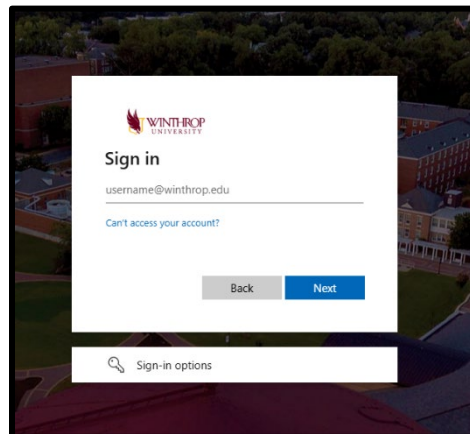


## **Modifying/Adding Exam Details to a Course Instruction Form**

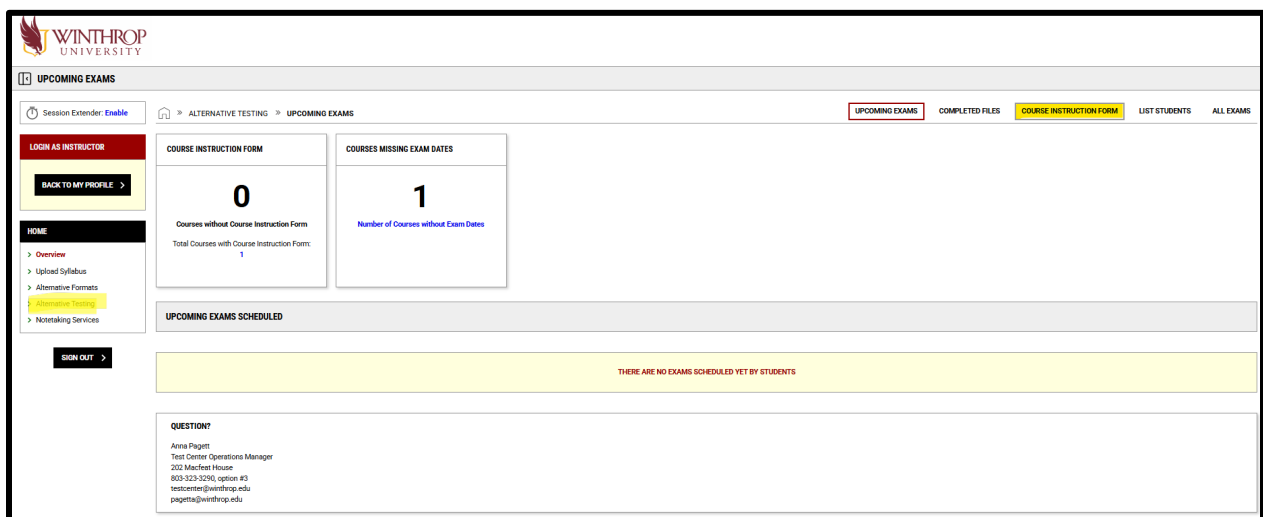
Once a Course Instruction Form has been completed, you can modify or add additional information to it using the following instructions.

1. Go to the following link: [Instructor AIM Portal](#). Enter the same login credentials as you would use for your Winthrop email account and Wingspan.

