How to Complete the Alternative Testing Agreement

➢ Log in to AIM: access.gsu.edu -> Faculty Resources -> AIM – Faculty Log in.

➢ Click on “Continue to View Student Accommodations”
➢ Click on “Alternative Testing”.

➢ Click “Continue to Specify Alternative Testing Agreement”.

Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.
Access & Accommodations Center (AACE)
Georgia State University
Tel: 404-815-1561 | Fax: 404-815-1563
➢ Complete agreement.

➢ Click “Submit Alternative Agreement”.

FACULTY / STAFF INSTRUCTION

Testing dates and times scheduled with AACE must match the testing schedule on the course syllabus, unless the student’s testing extended time interferes with his/her ability to be on time to the next class. This typically happens when students have back to back schedules. In this case, students can start the test earlier or take it at another time during the day. Instructors and students should meet to discuss the alternatives.

Alternative Testing Agreement

1. Please provide your testing dates and times in the following format: day of the week, date, start time. For example: Monday, 01/15/2023, 8:30 AM.

2. Please check all materials that are allowed for your quizzes/exams/finals.
   - No additional materials are allowed on any of my exams.
   - Different materials will be allowed for each exam. Please provide us with instructions for each exam (with date) below. (Specify below)
   - Scantron

Additional Information

Instructor Phone Number:

Additional Note:

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