Entering & Modifying Exam Instructions / Uploading Exams

1. **Log in to AIM with your GT credentials at https://bear.accessiblelearning.com/GATech/**
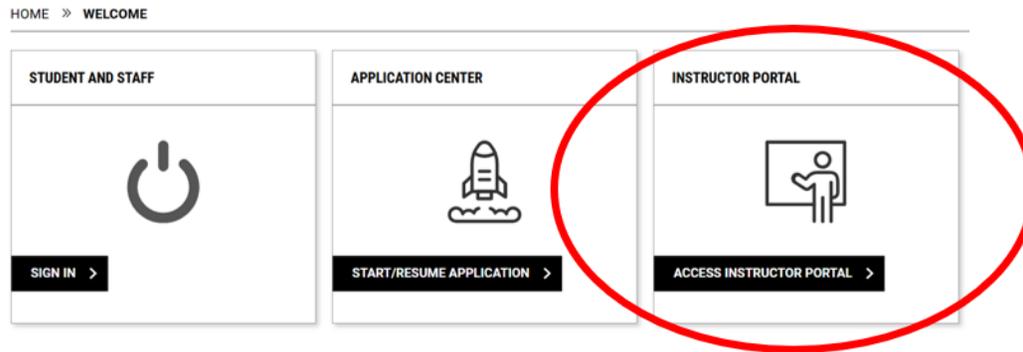
2. Click on Continue to View Student Accommodations

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   Ter

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

EXPORT DATA: STUDENTS

4. Select Alternative Testing Agreement in the top taskbar

5. Scroll down and find the course out of the list available to access the Alternative Testing Agreement. Click the blue link that states **View/Modify Alternative Testing Agreement**

6. Under the course name, select the blue link labeled **LIST EXAM DATES**

7. Under **List Exam Dates**, click **Modify** next to the exam date you wish to complete exam instructions.

LIST EXAM DATES

Modify	Delete	Type	Date	Time	Length	Exams Uploaded	Exam Instruction	Approval Method
Modify	Delete	Final	Friday, April 25, 2025	02:45 PM	170		Yes	Approve If Scheduled on the Specified Date and Time
Modify	Delete	Midterm	Monday, February 10, 2025	02:00 PM	75		Yes	Approve If Scheduled on Any Date
Modify	Delete	Midterm	Wednesday, March 12, 2025	02:00 PM	75		Yes	Approve If Scheduled on Any Date

8. Under the **Exam Date Instructions** section, enter any details needed to ensure proctors understand your exam protocol. If any supplementary files are needed, you can upload the documents under the **Upload Additional Exam File** section.

EXAM DATE INSTRUCTIONS

Please provide the password for your exam: *

○ Password: (**Additional Comment Required**)

◉ **No password is required for this exam**

Additional Comment:

Enter any additional information that may be helpful the the proctor. You may enter "N/A" if no information is necessary:

UPLOAD ADDITIONAL EXAM FILE

Note: Exam files can be added on a continual basis.

File Title:

Select File: ⑦

[Choose File] No file chosen

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