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.
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**ALTERNATIVE 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.'

Select and complete all proctoring instructions that apply to the exams in your course.
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**ALTERNATIVE TESTING CONTRACT**

**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.

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.
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**COMPLETE EXAM LENGTH AND CONTACT INFO**

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.

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.