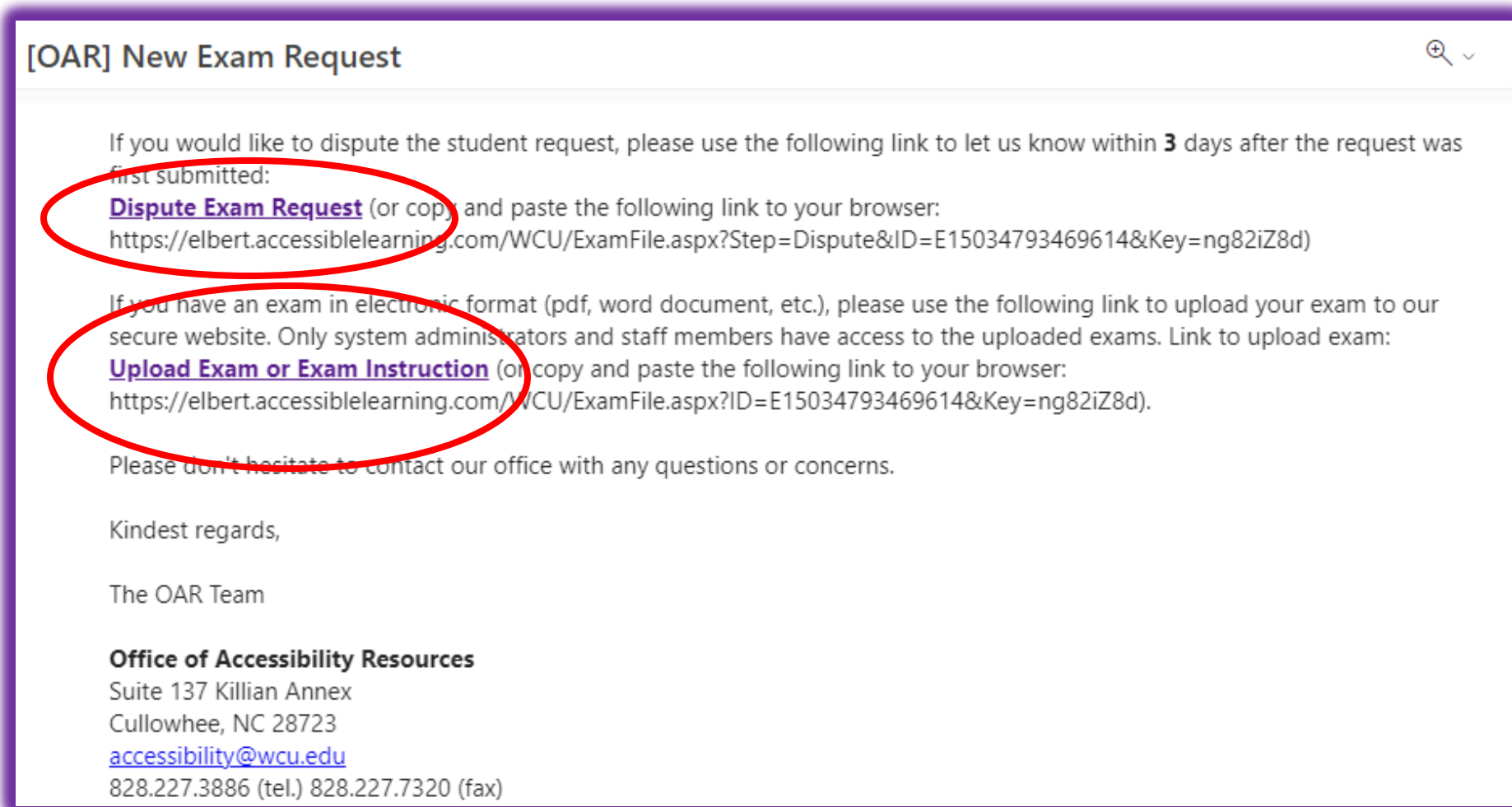


# Updated Test Request Process – AIM – Spring 23'

After students submit a test request to our office, Instructors will receive an email from [accessibility@wcu.edu](mailto:accessibility@wcu.edu) with the subject **[OAR] New Exam Request**. This email will include all the test details (course, date, time, and requested accommodations). *Scroll down*, and you will see links to either **Dispute the Exam Request**, or **Upload Exam Instruction**.



