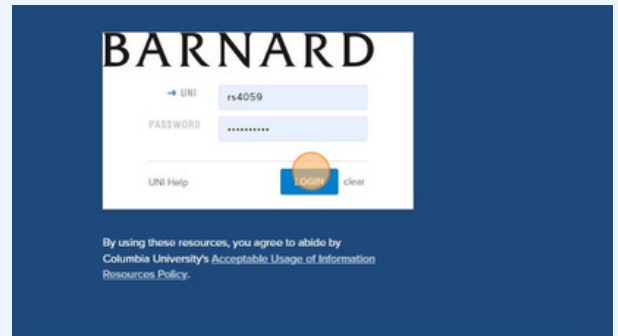
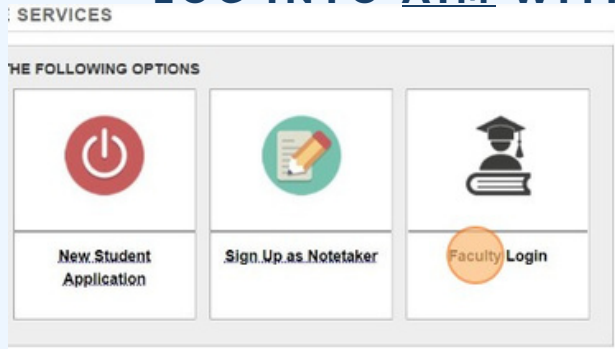


ALTERNATIVE TESTING CONTRACT



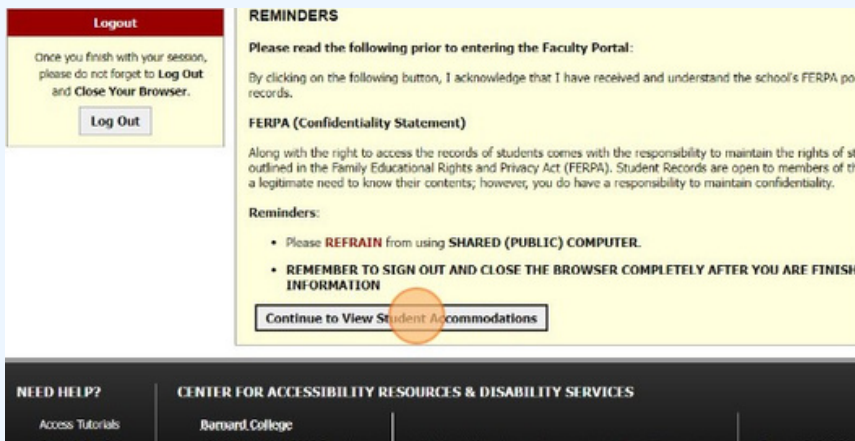
Students with testing accommodations require faculty to submit an Alternative Testing Contract before they can schedule their exams with CARDS. Scan the QR code for <1 min how-to steps!

LOG INTO AIM WITH YOUR FACULTY UNI



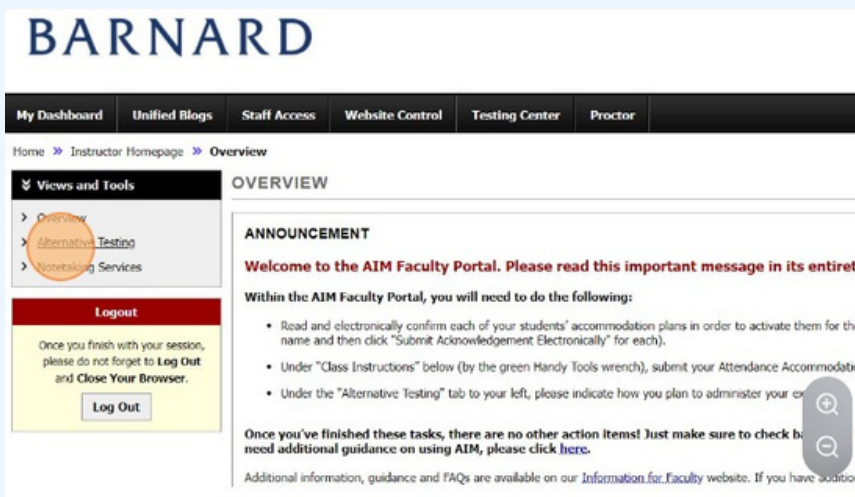
Log into AIM using your UNI.

