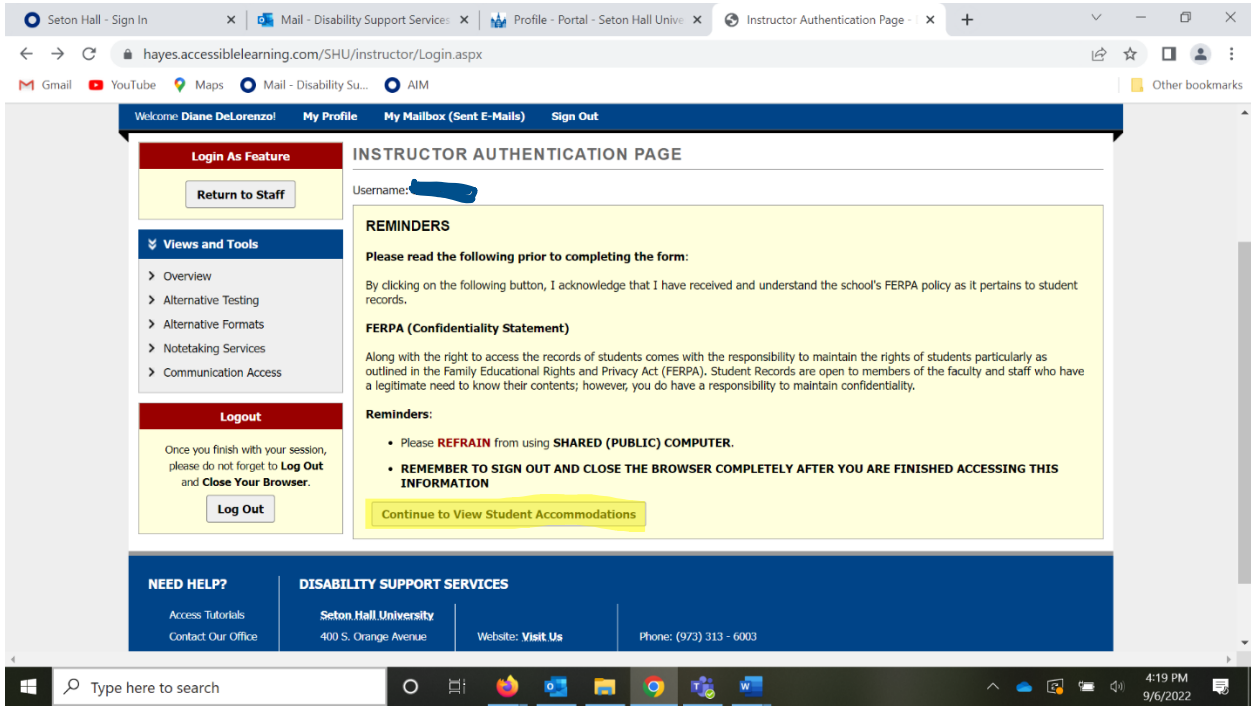


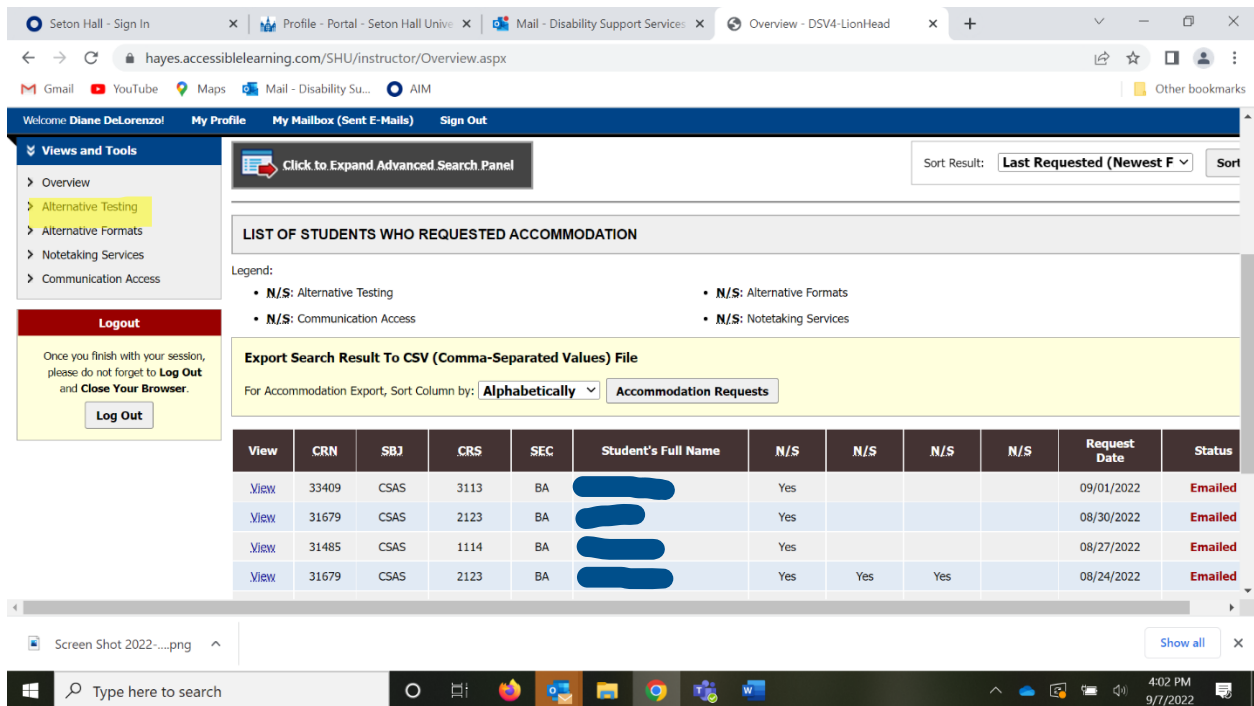
To provide an Alternate Testing Agreement:

Log into AIM with your PirateNet credentials: <https://hayes.accessiblelearning.com/SHU/>

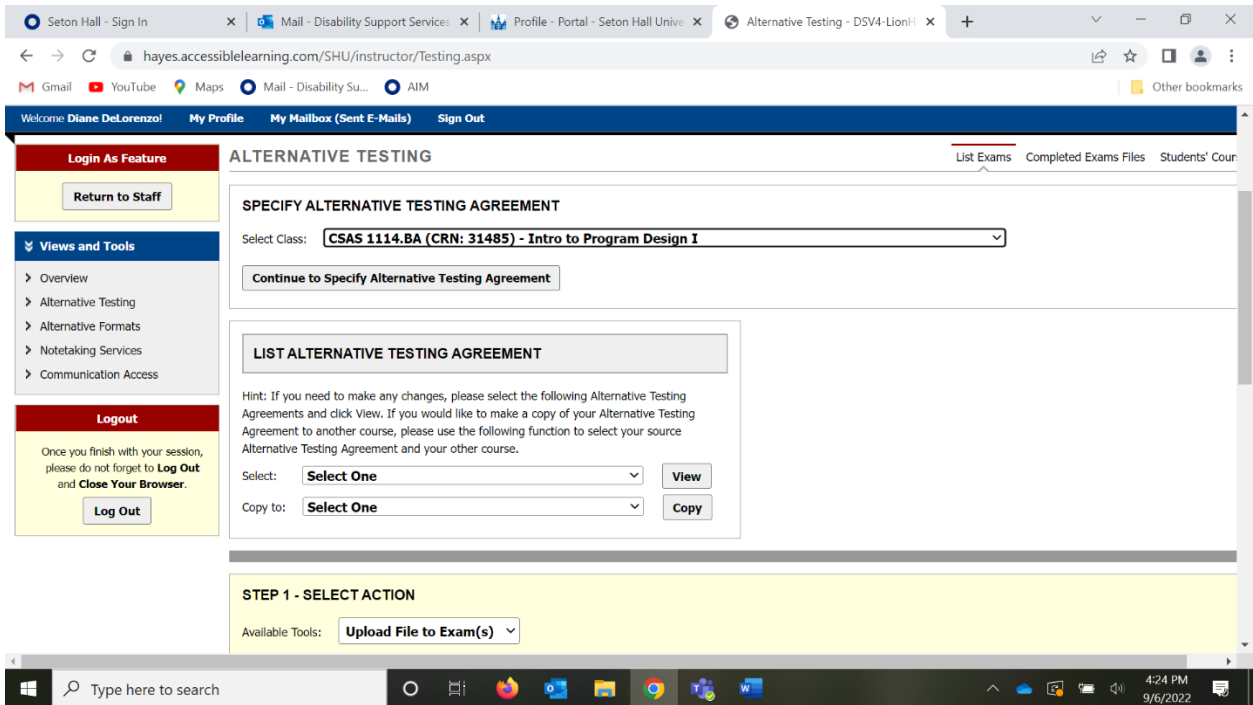
Select "Continue to View Student Accommodations".



