To provide an Alternate Testing Agreement:

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

Select "Continue to View Student Accommodations".
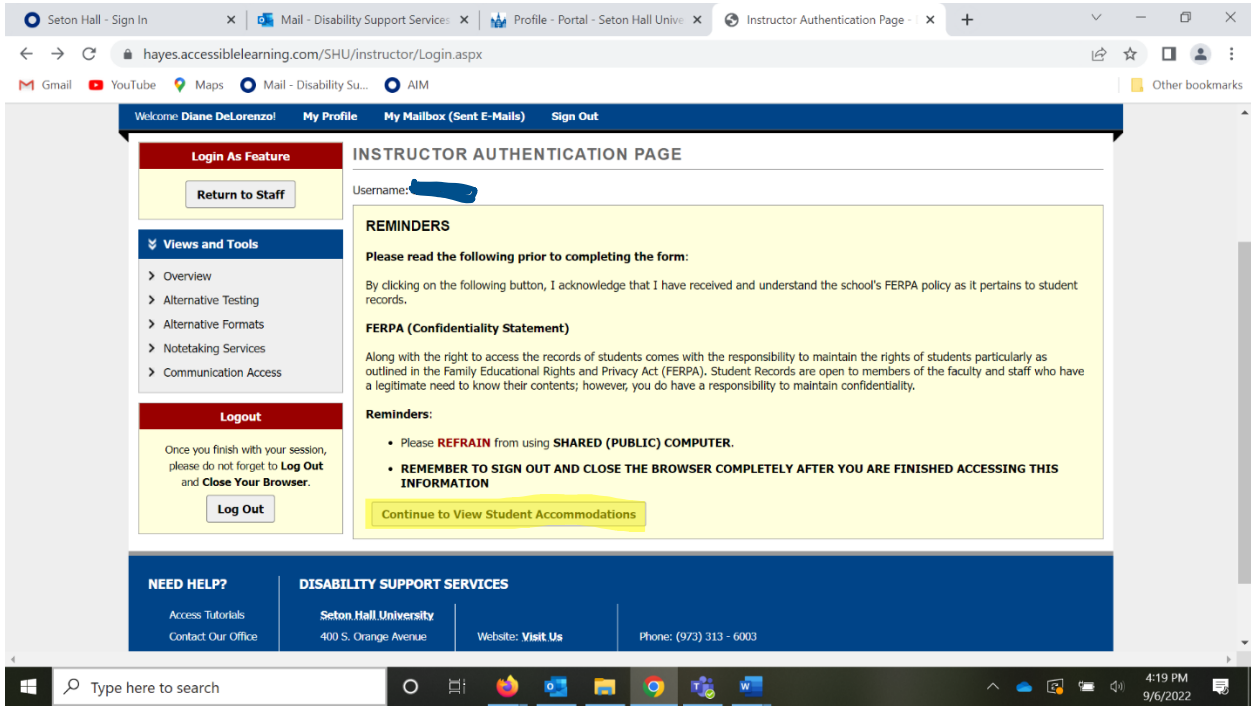
Here you will see a list of students that receive accommodations for your classes. You can select "View" to see these accommodations. Select "Alternative Testing" on the left to complete a testing agreement.