CONTINUE TO VIEW STUDENT ACCOMMODATIONS



If you haven't already viewed and electronically acknowledged student accommodations, do so by pressing 'Continue to View Student Accommodations.'

Additional steps for acknowledging accommodations can be found in the module.



Click 'Alternative Testing' on the lefthand side under the 'Views and Tools' tab.

ALTERNATIVE TESTING CONTRACT



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ACCESS AND COMPLETE TESTING CONTRACT

The purpose of the testing contract is to let CARDS and proctors know the exam parameters. This includes whether the exam allows notes, calculators, formula sheets, etc. Exam drop off and pick up methods are also outlined in this contract. Please note, CARDS only proctors in-person exams. Select 'Continue to Specify Alternative Testing Contract.'

ard Unified Blogs Staff Access Website Control Testing Center Proctor

structor Homepage >> Alternative Testing

ALTERNATIVE TESTING

SPECIFY ALTERNATIVE TESTING CONTRACT

Select Class: **CRDS BC4321.02 (CRN: 54321) - CARDS Team Updating AIM Test Course**

Continue to Specify Alternative Testing Contract

PROCTORING YOUR OWN EXAM

CARDS encourages faculty members to have a plan for providing students with their alternative testing accommodations. The ease (at least 24 hours provided for submission), which usually eliminates the need for individual testing accommodation, or to have timed exams proctored. If you have timed exams through Canvas/ Courseworks, please refer to our *Assigning Additional Time to Canvas/Courseworks* for students with testing accommodations. Within this guide, please note our parameters for calculating extended time for specific

If you are requiring in-person proctoring, you may either proctor these exams yourself, or you are welcome to fill out

Select Class: **CRDS BC4321.02 (CRN: 54321) - CARDS Team Updating AIM Te** Type: **Select One**

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

Log Out

Barnard College CARDS Online Alternative Testing Contract

submitting or to our information available receipt of this notice test requests to use Please submit any r cards@barnard.edu scheduled exam da

Alternative Testing Contract

1. **Please indicate how your exam(s) will be given:**

Timed exam(s) proctored virtually over Zoom. Note that CARDS is unable to

Timed exam(s) proctored in person in the classroom. Note that CARDS is only person classroom exams.

Additional Note or Comment

2. **For in person exams, please indicate any special procedures you will use for apply.**

Use of calculator permitted

Use of open notes permitted (Indicate what types of notes are permitted AND notes page(s) turned in with the exam) (Specify Below)

Use of faculty provided formula sheets permitted: Please send these to us w

Use of open book permitted: Which book(s) are allowed? (Specify Below)

Closed Book/Closed Notes Exam

Listening section on exam: Please indicate how you will send us the listening

Powerpoint Slides for exam questions: Please indicate how you will send us t (Specify Below)

Timed exam(s) proctored in person in the classroom. Note that CARDS is only person classroom exams.

Additional Note or Comment

Select and complete all proctoring instructions that apply to the exams in your course.

ALTERNATIVE TESTING CONTRACT



Students with testing accommodations require faculty to submit an Alternative Testing Contract before they can schedule their exams with CARDS. Scan the QR code for <1 min how-to steps!

ACCESS AND COMPLETE TESTING CONTRACT (CONT)

Use the 'Additional Note or Comment' field to specify what notes and slides are allowed to ensure fidelity of your exam. This can include how many pages, single or double sided, etc.

