

OAR – Test Request Process & AIM Instructions for Faculty

[OAR] New Exam Request

Hi,

██████████ in your course has submitted a new testing request.

Please click on the link below to complete the exam instructions at least **24 hours** prior to the test.

Completing this information ensures that whoever administers the test in our office has all of the needed information in one place.

Student: ██████████ (School ID: ██████████)

Class: ██████████

Exam Type: **Exam/Midterm**

Date: **Thursday, November 21, 2024**

Start Time: **10:00 AM**

Location: **137 Killian Annex**

Approved Accommodation(s):

- Extended time (up to 150% total time)
- OAR Test Proctoring, if needed
- Testing in a separate (reduced-distraction) area

If you would like to dispute the student request, please use the following link to let us know within **3** days after the request was first submitted:
[Dispute Exam Request](https://elbert.accessiblelearning.com/WCU/ExamFile.aspx?Step=Dispute&ID=E72434395372124&Key=HOokfGDT) (or copy and paste the following link to your browser: <https://elbert.accessiblelearning.com/WCU/ExamFile.aspx?Step=Dispute&ID=E72434395372124&Key=HOokfGDT>)

Please contact the student regarding this dispute.

If you have an exam in electronic format (pdf, word document, etc.), please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: [Upload Exam or Exam Instruction](https://elbert.accessiblelearning.com/WCU/ExamFile.aspx?ID=E72434395372124&Key=HOokfGDT) (or copy and paste the following link to your browser: <https://elbert.accessiblelearning.com/WCU/ExamFile.aspx?ID=E72434395372124&Key=HOokfGDT>).

Please don't hesitate to contact our office with any questions or concerns.

Kindest regards,

The OAR Team

Office of Accessibility Resources
Suite 137 Killian Annex
Cullowhee, NC 28723
accessibility@wcu.edu
828.227.3886 (tel.) 828.227.7320 (fax)
Office Hours: Monday-Friday 8 AM - 5 PM
<https://oar.wcu.edu>

The OAR Test Proctoring Center is available to students who are registered with the OAR, and who have approved testing accommodations. In the instance when a faculty member cannot provide testing accommodations to a student (such as extended time and separate setting), students may request to take an exam at the OAR Testing Center. It is the student's responsibility to submit requests to take an exam at the OAR Testing Center.

After students submit a request to take an exam at the OAR Test Proctoring Center, instructors will receive an automatic email from our AIM software, much like the image to the left. This email will be from accessibility@wcu.edu and will have the subject line [OAR New Exam Request]. This email will list the exam details which include: the students name, the course and section number, the date of the exam, the time of the exam, and the student's requested accommodations.

Upon reviewing this email, instructors have two options. You may either use the designated link in the email to dispute the exam request or use the designated link in the email to upload the exam and/or exam instructions.

An exam request should be disputed if the instructor does not approve of the requested date and time, or if there is no exam on the day requested. A dispute will allow us to remove the exam request from our system or resolve the issue as needed.

If the information in the email is correct, the faculty member should use the link in the email to upload the exam and/or exam instructions.

Clicking the [Upload Exam](#) or [Exam Instruction](#) link will open our AIM software in a web browser.

Here, instructors have two options: 1. the option to upload the student's exam, and 2. the option to upload the student's exam instructions.

If the student's exam is on paper, please upload the exam file *and* the exam instructions. This ensures that our proctors administer the exam in the way that you require.

If the student's exam is online, it is sufficient to only submit the exam instructions. However, if you have supplemental materials to provide the student with, such as formula sheets, you may upload these files using the upload exam button.

Exam instructions include: the amount of time allotted on the exam, the materials allowed, your preferred method of how to return the completed exam to you, and the best way to contact you during the exam. We may need to contact you during an exam if we experience technical difficulties logging into an online exam, or if the student has a question for the instructor (please note that this only applies if all students in the class are allowed to ask the instructor questions during the exam).

Western Carolina UNIVERSITY | Office of Accessibility Resources

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!

