

How to Set Up Accommodated Testing in AIM

1 Open Alternative Testing

Log into the AIM Instructor Portal and select Alternative Testing. The dashboard identifies courses needing Course Instruction, missing exam dates, and exams without files.

2 Complete Course Instruction

Select Course Instruction for each course using Testing Services and complete the Accommodated Testing Information Form.

Exam dates do not need to be finalized before Course Instruction is submitted. Dates can be added or updated later.

3 Add Exam Dates

After Course Instruction is complete, select Exam Dates, or View/Modify Course Instruction, then List Exam Dates. Add each assessment as dates become available.

4 Enter Exam Details

Enter the exam type, date/time, approval grace period (if applicable), and the class's standard exam length in minutes. Do not include the student's extended time.

- Use the Approval Grace Period when students may test before and/or after the class exam.
- Requests outside your approved date/time parameters will be sent to you for approval.

5 Upload Exam Materials

From Upcoming Exams, use Upload to Exam Date for students scheduled for that assessment. Use Upload to Individual Student only when a student requires a different exam.

AIM - Alternative Testing Dashboard

Complete Course Instruction

Example AIM screen; Rowan course questions may appear slightly different.

Add Exam Dates & Enter Exam Details

A. Add Additional Exam Date

B. Complete Exam Detail



REMINDER!

Entering exam dates in advance means fewer approval emails for you!



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