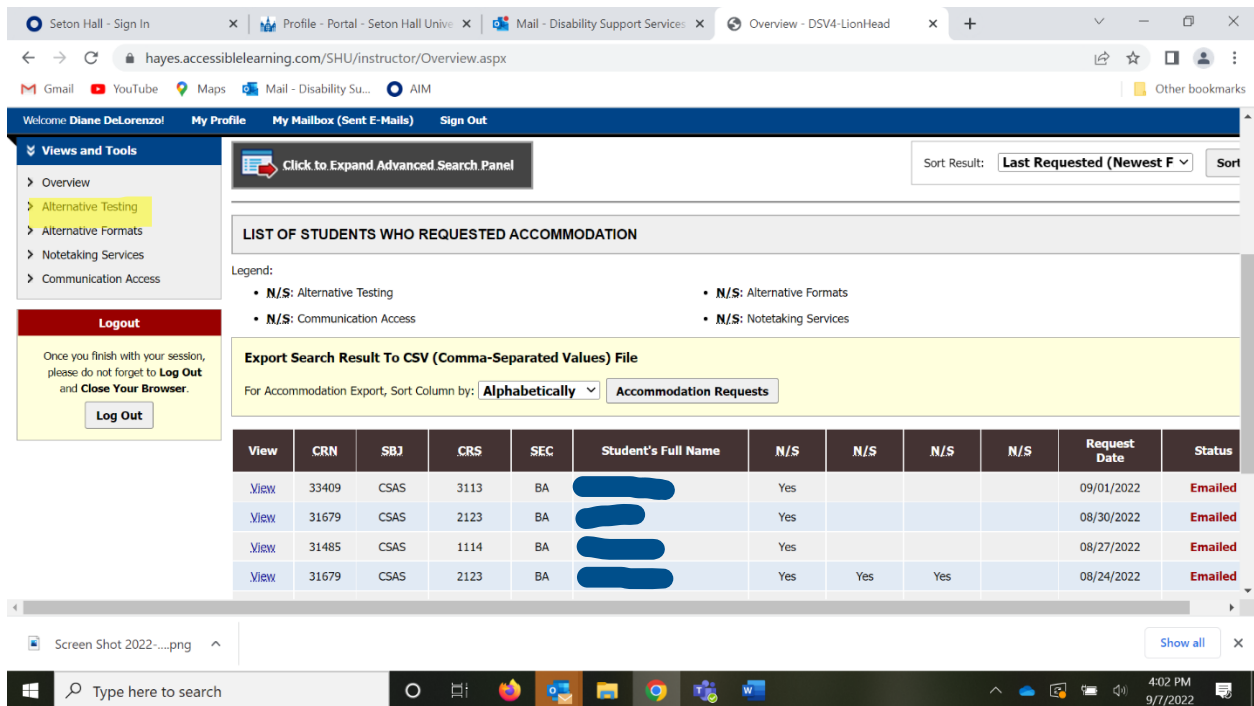
Select the course from the pull-down menu and click on "Continue to Specify Alternative Testing Agreement". **You can and should also edit a previous testing agreement already submitted if there's a difference in timing on this exam, aids allowed, passwords, etc**. You can also copy the agreement to another course using the information in the "LIST ALTERNATE TESTING AGREEMENT" box.
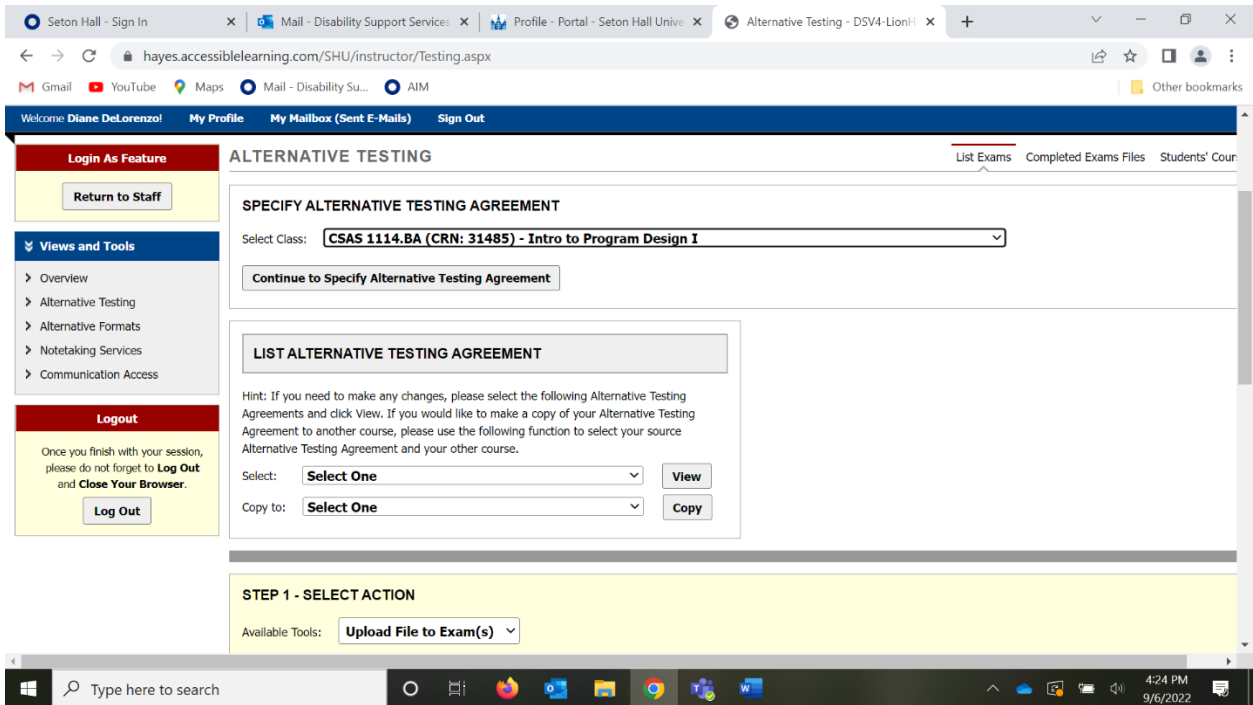
Answer all questions to complete the Alternative Testing Agreement to provide proctoring information. Submit when completed.