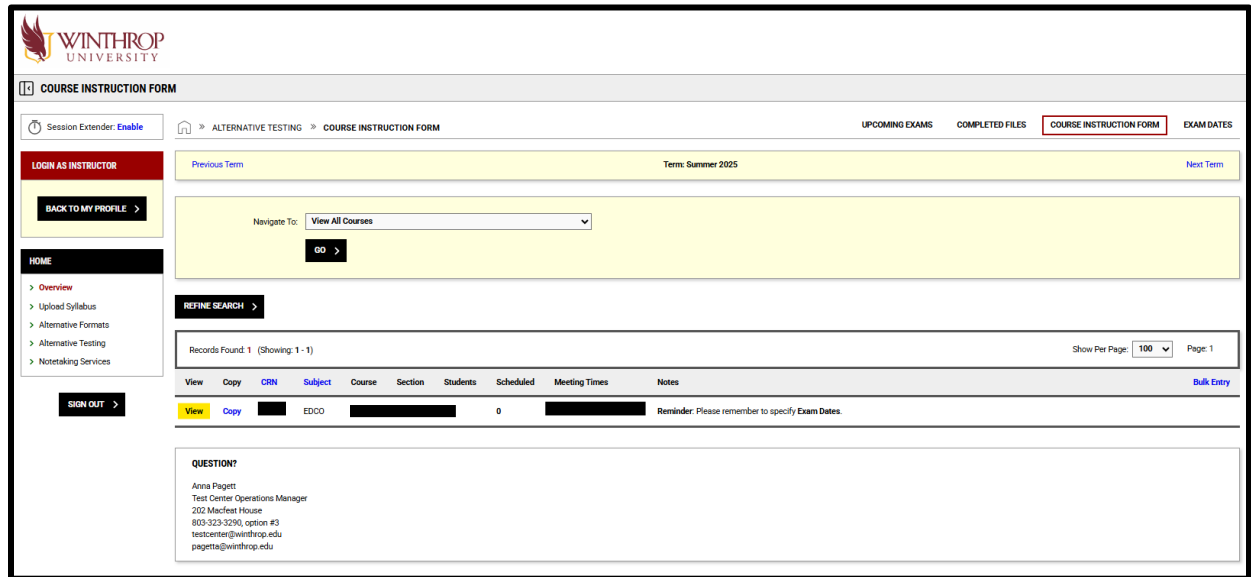


After logging in each time, you will be required to read and acknowledge a FERPA Confidentiality Statement before viewing a student's accommodation.

2. Go to "Alternative Testing" on the left side under "Home."
3. From the top menu, select "Course Instruction Form."



- Select "View" on the row with the class for which testing details need to be modified.



WINTHROP UNIVERSITY

COURSE INSTRUCTION FORM

Session Extender: [Enable](#)

ALTERNATIVE TESTING > COURSE INSTRUCTION FORM

UPCOMING EXAMS COMPLETED FILES **COURSE INSTRUCTION FORM** EXAM DATES

Previous Term Term: Summer 2025 Next Term

Navigate To: [View All Courses](#)

GO

REFINE SEARCH

Records Found: 1 (Showing: 1 - 1)

