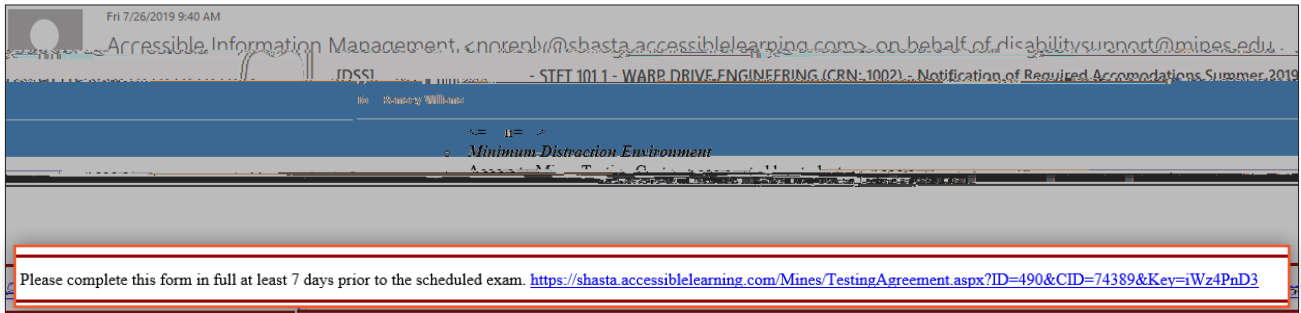


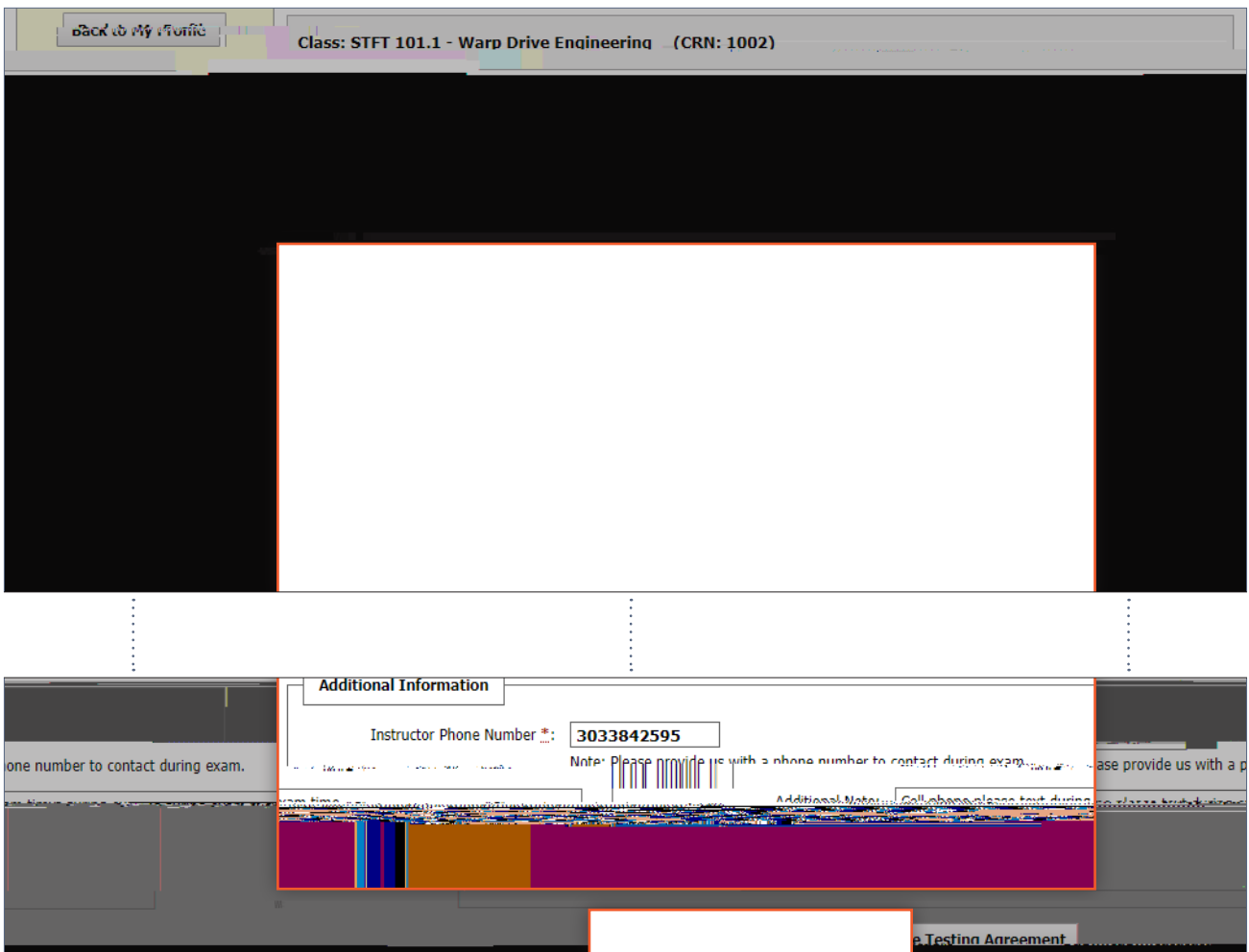
NEW Process for Accommodated Exams for Faculty