Use of open notes permitted (Indicate what types of notes are permitted AND if you notes page(s) turned in with the exam) (Specify Below)

Use of faculty provided formula sheets permitted: Please send these to us with the e

Use of open book permitted: Which book(s) are allowed? (Specify Below)

Closed Book/Closed Notes Exam

Listening section on exam: Please indicate how you will send us the listening section

Powerpoint Slides for exam questions: Please indicate how you will send us the Pow (Specify Below)

Other Instructions (Specify Below)

No special procedures

Additional Note or Comment

3. If CARDS is proctoring your in person exam, how will you deliver the exam to CAR exam? *

I will upload it to the AIM system via the link I receive in the reminder email.

I will email the exam to cards@barnard.edu.

Not applicable

Additional Note or Comment

4. If CARDS is proctoring your in person exam, how would you like CARDS to re during Finals) to you upon completion? We will only return exams to you us

Hold it at CARDS for me or my TA to pick-up during business hours Monday-Fri call CARDS at 212-854-4634 for the day's pick up location in advance (101 Alt Hall)

Send it to my mailbox or office on campus in a signed/sealed envelope during window. Exams are delivered once a day when most proctored exams for the to office closing at 5pm. Please note if your student finishes an exam after we deliveries we will deliver the following day in the morning if we have a student so, otherwise the delivery will happen the following afternoon. Please give us mailbox location for exam delivery. (Specify Below)

Scan and return exams to me via email or upload to the AIM portal. I underst download the file by logging in to my AIM faculty portal account. Please allow hours from the exam completion time for upload

Not applicable

My Profile My Mailbox (Sent E-Mails) Sign Out

Not applicable

Additional Note or Comment

5. If CARDS is proctoring your in person final exam, please indicate how you you. *

Hold it at CARDS for me or my TA to pick-up during business hours Monday-Fri call CARDS at 212-854-4634 for the day's pick up location in advance (101 Alt Hall)

Send it to my mailbox or office on campus in a signed/sealed envelope during window. Exams are delivered once a day when most proctored exams for the to office closing at 5pm. Please note if your student finishes an exam after we deliveries we will deliver the following day in the morning if we have a student so, otherwise the delivery will happen the following afternoon. Please give us mailbox location for exam delivery. (Specify Below)

Scan and return exams to me via email or upload to the AIM portal. I underst download the file by logging in to my AIM faculty portal account. Please allow hours during final exams from the exam completion time for upload

Not applicable

Additional Note or Comment

Choose the method you will use to deliver and pick up your exams. Please note we ask that exams are sent within 24 hours of the scheduled testing time. Please note if you choose to have your exams scanned and emailed, it can take up to 24-48 hours to be sent. If you select hold for pick up, you will receive an email stating when the exam is ready for pickup.

ALTERNATIVE TESTING CONTRACT



Students with testing accommodations require faculty to submit an Alternative Testing Contract before they can schedule their exams with CARDS. Scan the QR code for <1 min how-to steps!

COMPLETE EXAM LENGTH AND CONTACT INFO

my application

Additional Note or Comment

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final Minutes

Midterm Minutes

Quiz Minutes

Test Minutes

Additional Information

Instructor Phone Number

Hint: Enter 10-digit number only.

Provide the regular class exam length for each type of exam. CARDS will use this information to calculate individual student extended time accommodations. If you do not give quizzes or tests, you may leave those boxed blank but we do need final exam and midterm lengths.

Final Minutes

Midterm Minutes

Quiz Minutes

Test Minutes

Additional Information

Instructor Phone Number

Hint: Enter 10-digit number only.

Additional Note:

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

Provide instructor phone number to allow us to communicate with you if necessary on the day of the exam. If you'd like to share an additional contact, such as a TA, you can do so in the 'Additional Note' section.

Submit and you are done! Students are now able to schedule exams in your class with CARDS.