

Completing an ODS Testing Agreement

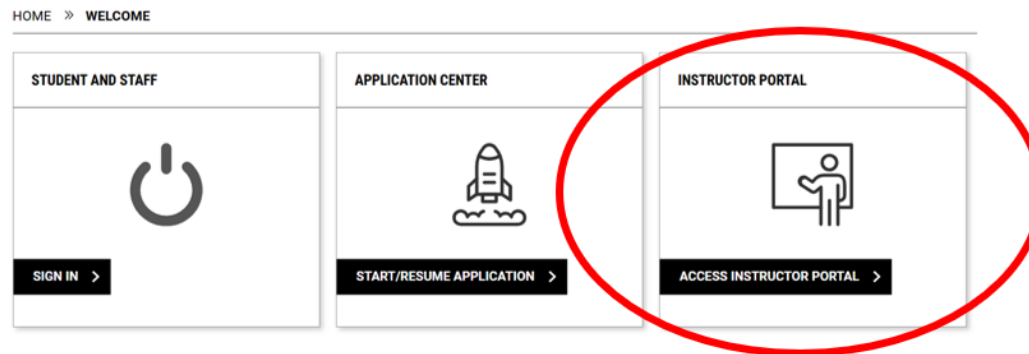
The ODS Testing Agreement between students and faculty establishes a customized plan for the administration of all testing accommodations in a course. The purpose of this agreement is for ODS to gather information about exam protocol and support students' use of testing accommodations. In the ODS Testing Agreement, you will set up parameters for testing in your course.

If you teach more than one course, you will need to complete this agreement for **each course**. However, if you would like this agreement to apply to other sections within the **same course**, you can complete this action in the Instructor AIM portal.

Note: Students will not be able to schedule exams with our office until we have an agreement on file. The agreement must be completed by the instructor at the beginning of each semester.

If you have any questions or need assistance, feel free to contact us at dstesting@gatech.edu, or call **404-385-2325**.

1. Log in to AIM with your GT credentials at <https://bear.accessiblelearning.com/GATech/>



2. Click on **Continue to View Student Accommodations**

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 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**

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 >

3. Under **Home** on the left taskbar, select **Alternative Testing**

OVERVIEW

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

- > **Overview**
- > Upload Syllabus
- > Alternative Formats
- > **Alternative Testing**
- > Communication Access
- > Notetaking Services

» OVERVIEW

Previous Term

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

EXPORT DATA: STUDENTS

4. Select **Alternative Testing Agreement** in the top taskbar

The screenshot shows a web interface for 'UPCOMING EXAMS'. At the top, there is a navigation bar with a home icon, followed by 'ALTERNATIVE TESTING' and 'UPCOMING EXAMS'. Below this, there are four tabs: 'UPCOMING EXAMS' (highlighted with a red box), 'COMPLETED FILES', 'ALTERNATIVE TESTING AGREEMENT' (circled in red), and 'LIST STUDENTS'. On the left side, there is a sidebar with a 'Session Extender: ON' indicator, a 'LOGIN AS INSTRUCTOR' button, a 'BACK TO MY PROFILE' button, and a 'HOME' section with links for 'Overview', 'Upload Syllabus', 'Alternative Formats', and 'Alternative Testing'. The main content area features an 'IMPORTANT MESSAGE' section with the title 'Spring 2025 Testing Center Closures:' and a list of dates: '1/20/2025 (MLK Holiday)', '3/17/2025 - 3/21/2025 (Spring Break)', '4/21/2025 - 4/22/2025 (Final Instructional Class Days)', and '4/23/2025 (Reading Day)'. A contact email 'dstesting@gatech.edu' is provided at the bottom of the message.

