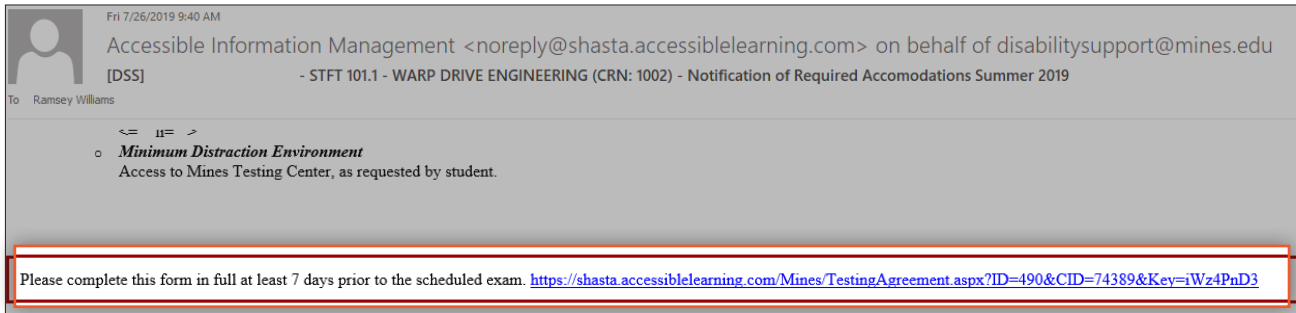


NEW Process for Accommodated Exams for Faculty

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.

Back to My Profile

Home
> Online Services Home

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

Class: STFT 101.1 - Warp Drive Engineering (CRN: 1002)

ALTERNATIVE TESTING AGREEMENT DESCRIPTION
Type: **Fall 19 Testing Agreement**
Testing Agreement Template 2019

FACULTY / STAFF INSTRUCTION
A student in your class has requested to use the Testing Center for their Testing Accommodations, please fill out the agreement below. The MTC is a campus entity available to faculty for exam administration, primarily to the accommodated student population.

Alternative Testing Agreement

- Permitted technologies or materials ***
Calculator, unit conversion/steam table handout (no handwritten information on print-out)
- Prohibited technologies or materials ***
This is closed-book exam. Thus, no textbook, no lecture slides, no personal notes, no computer/tablet/smartphone.

Additional Information

Instructor Phone Number *: **3033842595**
Note: Please provide us with a phone number to contact during exam.

Additional Note: Cell phone please text during exam time

Submit Alternative Testing Agreement

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.

The screenshot shows the Colorado School of Mines website. The header includes the logo and the text "COLORADO SCHOOL OF MINES EARTH • ENERGY • ENVIRONMENT". A navigation bar has "Home" selected. Below the navigation bar, the page title is "ALTERNATIVE TESTING - ALTERNATIVE TESTING AGREEMENT BY INSTRUCTOR". A sidebar on the left contains "Home", "Online Services Home", and "Logout" (with a note to log out and close the browser). The main content area features a green checkmark icon and the text "ALTERNATIVE TESTING AGREEMENT SUCCESSFULLY SUBMITTED". Below this, it says "Thank you, if you have any questions please contact MTC staff regarding other requests: (testingcenter@mines.edu)". A "Questions? Contact Us!" section provides contact information for Disability Support Services: "Disability Support Services, Wellness Center, 2nd Floor, disabilitysupport@mines.edu, disabilities.mines.edu".

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 to upload exam.

The screenshot shows an email interface. The header includes "FROM", "SUBJECT", and "RECEIVED". The email is from "testingcenter@mines.edu" with the subject "[DSS] New Exam Request". The body of the email contains the following text:

Accessible Information Management <noreply@shasta.accessiblelearning.com> on behalf of testingcenter@mines.edu
 [DSS] New Exam Request

To: Ramsey Williams

If you have questions regarding scheduling/logistics, please email: rwilliams@mines.edu
 For real-time contact with proctors during an exam, please use: minestestingcenter@gmail.com (accessed by student proctors) or call our front desk 303-384-2532 (this is outside the testing area)
 The form you submitted will be given to the proctor – if you have any additional instructions, please include those with the exams.
 If any change in test content or additional information is provided at the non-accommodated test, this information must be relayed to students at the Testing Center.

Student: **Tearrance Dunworth**
 Class: **DISNEY 101.123 - History of the Galactic Empire**
 Exam Type: **Exam**
 Date: **Monday, August 05, 2019**
 Start Time: **10:00 AM**
 End Time: **11:15 AM (75)**
 Location: **tbd**
 Approved Accommodation(s):

- Extra Time 1.50x

If you have an exam in electronic format, 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: <https://shasta.accessiblelearning.com/Mines/ExamFile.aspx?ID=E12507249626874&Key=amHdNztq>

Mines Testing Center
 1600 Jackson Street Suite 110 Golden, CO 80401
testingcenter@mines.edu | 303.384.2595

STEP 2: Click on link in email. Upload exam. There are options of uploading one exam for all students or different exams individually. Once complete, a confirmation email will be sent.

COLORADOSCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT

My Dashboard | Unified Blogs | Staff Access | Website Control

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 INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **15 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Class: **DISNEY 101.123 - HISTORY OF THE GALACTIC EMPIRE (CRN: 1001)**

Exam File Note (Optional):

Same Exams for Everyone: ▾

Note: Select Yes, if you would like us to use this file for all students that have scheduled exams for this same day and section.

Select File: **Ramz72_13929979.pdf**

OPTION 2

Email the exam to testingcenter@mines.edu.

OPTION 3

Drop off the test to the Testing Center at least 24 hours in advance during regular business hours: Monday – Thursday 8:00 a.m. – 5:00 p.m. or Friday 8:00 a.m. – 4:00 p.m.