



AUGUSTA UNIVERSITY
Testing & Disability
Services

Retrieving a Completed Exam from AIM

One of the return options instructors can request is to have their exam scanned and uploaded to the AIM portal after the exam is completed. Instructors should receive an email when the exam file(s) are uploaded which includes these instructions:

Once a student is finished with an exam, the instructor will receive a notification email that the exam is completed. (Please note, this notification will not contain the actual exam).

[EXTERNAL] [TDS] MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) Exam Completed



Augusta - Testing and Disability Services <tds@augusta.edu> on behalf of Testing and Disability Services <tdstesting@augusta.edu>
To: Melson, Keire

Start your reply all with: [Thank you!](#) [Got it, thanks!](#) [Received, thank you.](#) [Feedback](#)

CAUTION: EXTERNAL SENDER

This email originated from an external source. Please exercise caution before opening attachments, clicking links, replying, or providing information to the sender. If you b

Greetings,

Mickey Mouse has completed the MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) exam.

TDS will prepare and return the completed exam to you in the exam return method you chose.

Course: **MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996)**

Date: **Tuesday, August 06, 2024**

Location: **Greenblatt Library - Seat 07**

Time: **12:20 PM - 12:25 PM (Length: 5 Min)**

If you have any questions or concerns, please contact our Testing Specialists at tdstesting@augusta.edu

TDS Testing Team

Email: tdstesting@augusta.edu

Phone: 706-737-1469

Summerville Location: Galloway Hall

Health Sciences Location: Greenblatt Library, Suite 1300

[How did I serve you today?](#)

Reference Code: 171

After the exam the completed exam has been uploaded by a TDS staff member, you will receive a second notification that the exam is ready to be downloaded from the AIM portal.

[EXTERNAL] [TDS] Completed MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) Exam Uploaded



Augustina - Testing and Disability Services <tds@augusta.edu> on behalf of Testing and Disability Services <tdstesting@augusta.edu>

To: Melson, Keire

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[Thank you!](#)

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Greetings,

Mickey Mouse has completed the MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996) exam and it's ready to be downloaded from the secure AIM Portal.

For instructions on how to download the completed exam, please review the attachment included on this email.

If you need additional assistance, please contact our Testing Specialists at tdstesting@augusta.edu.

Course: **MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996)**

Date: **Tuesday, August 06, 2024**

Time: **12:30 PM**

File Title: **Test**

Thanks,

TDS Testing Team

Email: tdstesting@augusta.edu

Phone: 706-737-1469

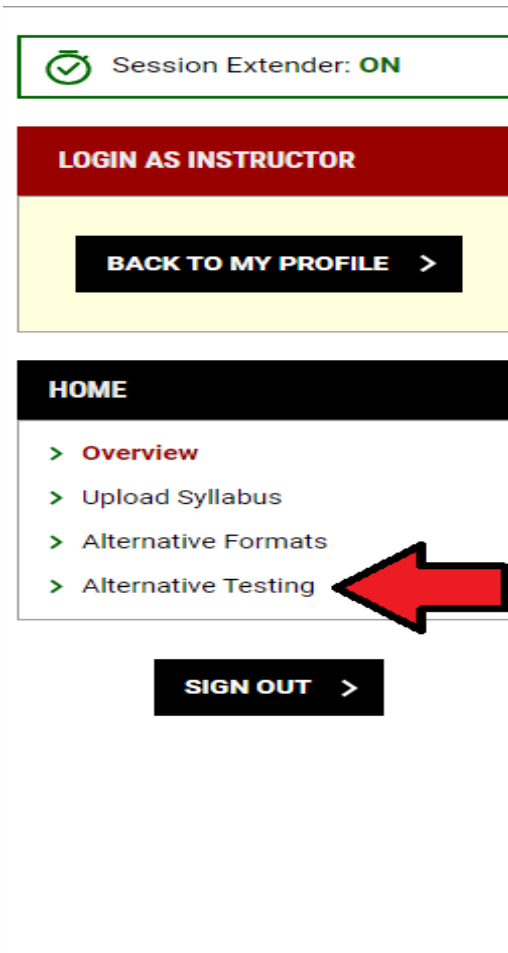
Summerville Location: Galloway Hall

Health Sciences Location: Greenblatt Library, Suite 1300

[How did I serve you today?](#)

Reference Code: 199

1. Logon to the [AIM Instructor Portal](#) and navigate to **Alternative Testing**, this will automatically bring you to "List Exams"



2. Navigate to “**Completed Exam Files**” by clicking the link at the top right of the page. This will take you to a bookmarked link at the bottom of the List Exams page.

» ALTERNATIVE TESTING » **COMPLETED FILES** UPCOMING EXAMS **COMPLETED FILES** TDS ALTERNATIVE TESTING AGREEMENT LIST STUDENTS ALL EXAMS

IMPORTANT MESSAGE

TYPICALLY NOT IN USE

[Previous Term](#) Term: 2024 - Summer [Next Term](#)

Records Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

Download	Proctor	Course Registration Number	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Requested On
Authenticate	Not Assigned	999996	MATH	00002	7	Mickey *****	Test	08/06/2024	Actual: 12:20 PM - 12:25 PM (5)	Yes	08/06/2024

QUESTION?

Testing and Disability Services Testing Centers

Summerville Campus

3. Navigate to the exam file you wish to download and select **“Authenticate”**.

» ALTERNATIVE TESTING » **COMPLETED FILES** UPCOMING EXAMS **COMPLETED FILES** TDS ALTERNATIVE TESTING AGREEMENT LIST STUDENTS ALL EXAMS

IMPORTANT MESSAGE

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Download	Proctor	Course Registration Number	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Requested On
Authenticate	Not Assigned	999996	MATH	00002	7	Mickey *****	Test	08/06/2024	Actual: 12:20 PM - 12:25 PM (5)	Yes	08/06/2024

QUESTION?

Testing and Disability Services Testing Centers

Summerville Campus

4. A **security code** will be emailed to the instructor(s) of record. (The code may take a few minutes to send)
- **NOTE:** The verification code expires in 20 minutes. If the code expires before you download the file, you can go back in the portal and click **"Authenticate"** again to request a new code.

[DR] Exam Download Request for DRTC 201.500 - Sample Course Title



Fri 1/21/2022 4:14 PM

Class: DRTC 201.500 - Sample Course Title
Student Name: Harry Potter
Exam Date: Friday, January 21, 2022
Exam Time: 03:45 PM

Verification Code: **X62CBH**
Code Expires on: **01/21/2022 at 04:34:28 PM**

Important Note: If you did not request this verification code, please contact our office as soon as possible.

5. **Enter the security code** in the field provided.

ACCESSIBLE TESTING


[List Exams](#) [Completed Exams Files](#) [Students' Courses](#)

Important Note: Code for Verification was sent to your email.

Please check your email right away since the code is only available for **20 minutes**. If you need a new code, simply click on **Back to Exam List**, try to download the file again.

Important Note: Verification code will **APPLY** to all available exams per login session.

Verification

Code :

6. You may then download your exam file.

7. **Please remember you should only request to download the code once per exam. The code is only valid for the exam that is selected. Additionally, exams should be downloaded one at a time. If you are trying to download multiple exams at once, the previous code will no longer be valid.**