5. Scroll down and find the course out of the list available to complete the Alternative Testing Agreement. Click the **blue** link that states **Specify Alternative Testing Agreement**

Records Found: 11 (Showing: 1 - 11) Show Per Page: 100 Page: 1

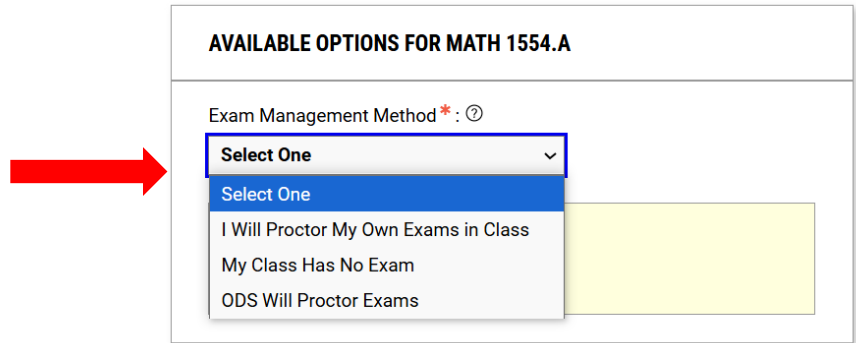
MATH 1554.A - LINEAR ALGEBRA (CRN: 24630)

Status: **Not Specified** - [Specify Alternative Testing Agreement](#)

Course Meeting Times:

- W 06:30 PM - 07:45 PM), 01/06/2025 - 05/01/2025

6. Under **Available Options** for your course, there are *three* options to select from (see below).



AVAILABLE OPTIONS FOR MATH 1554.A

Exam Management Method * : ⓘ

Select One

Select One

I Will Proctor My Own Exams in Class

My Class Has No Exam

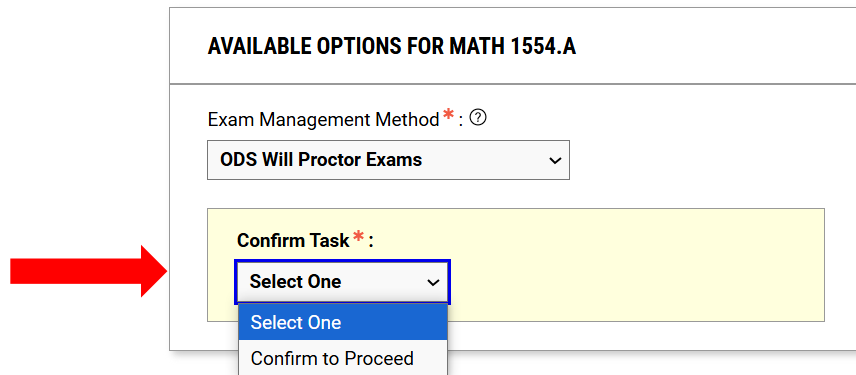
ODS Will Proctor Exams

I Will Proctor My Own Exams in Class: indicates your students will not come to the Testing Center to take exams for your class. Instructor will be responsible for proctoring exams with accommodations in the classroom. **DO NOT** select this option if you would like students to take exams with our testing center. By selecting this option, students will not be permitted to schedule exams in AIM.

My Class Has No Exam: indicates there are no exams for your course. Testing Center is not needed.

ODS Will Proctor Exams: indicates students will schedule all exams in AIM and come to the Testing Center for proctoring.

7. Under **Confirm Task**, click **Confirm to Proceed**.



AVAILABLE OPTIONS FOR MATH 1554.A

Exam Management Method * : ⓘ

ODS Will Proctor Exams

Confirm Task * :

Select One

Confirm to Proceed

8. Read over instructions and complete the **Alternative Testing Agreement** in its entirety. There are questions listed to assist our office with ensuring proctors understand your exam protocol.
9. Please include a phone number in the **Additional Information** section where you can be reached in case Testing Center staff need to contact you. This number will **NOT** be shared with students or others outside of our office. Click on **Submit Alternative Testing Agreement** to finalize your submission.
10. Please specify **ALL** exam dates for the entire semester under the **Specify Dates** section. Select **midterm, quiz or final** under the **Request Type** field. Enter the Exam Date. Specify the standard length of the exam **WITHOUT** extended time.

Questions? Contact our office by emailing dtesting@gatech.edu or call (404) 385-2325.