

Retrieving a Completed Exam from AIM

One of the return options instructors can request is to have their exam scanned and uploaded to the AIM portal after the exam is completed. Instructors should receive an email when the exam file(s) are uploaded which includes these instructions:

1. Review the FERPA (Confidentiality Statement) then select **Continue to View Student Accommodations**.

The screenshot shows the 'INSTRUCTOR AUTHENTICATION PAGE' in the AIM portal. At the top, there are navigation tabs: 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Proctor'. Below these, a breadcrumb trail reads 'Home > Instructor Homepage > Instructor Authentication Page'. The main heading is 'INSTRUCTOR AUTHENTICATION PAGE'. A 'Username:' field is present. A yellow 'REMINDERS' box contains the following text: 'Please read the following prior to completing the form: By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records. FERPA (Confidentiality Statement) Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Reminders: • Please REFRAIN from using SHARED (PUBLIC) COMPUTER. • REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION'. A red-bordered button labeled 'Continue to View Student Accommodations' is highlighted. To the left, there are two sidebar sections: 'Views and Tools' with links for Overview, Course Syllabus, Alternative Testing, Alternative Formats, Notetaking Services, and Deaf and Hard of Hearing; and 'Important Dates' with entries for March 27 (Registration Opens for Summer), April 24 (Last day to drop with an automatic grade of 'W'), and May 17 (End of Term). At the bottom left, a 'Logout' section contains a 'Log Out' button and a reminder to log out and close the browser.

2. After reviewing the FERPA statement, select **Accessible Testing**. This will automatically open the page under *List Exams*.

The screenshot shows the 'ACCESSIBLE TESTING' page. At the top, there are navigation tabs: 'Login As Feature', 'Return to Staff', 'List Exams', 'Completed Exams Files', and 'Students' Courses'. The 'List Exams' tab is highlighted. The main heading is 'ACCESSIBLE TESTING'. A green checkmark icon is followed by the text 'SYSTEM UPDATE IS SUCCESSFUL' and 'The system has successfully processed your request.' Below this, there is a button labeled 'LIST TESTING AGREEMENT WITH DISABILITY RESOURCES'. On the left, there is a sidebar with 'Views and Tools' and a link for 'Accessible Testing' highlighted with a red box.

3. Navigate to **Completed Exam Files** by clicking the link at the top right of the page.

[Login As Feature](#)
ACCESSIBLE TESTING
List Exams [Completed Exams Files](#) [Students' Courses](#)

[Return to Staff](#)

Views and Tools

- > Overview
- > [Accessible Testing](#)

LIST TESTING AGREEMENT WITH DISABILITY RESOURCES

Hint: If you need to make any changes, please select the following Testing Agreement with Disability Resources and click View. If you would like to make a copy of your Testing Agreement with Disability Resources to another course, please use the following function to select your source Testing Agreement with Disability Resources and your other course.

Alternatively, to see completed exam files that have been uploaded to AIM, scroll to the bottom of the list exams page, then click **Show All Completed Exam Files**.

List Upcoming Exam Files

Show All Completed Exam Files

4. Click **View** next to the student's name.

LIST COMPLETED EXAMS BY STUDENTS (SORTED BY LAST UPLOADED)

List Upcoming Exam Files

Show All Completed Exam Files

View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	DRTC	201	500	Harry Potter	01/21/2022	03:45 PM	Sample Exam Doc (File Name: 0121GJ5) Sample Documentation File.pdf Uploaded on: 01/21/2022 at 03:49:41 PM Exam Completed by Student

5. A security code will be emailed to the instructor(s) of record. (The verification code expires in 20 minutes)
6. Enter the security code in the field provided. The exam can now be downloaded by the instructor.

ACCESSIBLE TESTING List Exams [Completed Exams Files](#) [Students' Courses](#)

Important Note: Code for Verification was sent to your email.
Please check your email right away since the code is only available for **20 minutes**. If you need a new code, simply click on **Back to Exam List**, try to download the file again.

Important Note: Verification code will **APPLY** to all available exams per login session.

Verification

Code *:

Verify Code

Back to Exam List