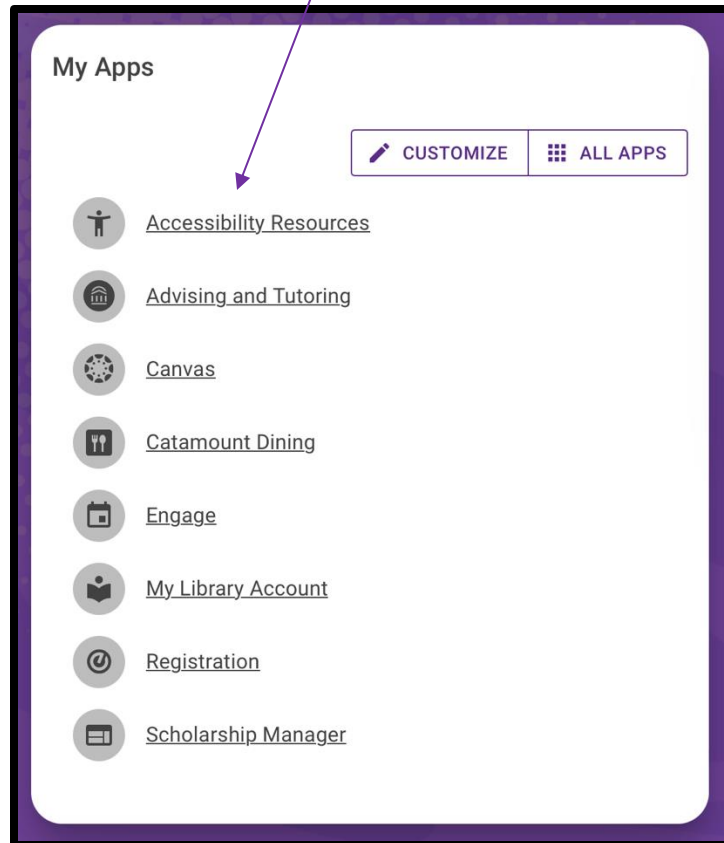
Please contact our office if you have any questions regarding Alternative Testing request.

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

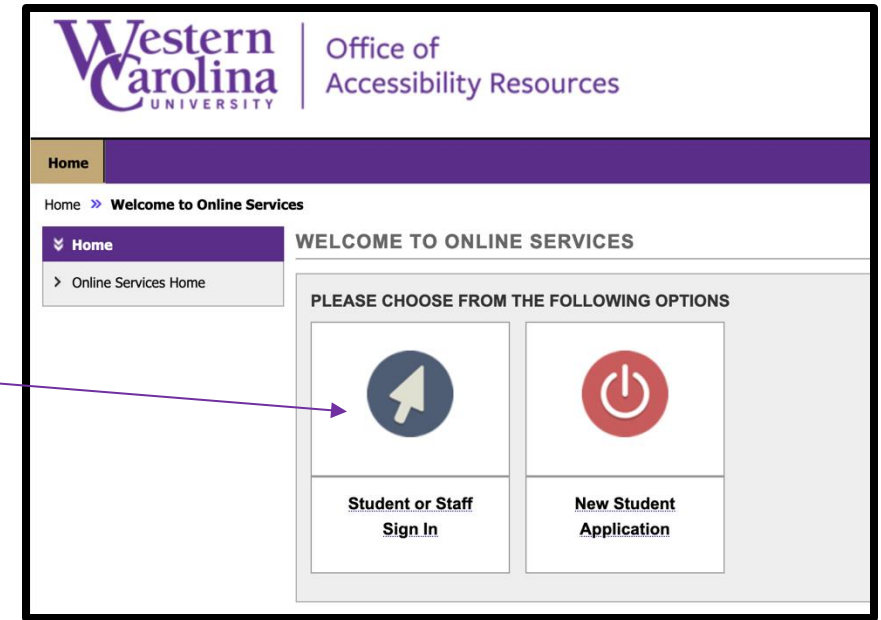
NEED HELP? | OFFICE OF ACCESSIBILITY RESOURCES

All WCU instructors have an AIM account that can be logged into using their WCU credentials. This account displays all student accommodation letters and exam requests in one place.

