

How to fill out the Alternative Testing Agreement

Our physical Testing Proctor form has been retired. Now, students and instructors will use AIM for testing.

1 Log on to AIM via das.nmsu.edu

Once the accommodation memo has been sent, you will see their name and class.

2 Fill out the Alternative Testing Agreement

After you log in, under "Views and Tools," select **Alternative Testing**. Select class and click continue. Fill out the testing agreement in full and submit. Please upload exams at least 24 hours before the exam date.

3 Please note

After the accommodation memo has been sent, students should speak to instructors to come an agreement on testing.

Though it is the student's responsibility to schedule the exams, students to need to speak to instructors first to agree on how the exams will be scheduled, i.e. Date and time.

**Questions?
Call 575-646-6840.**

How to upload an exam in AIM:

1. Go to das.nmsu.edu and select [Faculty Login](#).
2. Under Views and Tools, go to Alternative Testing.
3. You will see three steps to upload an exam. Step 1 is set to Upload File to Exam(s).
4. Step 2, check the box next to the student you wish to upload the exam for.
5. Step 3, click Confirm Your Selection.
6. The next screen allows you to upload the exam and leave an optional Exam File Note.

If you have any questions please call our office at 575-646-6840. You can also watch our video tutorials on how to use AIM.