After clicking **Upload Exam or Exam Instruction**, you will be taken to this screen in **AIM**. Here, you can upload the instructions for the upcoming exam, as well as upload the exam file if it is a paper test. That's it!

**Western Carolina UNIVERSITY** | Office of Accessibility Resources

Home

Home >> **Submit Exam Electronically and Exam Instruction**

Home >> Online Services Home

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Log Out**

**SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION**

**UPLOAD EXAM**

**EXAM INSTRUCTION**

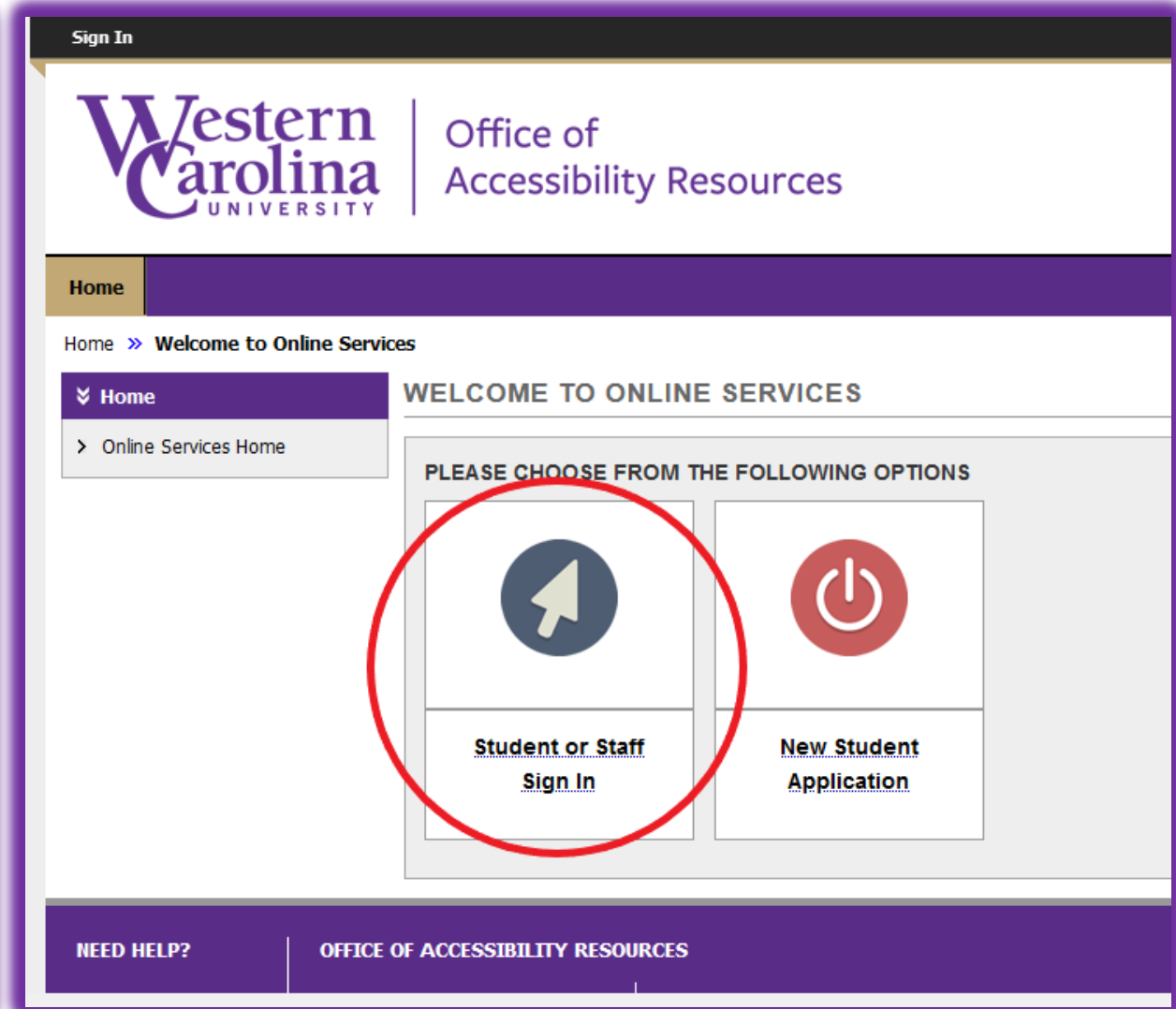
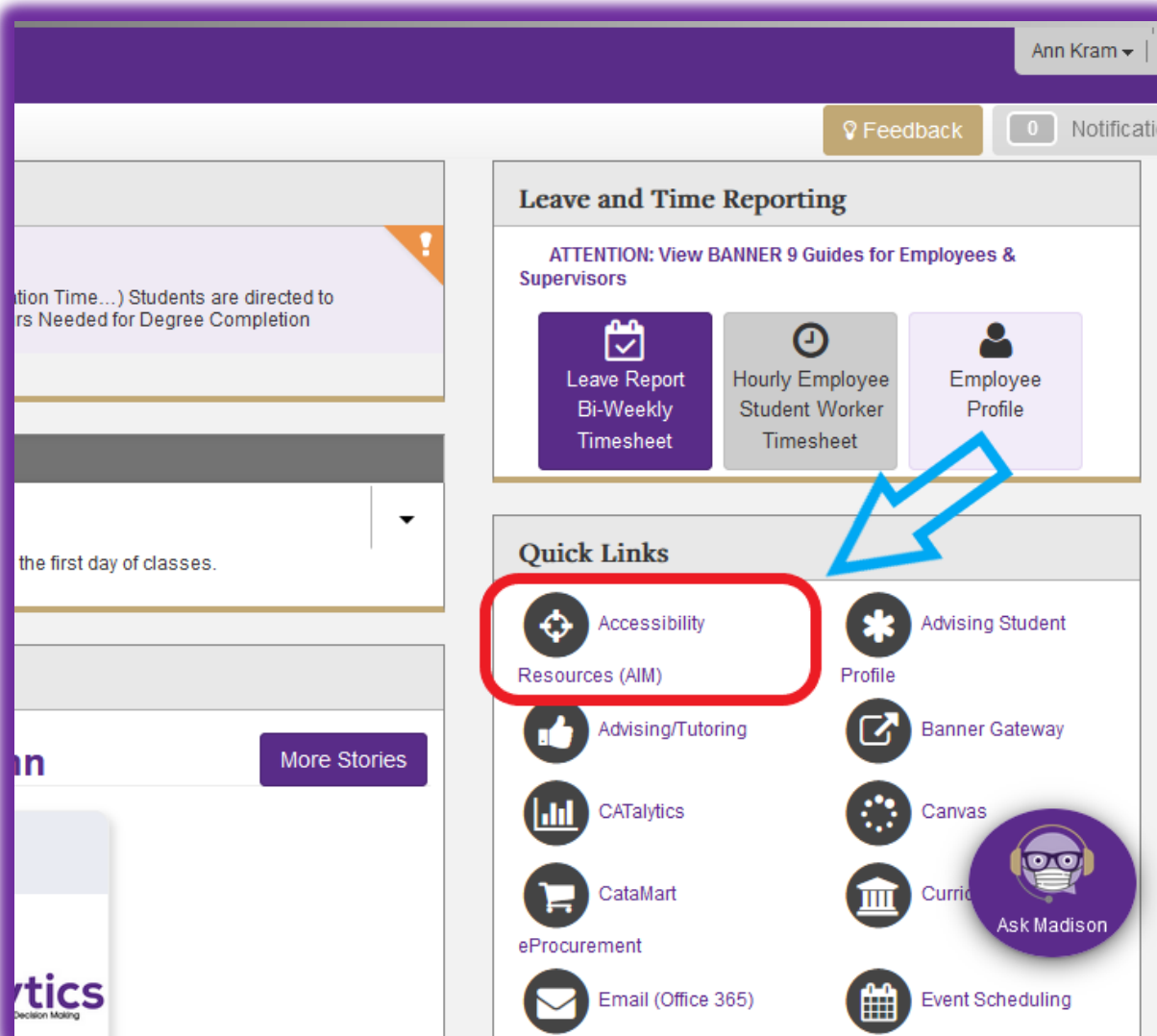
**Questions? Contact Us!**

