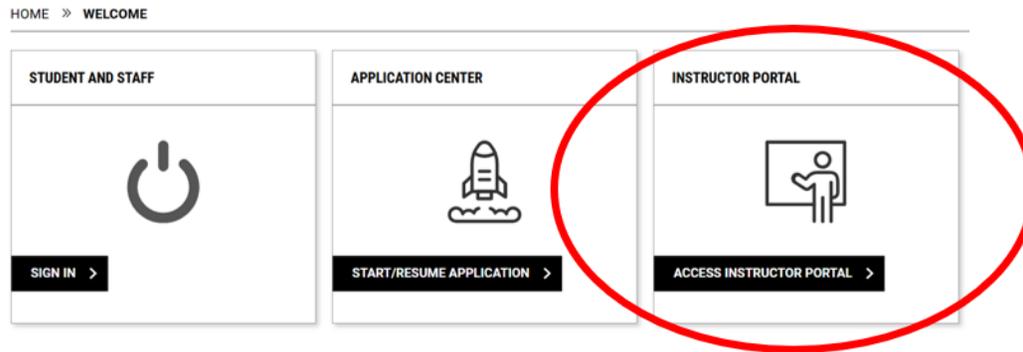


## Entering & Modifying Exam Instructions / Uploading Exams

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 **Term**

**STUDENTS WHO REQUESTED ACCOMMODATIONS**

**REFINE SEARCH >**

**EXPORT DATA: STUDENTS**

4. Select Alternative Testing Agreement in the top taskbar

UPCOMING EXAMS

Session Extender: ON

» ALTERNATIVE TESTING » UPCOMING EXAMS

UPCOMING EXAMS COMPLETED FILES ALTERNATIVE TESTING AGREEMENT LIST STUDENTS

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

- > Overview
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing

IMPORTANT MESSAGE

**Spring 2025 Testing Center Closures:**

- 1/20/2025 (MLK Holiday)
- 3/17/2025 - 3/21/2025 (Spring Break)
- 4/21/2025 - 4/22/2025 (Final Instructional Class Days)
- 4/23/2025 (Reading Day)

If you have any questions, please contact us at [dstesting@gatech.edu](mailto:dstesting@gatech.edu).

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**

Records Found: 9 (Showing: 1 - 9)

CEE 2300.B - ENVIRONMENTAL ENGR PRIN (CRN: 22931)

Status: [View/Modify Alternative Testing Agreement](#)

Course Meeting Times:

- MW 02:00 PM - 03:15 PM, 01/06/2025 - 05/01/2025

Summary:

- Number of Students Requesting Alternative Testing: 4.
- Total Exams Scheduled: 9 (Upcoming: 9).

List Exam Dates:

- Midterm on Monday, February 10, 2025 at 02:00 PM (Method: *Approve If Scheduled on Any Date*).
- Midterm on Wednesday, March 12, 2025 at 02:00 PM (Method: *Approve If Scheduled on Any Date*).
- Final on Friday, April 25, 2025 at 02:45 PM (Method: *Approve If Scheduled on the Specified Date and Time*).

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

 >> **ALTERNATIVE TESTING AGREEMENT**

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**CEE 2300.B - ENVIRONMENTAL ENGR PRIN (CRN: 22931)**

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[ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#) [COPY ALTERNATIVE TESTING AGREEMENT](#)

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	
<a href="#">Modify</a>	<a href="#">Delete</a>	Final	Friday, April 25, 2025	02:45 PM	170		Yes	Approve If Scheduled on the Specified Date and Time	
<a href="#">Modify</a>	<a href="#">Delete</a>	Midterm	Monday, February 10, 2025	02:00 PM	75		Yes	Approve If Scheduled on Any Date	
<a href="#">Modify</a>	<a href="#">Delete</a>	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	UPLOAD ADDITIONAL EXAM FILE
<p>Please provide the password for your exam: *</p> <p><input type="radio"/> Password: (Additional Comment Required)</p> <p><input checked="" type="radio"/> No password is required for this exam</p> <p>Additional Comment:</p> <div data-bbox="390 565 949 691" style="border: 1px solid #ccc; height: 78px;"></div>	<p><b>Note:</b> Exam files can be added on a continual basis.</p> <p>File Title:</p> <div data-bbox="1073 472 1654 513" style="border: 1px solid #ccc; height: 25px;"></div> <p>Select File: ⓘ</p> <div data-bbox="1073 578 1593 654" style="border: 1px dashed #ccc; padding: 5px;"><input type="button" value="Choose File"/> No file chosen</div>
<p>Enter any additional information that may be helpful the the proctor. You may enter "N/A" if no information is necessary:</p> <div data-bbox="390 800 949 927" style="border: 1px solid #ccc; height: 78px;"></div>	

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