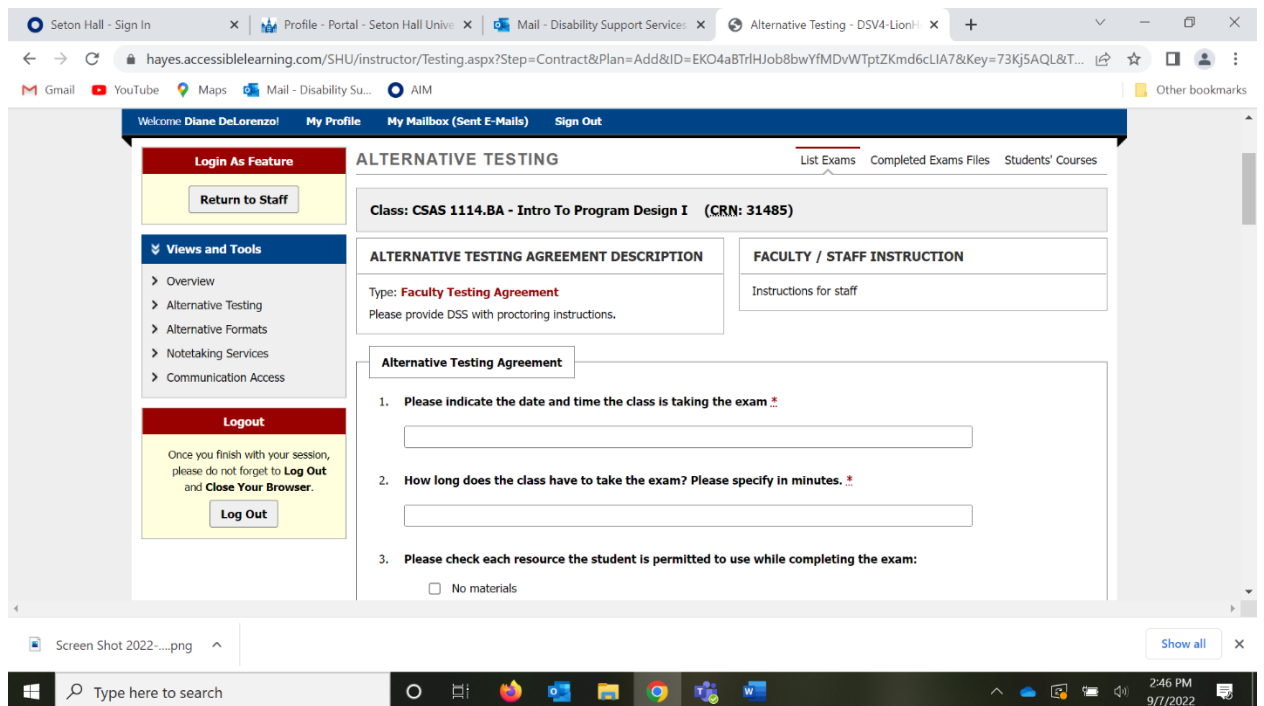
Here you will see a list of students that receive accommodations for your classes. You can select "View" to see these accommodations. Select "Alternative Testing" on the left to complete a testing agreement.



Select the course from the pull-down menu and click on “Continue to Specify Alternative Testing Agreement”. **You can and should also edit a previous testing agreement already submitted if there’s a difference in timing on this exam, aids allowed, passwords, etc.** You can also copy the agreement to another course using the information in the “LIST ALTERNATE TESTING AGREEMENT” box.



Answer all questions to complete the Alternative Testing Agreement to provide proctoring information. Submit when completed.



You may upload the exam and choose the students that should receive the exam. Click on “Confirm your selections”

The screenshot shows a web browser window with several tabs open: 'Seton Hall - Sign In', 'Mail - Disability Support Services', 'Profile - Portal - Seton Hall Unive...', and 'Alternative Testing - DSV4-LionH...'. The address bar shows the URL 'hayes.accessiblelearning.com/SHU/instructor/Testing.aspx'. The page content is divided into three main sections:

- STEP 1 - SELECT ACTION**: Contains an 'Available Tools:' label and a dropdown menu with 'Upload File to Exam(s)' selected.
- STEP 2 - SELECT FROM THE FOLLOWING COURSES**: Includes a 'Hint: Check the box next to each student who should receive the exam you are uploading.' and a table with the following data:

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	CSAS	2123	BA	Joseph Lakhman View Accommodations	Quiz	09/09/2022	12:00 PM	Processing - View Detail
- STEP 3 - CONFIRMATION**: Contains a 'Confirm Your Selections' button.

Below these sections, a red message states 'No Exam Has Been Uploaded'. At the bottom, there is a 'Questions? Contact Us!' section with a link to 'Please contact our office if you have any questions regarding Alternative Testing request.' The Windows taskbar at the bottom shows the search bar, task view, and system tray with the time '4:25 PM' and date '9/6/2022'.