This can be done in the Additional Information section.
- Specify the time you give IN CLASS for exams, quizzes, midterms, and finals.

# Navigating the AIM Faculty Portal – Testing Instruction Form

## After logging into your AIM Faculty Portal

- Instructor Authentication Page
  - Read through confidentiality statement
  - Click the “Continue to View Student Accommodations”

Welcome Ryan McCombs! My Profile My Mailbox (Sent E-Mails) Sign Out

## PURDUE UNIVERSITY FORT WAYNE

My Dashboard Unified Blogs Staff Access Website Control

Home » Instructor Homepage » Instructor Authentication Page

### INSTRUCTOR AUTHENTICATION PAGE

Username: mcombsr

**REMINDERS**

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school'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.

Reminders:

- 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](#)

**NEED HELP?**

Access Tutorials  
Contact Our Office  
Read Disclaimer

**DISABILITY ACCESS CENTER**

[Purdue University Fort Wayne](#)  
Walb Student Union, Room 113, 2101 E. Coliseum Blvd.  
Fort Wayne, IN 46815

Website: [Visit Us](#)  
Email Us: [dac@pfw.edu](mailto:dac@pfw.edu)

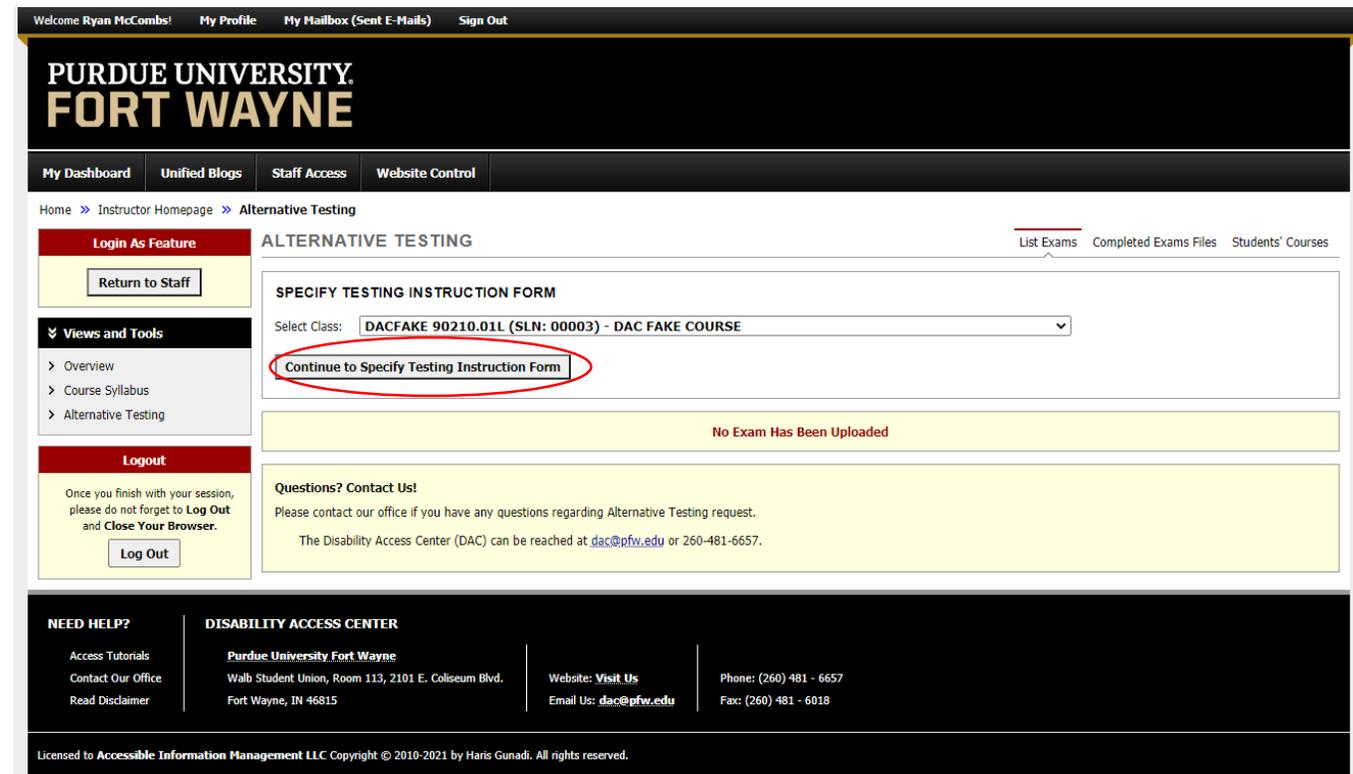
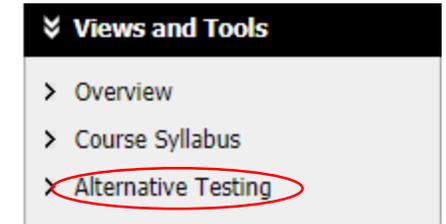
Phone: (260) 481 - 6657  
Fax: (260) 481 - 6018

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# CONT. Navigating the AIM Faculty Portal – Testing Instruction Form

## After logging into your AIM Faculty Portal

- Under “Views and Tools” go to “Alternative Testing”
  - Specify Testing Instruction Form –
    - Select the course you would like to complete the Testing Instruction Form for from the drop down menu, then click the “Continue to Specify Testing Instruction Form” button.