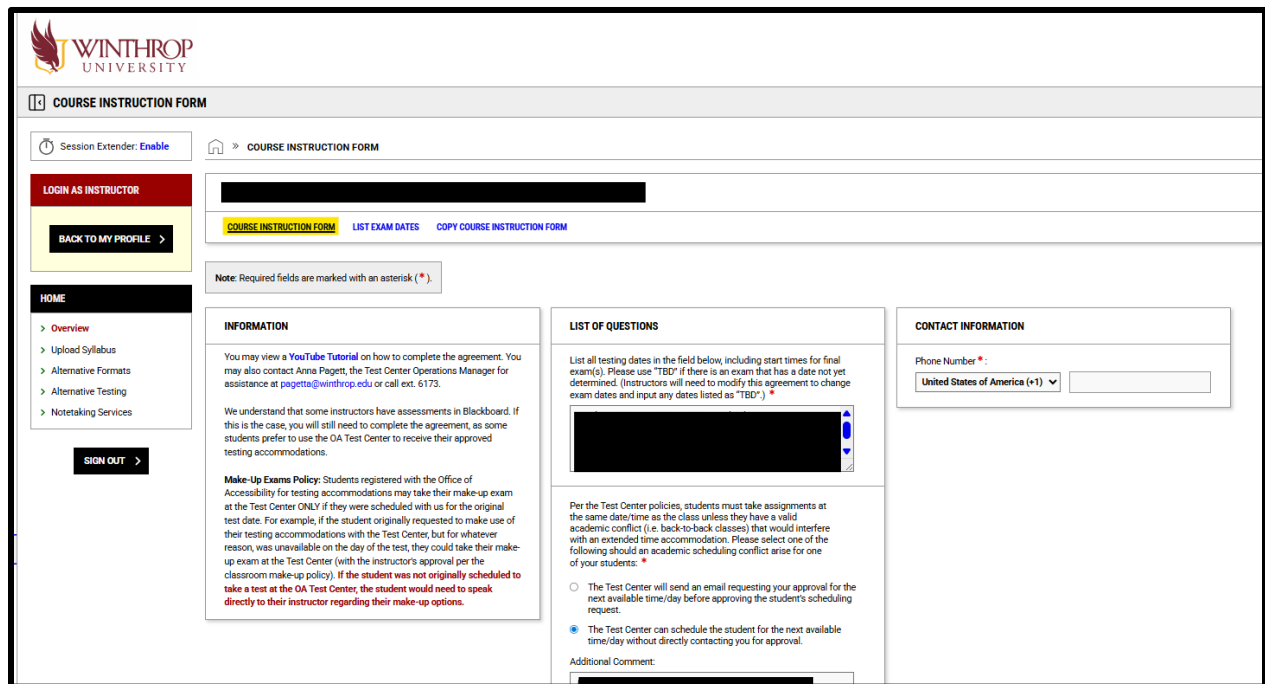
Show Per Page: 100 Page: 1

View	Copy	CRN	Subject	Course	Section	Students	Scheduled	Meeting Times	Notes
<a href="#">View</a>	<a href="#">Copy</a>		EDCO			0			Reminder: Please remember to specify Exam Dates.

**QUESTION?**

Anna Pagett  
Test Center Operations Manager  
202 Macfeet House  
803-323-3290, option #3  
testcenter@winthrop.edu  
pagetta@winthrop.edu

- Here you can modify the Course Instruction Form, as needed. Please note that this page will adjust information related to **all** exams in the course you selected for the semester.



WINTHROP UNIVERSITY

COURSE INSTRUCTION FORM

Session Extender: [Enable](#)

ALTERNATIVE TESTING > COURSE INSTRUCTION FORM

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE

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Overview

Upload Syllabus

Alternative Formats

Alternative Testing

Notetaking Services

SIGN OUT

**COURSE INSTRUCTION FORM** LIST EXAM DATES COPY COURSE INSTRUCTION FORM

Note: Required fields are marked with an asterisk (\*).

**INFORMATION**

You may view a [YouTube Tutorial](#) on how to complete the agreement. You may also contact Anna Pagett, the Test Center Operations Manager for assistance at [pagetta@winthrop.edu](mailto:pagetta@winthrop.edu) or call ext. 6173.

We understand that some instructors have assessments in Blackboard. If this is the case, you will still need to complete the agreement, as some students prefer to use the QA Test Center to receive their approved testing accommodations.

**Make-Up Exams Policy:** Students registered with the Office of Accessibility for testing accommodations may take their make-up exam at the Test Center ONLY if they were scheduled with us for the original test date. For example, if the student originally requested to make use of their testing accommodations with the Test Center, but for whatever reason, was unavailable on the day of the test, they could take their make-up exam at the Test Center (with the instructor's approval per the classroom make-up policy). **If the student was not originally scheduled to take a test at the QA Test Center, the student would need to speak directly to their instructor regarding their make-up options.**

**LIST OF QUESTIONS**

List all testing dates in the field below, including start times for final exam(s). Please use "TBD" if there is an exam that has a date not yet determined. (Instructors will need to modify this agreement to change exam dates and input any dates listed as "TBD"). \*

Per the Test Center policies, students must take assignments at the same date/time as the class unless they have a valid academic conflict (i.e. back-to-back classes) that would interfere with an extended time accommodation. Please select one of the following should an academic scheduling conflict arise for one of your students: \*

☐ The Test Center will send an email requesting your approval for the next available time/day before approving the student's scheduling request.

☒ The Test Center can schedule the student for the next available time/day without directly contacting you for approval.

