

# AIM Guide for Instructors

## Testing Agreement

If a student in your course requests exam accommodations, two options are available:

1). The student can schedule tests in Exam Services or 2). You can provide these accommodations yourself. For exams in Exam Services, the students will use the Disability Services AIM online database system to schedule their exams. You will receive a Faculty Notification Letter via email which will have a link for the Testing Agreement. (\*See sample image below in the red textbox). Reminder, each course and section number will have a unique Testing Agreement link within the electronic version of the FNL.

**Please complete this testing agreement. <https://denali.accessiblelearning.com/TAMUCC/C>**

We ask you complete the Testing Agreement so that exams will be administered according to your directions. This link is specific to the student's class section, and only one Testing Agreement per section is needed for each semester. If you have more than one student requesting exam accommodations in a section, you need only complete the Testing Agreement once. In the event you receive a hardcopy of your FNL, you will also receive a hardcopy of the Testing Agreement to fill out. The student is responsible to return the completed Testing Agreement to Exam Services. The information from this form will be entered into our AIM system on the Instructor's behalf.

Your private contact information will not be shared with the student. Exam Services staff will contact you should there be any questions during an exam.

Before students can schedule exams, they are required to read and acknowledge the Exam Services Test Rules. <http://disabilityservices.tamucc.edu/testing-rules.pdf>

When a student schedules an exam or makes changes to a scheduled exam, you will receive an email notification. Please check that the exam is for the correct date/time.

For online exams which do not require a proctor, please confirm with the student that their extended time has been properly adjusted. No Testing Agreement is needed.

Just as previous semesters, to deliver exams to Exam Services:

- Email to: [exam.services@tamucc.edu](mailto:exam.services@tamucc.edu)
- Hand deliver to Corpus Christi Hall 116
- Fax to: 361-825-2536
- For extenuating circumstances, Exam Services will pick up the day before the scheduled exam.

If you have any questions, please contact Exam Services at 361-825-2155.