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**PURDUE UNIVERSITY  
FORT WAYNE**

My Dashboard Unified Blogs Staff Access Website Control

Home >> Instructor Homepage >> Alternative Testing

Login As Feature

Return to Staff

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing

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 INSTRUCTION FORM**

Select Class: DACFAKE 90210.01L (SLN: 00003) - DAC FAKE COURSE

Continue to Specify Testing Instruction Form

No Exam Has Been Uploaded

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

The Disability Access Center (DAC) can be reached at [dac@pfw.edu](mailto:dac@pfw.edu) or 260-481-6657.

**NEED HELP?**

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**DISABILITY ACCESS CENTER**

Purdue University Fort Wayne  
Walb Student Union, Room 113, 2101 E. Coliseum Blvd.  
Fort Wayne, IN 46815

Website: [Visit Us](#)  
Email Us: [dac@pfw.edu](mailto:dac@pfw.edu)

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# CONT. Navigating the AIM Faculty Portal – Testing Instruction Form

## After logging into your AIM Faculty Portal

- Under “Alternative Testing”
  - Testing Instruction Form –
    - Answer each question and include detailed notes (where relevant). These details are to ensure that the assessments are proctored to your specifications.

The screenshot displays the AIM Faculty Portal interface. At the top, a navigation bar includes links for 'Welcome Ryan McCombs!', 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below this is the Purdue University Fort Wayne logo. A secondary navigation bar contains 'My Dashboard', 'Unified Blogs', 'Staff Access', and 'Website Control'. The main content area shows the breadcrumb 'Home > Instructor Homepage > Alternative Testing'. On the left, there is a sidebar with a 'Login As Feature' section containing a 'Return to Staff' button, a 'Views and Tools' section with links for 'Overview', 'Course Syllabus', and 'Alternative Testing', and a 'Logout' section with a 'Log Out' button and a warning: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' The main content area is titled 'ALTERNATIVE TESTING' and shows the course 'Class: DACFAKE 90210.01L - Dac Fake Course (CRN: 00003)'. It features two columns: 'TESTING INSTRUCTION FORM DESCRIPTION' and 'FACULTY / STAFF INSTRUCTION'. The description column contains the text: 'Type: DAC Alternative Testing Agreement (PRACTICE 8/11). The Alternative Testing Agreement is used to facilitate approved accommodations in consultation with the student and instructor for this course.' The faculty instruction column contains the text: 'The Purdue University Fort Wayne Disability Access Center (DAC) has determined that a student in your course is eligible for alternative testing accommodations. Please be sure to answer all of the questions in the Alternative Testing Agreement. Students cannot schedule to test in the DAC until this form is completed by the instructor. If you have filled a similar Alternative Testing Agreement for another DAC student in the same section number (CRN), please contact the DAC or send an email to apply the Alternative Testing Agreement parameters for the other eligible DAC students. If you have concerns or questions, please contact Disability Access Center at 260-481-6657 or dac@pfw.edu.' Below these columns is a 'Testing Instruction Form' section with a question: '1. How will the instructor be submitting the exam materials to the DAC Testing Center? (instructor only) \*'. The question has five radio button options: 'Upload exam materials into the secure DAC AIM System.', 'E-mail to the secure DAC Testing Center location directly.', 'Hand deliver exam materials to DAC Testing Center location.', 'The Exam will be hosted through Brightspace or other Course website. If password is required, after a student has scheduled their exam use the Exam Instruction feature in AIM to designate specific instructions for individual exams.', and 'Other (Specify Below)'. There is also an 'Additional Note or Comment' field with a text input area.

# CONT. Navigating the AIM Faculty Portal – Testing Instruction Form

## After logging into your AIM Faculty Portal

- Under “Alternative Testing”
  - Exam Type(s) –
    - Fill out this information with the amount of time given IN CLASS for each exam type. Remember – this form is used the entire semester and exam times will be based off the exam type.
    - IMPORTANT – The students’ scheduled exam time is based off these lengths.
  - Additional Information –
    - This is where you will put confidential information (i.e., contact phone number, other personal instructor details, etc.)
  - Submit Form –
    - To complete the form, click “Submit Testing Instruction Form”.

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**Exam Type(s)**

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

In-Person Exam (taken at DAC)	<input type="text" value="60"/>	Minutes
In-Person Final (taken at DAC)	<input type="text" value="120"/>	Minutes
In-Person Midterm (taken at DAC)	<input type="text" value="60"/>	Minutes
In-Person Quiz (taken at DAC)	<input type="text" value="15"/>	Minutes
Online Exam (taken at DAC)	<input type="text" value="60"/>	Minutes
Online Final (taken at DAC)	<input type="text" value="120"/>	Minutes
Online Midterm (taken at DAC)	<input type="text" value="60"/>	Minutes
Online Quiz (taken at DAC)	<input type="text" value="15"/>	Minutes

**Additional Information**

Instructor Phone Number \*:   
Hint: Enter 10-digit number only.

Additional Note:

# ***CONT. Navigating the AIM Faculty Portal – Testing Instruction Form***

## **After logging into your AIM Faculty Portal**

- Under “Alternative Testing”
  - Confirmation of Submission –
    - Once completed, there will be a green check mark at the top of the page and it will say “System Update is Successful”.



**SYSTEM UPDATE IS SUCCESSFUL**

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The system has successfully processed your request.

# ***QUESTIONS?***

Contact the Disability Access Center:

- Email: [dac@pfw.edu](mailto:dac@pfw.edu)
- Phone: 260-481-6657
- Location: Walb Student Union, Room 113