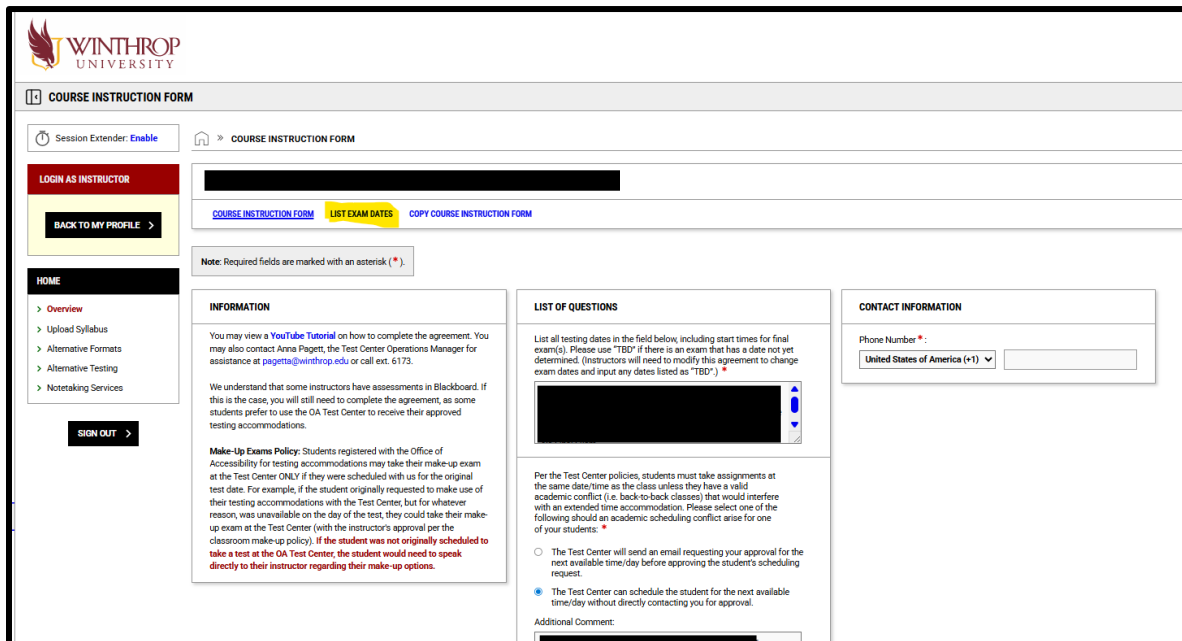
Additional Comment:

**CONTACT INFORMATION**

Phone Number \*:

United States of America (+1)

6. To modify/add information for one specific exam (i.e. Exam 1 or Mid-term Exam) in a selected course click on “List Exam Dates.”



**COURSE INSTRUCTION FORM**

Session Extender: [Enable](#)

[LOGIN AS INSTRUCTOR](#)

[BACK TO MY PROFILE](#)

[COURSE INSTRUCTION FORM](#) **[LIST EXAM DATES](#)** [COPY COURSE INSTRUCTION FORM](#)

Note: Required fields are marked with an asterisk (\*).

**HOME**

- Overview
- Upload Syllabus
- Alternative Formats
- Alternative Testing
- Notetaking Services

[SIGN OUT](#)

**INFORMATION**

You may view a [YouTube Tutorial](#) on how to complete the agreement. You may also contact Anna Pagett, the Test Center Operations Manager for assistance at [pagetta@winthrop.edu](mailto:pagetta@winthrop.edu) or call ext. 6173.

We understand that some instructors have assessments in Blackboard. If this is the case, you will still need to complete the agreement, as some students prefer to use the OA Test Center to receive their approved testing accommodations.

**Make-Up Exams Policy:** Students registered with the Office of Accessibility for testing accommodations may take their make-up exam at the Test Center ONLY if they were scheduled with us for the original test date. For example, if the student originally requested to make use of their testing accommodations with the Test Center, but for whatever reason, was unavailable on the day of the test, they could take their make-up exam at the Test Center (with the instructor's approval per the classroom make-up policy). **If the student was not originally scheduled to take a test at the OA Test Center, the student would need to speak directly to their instructor regarding their make-up options.**

**LIST OF QUESTIONS**

List all testing dates in the field below, including start times for final exam(s). Please use "TBD" if there is an exam that has a date not yet determined. (Instructors will need to modify this agreement to change exam dates and input any dates listed as "TBD") \*

Per the Test Center policies, students must take assignments at the same date/time as the class unless they have a valid academic conflict (i.e. back-to-back classes) that would interfere with an extended time accommodation. Please select one of the following should an academic scheduling conflict arise for one of your students: \*

- ☐ The Test Center will send an email requesting your approval for the next available time/day before approving the student's scheduling request.
- ☒ The Test Center can schedule the student for the next available time/day without directly contacting you for approval.

Additional Comment:

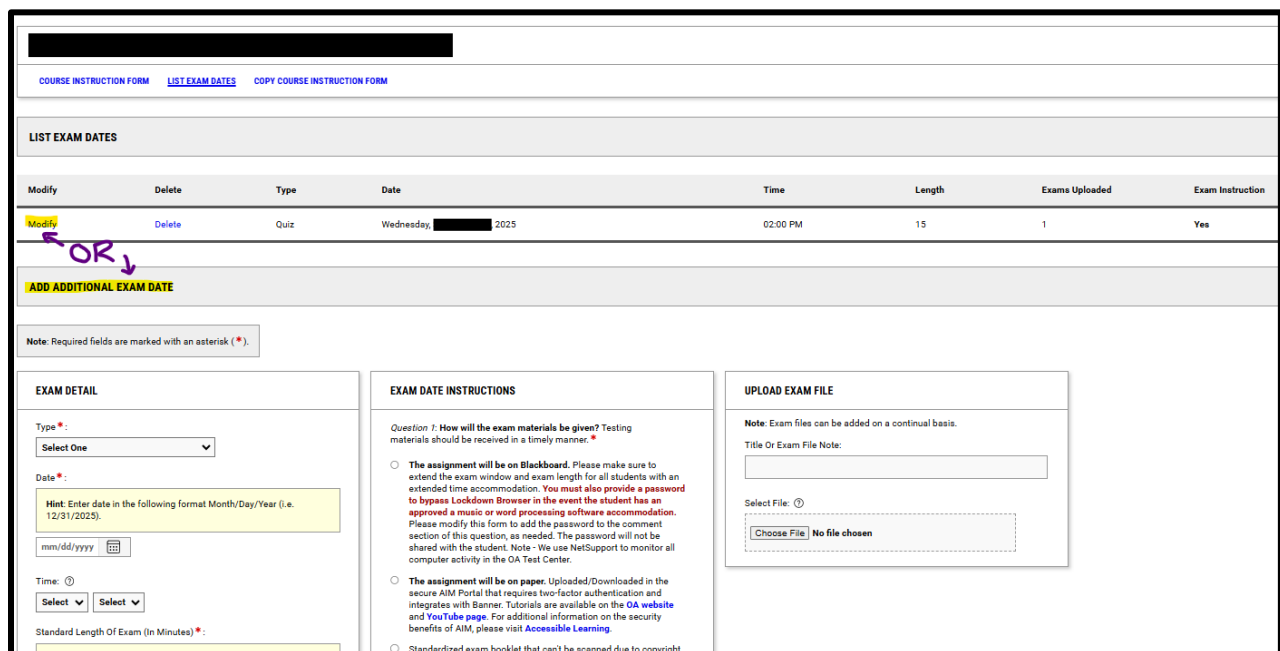
**CONTACT INFORMATION**

Phone Number \*:

United States of America (+1)

7. To **modify** an existing exam date: locate the exam date you wish to modify and click “Modify.” Update the form as needed and be sure to submit and save any changes you make to the form.

To **add** a new exam date, use the “Add Additional Exam Date” section.



[COURSE INSTRUCTION FORM](#) **[LIST EXAM DATES](#)** [COPY COURSE INSTRUCTION FORM](#)

**LIST EXAM DATES**

Modify	Delete	Type	Date	Time	Length	Exams Uploaded	Exam Instruction
<a href="#">Modify</a>	<a href="#">Delete</a>	Quiz	Wednesday, [REDACTED] 2025	02:00 PM	15	1	Yes

**OR**

**ADD ADDITIONAL EXAM DATE**

Note: Required fields are marked with an asterisk (\*).

**EXAM DETAIL**

Type \*:

Date \*:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

mm/dd/yyyy

Time:

Select  Select

Standard Length Of Exam (in Minutes) \*:

**EXAM DATE INSTRUCTIONS**

Question 1: How will the exam materials be given? Testing materials should be received in a timely manner. \*

- ☐ The assignment will be on Blackboard. Please make sure to extend the exam window and exam length for all students with an extended time accommodation. You must also provide a password to bypass Lockdown Browser in the event the student has an approved a music or word processing software accommodation. Please modify this form to add the password to the comment section of this question, as needed. The password will not be shared with the student. Note - We use NetSupport to monitor all computer activity in the OA Test Center.
- ☐ The assignment will be on paper. Uploaded/Downloaded in the secure AIM Portal that requires two-factor authentication and integrates with Banner. Tutorials are available on the OA website and YouTube page. For additional information on the security benefits of AIM, please visit [Accessible Learning](#).
- ☐ Standardized exam booklet that can't be scanned due to copyright

**UPLOAD EXAM FILE**

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Select File:

[Choose File](#) [No file chosen](#)

**Need Help?**

If you have questions about completing or modifying the Course Instruction Form in AIM, contact the OA Test Center:

- **Email:** [testcenter@winthrop.edu](mailto:testcenter@winthrop.edu)
- **Phone:** 803-323-3290 (Option 3)
- **Appointments:** Available in person or via Zoom.