Complete a Testing Agreement at the beginning of the semester for each course (section).

STEP 1: When you receive an accommodation letter for a student in your course, click on the Testing Agreement link provided in the letter. Only one Testing Agreement is needed per course section.

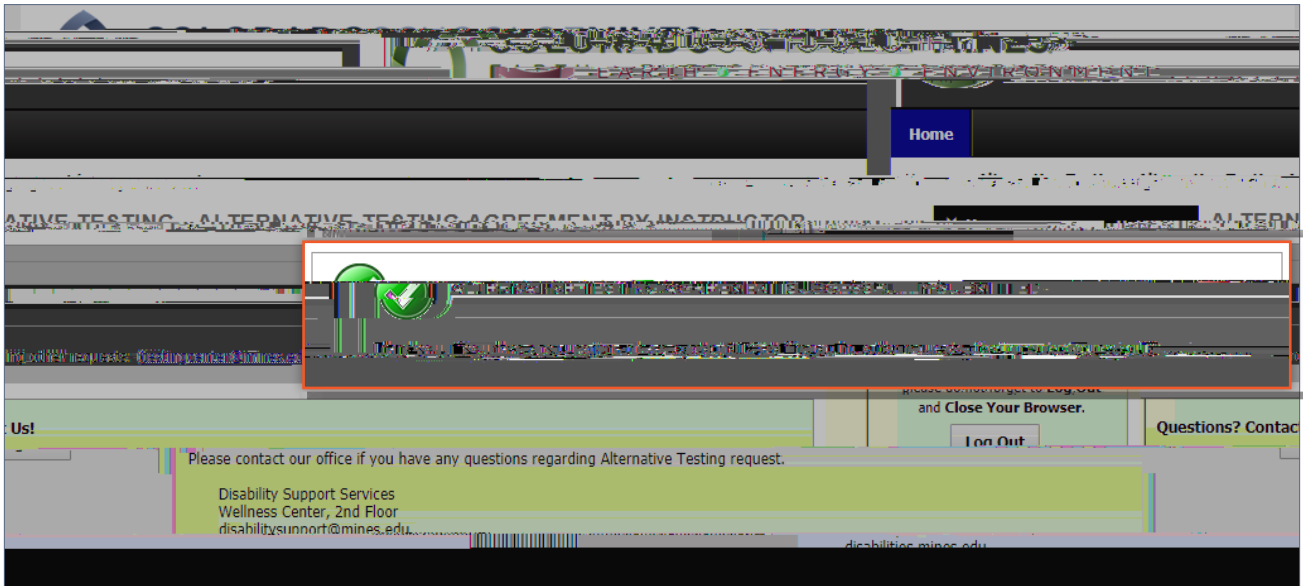


STEP 2: Complete all fields prior to submission. For DSS registered accommodation exams, this Testing Agreement replaces the exam request form on the Testing Center website.



STEP 3: A message indicating successful submission will populate. To make corrections, email testingcenter@mines.edu. No additional action is needed at this time until students begin to initiate exam requests in AIM. At that time, instructors will need to submit exams to the Testing Center (See below).

Instructors will receive confirmation emails when students request exams in AIM.



Getting the exam to the Testing Center. (Three options)

OPTION 1 (preferred)

STEP 1: Once a student requests an exam in AIM, instructors will receive an email with a link