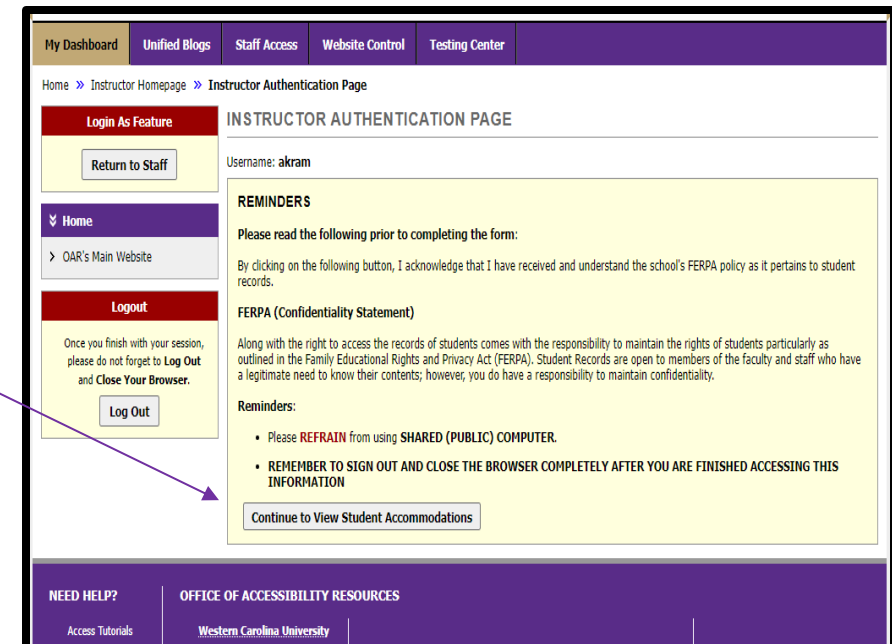
From your MyWCU page, you can access AIM through the Accessibility Resources app in the My Apps section. To add Accessibility Resources to your apps, click ALL APPS and “pin” Accessibility Resources.



Once AIM opens in a web browser, click Student or Staff Sign In to log into your AIM account.



Each time you log into AIM, you will be asked to review the schools FERPA policy. Click Continue to View Student Accommodations to continue.



Click on Alternative Testing to view all upcoming exam requests for your classes.

All accommodation letters that have been created for your classes will be listed here. To view a student's accommodation letter, click View next to the student's name.

Home » Instructor Homepage » Overview

OVERVIEW

[Previous Term](#) Term: Spring 2023

[Click to Expand Advanced Search Panel](#) Sort

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	TEXT
View	X001	BIOL	828	001	John (sample) Jackson (sample)	Yes		

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On the Alternative Testing page, all your upcoming exam requests will be listed.

1. Using the dropdown menu, choose whether you would like to: Upload File to Exam(s) or Submit Exam Instructions.
2. Click the boxes next to the exam request(s) that you are applying the exam file or instructions to. You may choose multiple students at once.
3. Click Confirm Your Selections.

STEP 1 - SELECT ACTION

Available Tools: **Specify Exam Instructions** ▾

- Upload File to Exam(s)
- Specify Exam Instructions
- Export All Exam Details

STEP 2 - SELECT COURSES

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

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	BIOL	512	01	View Accommodations	Exam/Midterm	04/09/2024	09:00 AM	Approved - View Detail Exam Uploaded: 1 Exam Instruction Specified
<input type="checkbox"/>	BIOL	412	01	View Accommodations	Exam/Midterm	04/09/2024	09:30 AM	Approved - View Detail Exam Uploaded: 1 Exam Instruction Specified
<input type="checkbox"/>	BIOL	512	01	View Accommodations	Exam/Midterm	04/09/2024	09:00 AM	Cancelled

STEP 3 - CONFIRMATION

If you have previously uploaded an exam file or exam instructions, and would like to review or edit them, you may click View Detail next to the exam request.

How to Add AIM to Your Safe Senders List

Student accommodation letters and exam requests are sent from AIM – a third-party software. Emails from AIM sometimes are inadvertently filed into spam folders on Outlook. To prevent this, please add AIM as a safe sender by following these instructions.

Go to your Outlook email inbox > Click the settings ‘gear’ in the upper right-hand corner > Click on Junk Email > Click +Add under Safe Sender and Domains > add the email noreply@elbert.accessiblelearning.com



Office of
Accessibility Resources

Killian Annex 137

accessibility@wcu.edu | oar.wcu.edu

828.227.3886 (tel.)

Office Hours: Monday-Friday 8 AM-5 PM

Please contact the Office of Accessibility Resources with questions about the OAR Test Proctoring Center. We look forward to hearing from you and working with you.

**– Ann Kram (ext. 2746)
Testing Coordinator**