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

Office of Accessibility Resources  
(828) 227-3886  
accessibility@wcu.edu  
Monday - Friday : 8AM - 5PM

**NEED HELP?** | **OFFICE OF ACCESSIBILITY RESOURCES**

You may access your AIM account anytime from your **MyWCU** page, under **Quick Links**. AIM is the first Quick Link, **Accessibility Resources (AIM)**. Once in AIM, Log in using **Student or Staff Sign In**.



Each time you login to **AIM**, this reminder will pop-up, asking you to review the schools FERPA policy. Click **Continue to View Student Accommodations** to continue.

The screenshot shows the 'INSTRUCTOR AUTHENTICATION PAGE' for user 'akram'. The page includes a navigation menu at the top with 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Testing Center'. Below the navigation is a breadcrumb trail: 'Home >> Instructor Homepage >> Instructor Authentication Page'. On the left side, there are three main sections: 'Login As Feature' with a 'Return to Staff' button; a 'Home' section with a link to 'OAR's Main Website'; and a 'Logout' section with a 'Log Out' button and a reminder to log out and close the browser. The main content area is titled 'INSTRUCTOR AUTHENTICATION PAGE' and contains a 'REMINDERS' section. This section includes a prompt to read the FERPA policy before completing the form, a paragraph explaining the policy, and a list of reminders. The second reminder, 'REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION', is circled in red. Below the reminders is a button labeled 'Continue to View Student Accommodations'. The footer contains 'NEED HELP?' with a link to 'Access Tutorials' and 'OFFICE OF ACCESSIBILITY RESOURCES' with a link to 'Western Carolina University'.

My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center

Home >> Instructor Homepage >> Instructor Authentication Page

**Login As Feature**

Return to Staff

Home

> OAR's Main Website

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

**INSTRUCTOR AUTHENTICATION PAGE**

Username: akram

**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?** | **OFFICE OF ACCESSIBILITY RESOURCES**

Access Tutorials | [Western Carolina University](#)

To view your students upcoming requests to test at the OAR, click **Alternative Testing** on the left-hand side.



Home >> Instructor Homepage >> Overview

**Login As Feature**  
Return to Staff

**Views and Tools**  
Overview  
Alternative Testing

**Logout**  
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.  
Log Out

**OVERVIEW**  
Previous Term Term: Spring 2023  
Click to Expand Advanced Search Panel

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**  
Legend:  
EXAM: Alternative Testing  
TEXT: Alternative Formats  
COMM: Communication Access  
NOTE: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File  
For Accommodation Export, Sort Column by: **Alphabetically** Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	TEX
<a href="#">View</a>	X001	BIOL	828	001	John (sample) Jackson (sample)	Yes		


OFFICE OF ACCESSIBILITY RESOURCES

Your students requested accommodation letters will also be listed on your profile. Simply click **View** to see them.

After clicking on **Alternate Testing**, your upcoming test requests will be listed (as shown below). Use the dropdown menu to choose your action (Step 1), Choose the exam requests you are uploading information for (Step 2) and click **Confirm your Selections** to input the testing information.

Here is where you may upload the same testing information and exams for multiple students, at one time. To do this simply check the box next to all the students who will have the same testing information and test!

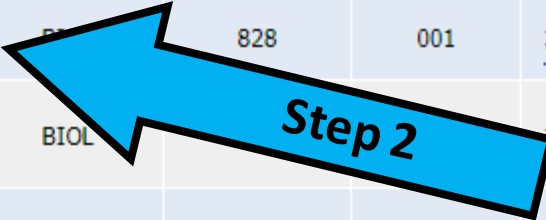
**STEP 1 - SELECT ACTION**

Available Tools:  

**STEP 2 - SELECT FROM THE FOLLOWING COURSES**

**Hint:** Check the box next to each student who should receive the exam you are uploading.

	<u>SBJ</u>	<u>CRS</u>	<u>SEC</u>	<u>Student Name</u>	<u>Type</u>	<u>Date</u>	<u>Time</u>	<u>Status</u>
<input type="checkbox"/>	BIOL	828	001	John (sample) Jackson (sample) <a href="#">View Accommodations</a>	Final	03/10/2023	08:00 AM	Completed (Taken)
<input type="checkbox"/>	BIOL	828	001	John (sample) Jackson (sample) <a href="#">View Accommodations</a>	Quiz	03/13/2023	08:00 AM	Processing - <a href="#">View Detail</a>
<input type="checkbox"/>	BIOL	828	001	John (sample) Jackson (sample) <a href="#">View Accommodations</a>	Exam/Midterm	03/16/2023	09:00 AM	Completed (Taken) Exam Instruction Specified
<input type="checkbox"/>	BIOL	828	001	John (sample) Jackson (sample) <a href="#">View Accommodations</a>	Exam/Midterm	03/17/2023	12:00 PM	Completed (Taken)



**STEP 3 - CONFIRMATION**

