How to Provide Testing Accommodations with Help from EAS

Quick Guide

1. **Click the link** in the student’s Faculty Accommodation Memo (FAM) received via your school email. The link will open directly to the **EAS Accommodated Testing Agreement**. You might be asked to sign in please use your CMU username and password. You will receive the FERPA reminder, simply click “Continue to Student Accommodations”.

   ![EAS Accommodated Testing Agreement]

   The **EAS Accommodated Testing Agreement** is a quick survey of how you will be managing the assessments in your class. *Only 1 agreement will be needed for all EAS students in the course*

   **Required for EAS proctored exams only** - if exams are all online, or there are no exams in the course, an agreement will not need to be created.

   Please remember to extend the online test timer for students who have requested to use their approved testing accommodation.

2. If you want EAS to proctor the exams for your students with accommodations, complete the **EAS Accommodated Testing agreement** so that EAS will have the information to adequately administer the assessments.

   Don’t Forget – you will be emailed a copy of this agreement and you can update your answers any time using the Faculty AIM Portal.

When it is time to test...Upload assessments

1. You will receive an automatic email when a student schedules an exam with EAS through AIM. Within this **New Exam Request** click the “Upload” link to provide the materials the student will need to take the assessments.
2. You will be routed to the AIM portal. Click the EXAM UPLOAD button to upload test materials and/or paper-based exams.
3. Click the EXAM INSTRUCTIONS to provide passwords for D2L/Online assessments or (optional) additional instructions that might be different from your previously submitted agreement.

*Don’t Forget – you can proactively provide assessments, update EAS Accommodated Testing Agreements, review Exam Requests, and more by using the Faculty AIM Portal

Questions? Contact EAS 970-248-1856 or eas@coloradomesa.edu