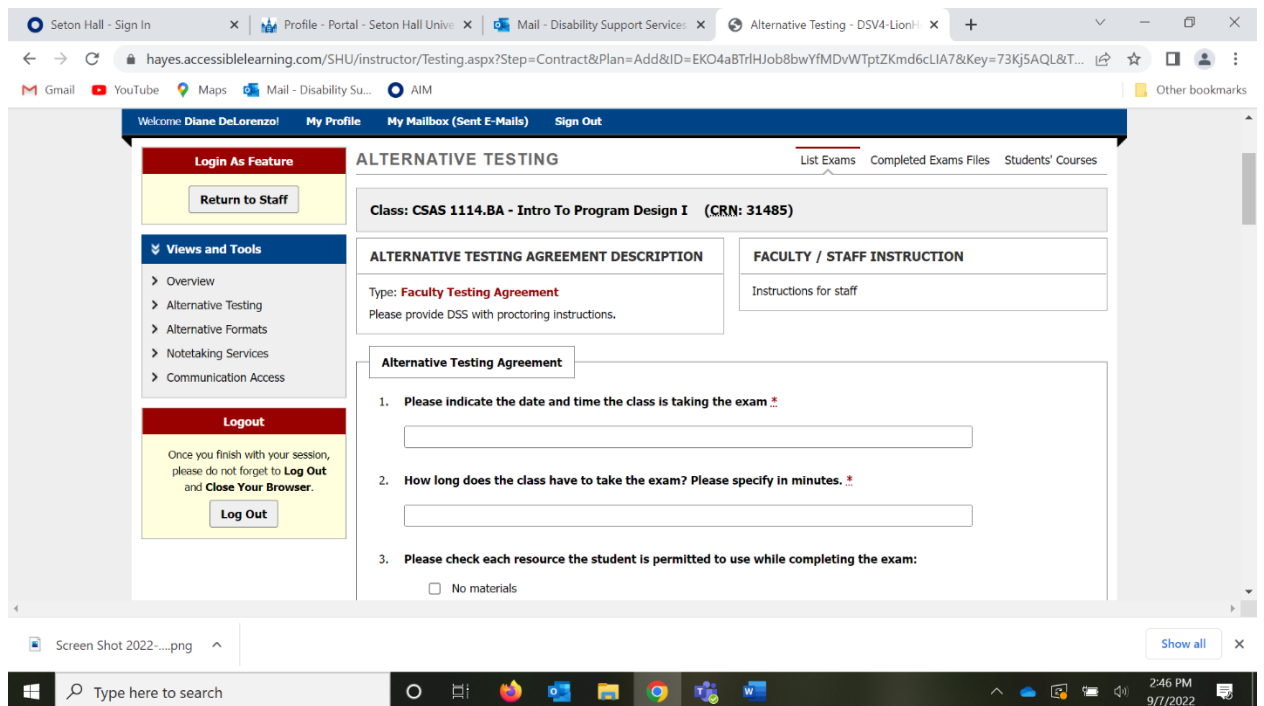
You may upload the exam and choose the students that should receive the exam. Click on "Confirm your selections"