How to
Schedule a Test in AIM

From your AIM Portal Dashboard

Under the
"Accommodations"
Menu

Click on
"Alternative Testing"

MY DASHBOARD

> Overview
> Announcements
> Equipment
> Information Release Consents
> **Login and Security**
> **My Appointments**
> My Documents
> My Files
> **My Eligibility**
> My E-Form Agreements
> My Mailbox (Sent Emails)

ACCOMMODATIONS

> **List Requests**
> **Submit Additional Documentation for Review**
> Course Syllabus
> Alternative Testing
> Communication Access

Read the Testing Policies and Procedures

📋 **IMPORTANT MESSAGE**

When scheduling your test in the **ADDITIONAL NOTES SECTION** you **MUST** enter the name of your Test or Quiz when scheduling.
Example: Test 1, Chapter 2 Quiz

THREE Business Days advanced notice is required to schedule a test through the **ACCESS AIM Portal**.
The ACCESS Office cannot guarantee your test or quiz will be available if you schedule less than three (3) business days in advance.

Final exams require five (5) business days' notice in advance.

Late test requests will not be processed.

The ACCESS Office cannot guarantee your Proctor, Reader, or Scribe will be available if you schedule less than five (5) business days in advance. (Excludes weekends and holidays)

Proctor selection is subject to change without notice.

Please refer to your signed Agreement for Alternative Testing for more detailed information.

If you **do not see the option to "Schedule an Exam"** below policies and procedures, contact your teacher and request that they **log into the Faculty AIM Portal to fill out the Alternative Testing Contract.**

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SCHEDULE AN EXAM

Select Course: **Select One**   ⇕

SCHEDULE AN EXAM ➤

Once your teacher fills out the Contract, this option will show up. To schedule, select your course from the drop-down menu and click "Schedule an Exam." From the next screen, fill out the Exam Request.

If you see the Drop Down Option
"Available Exam Dates"
this is the date and time your teacher is suggesting you schedule your exam.

If this time does not work for you or the ACCESS Office is not open at the suggested time you may change the date and time for the request.

For this form your teacher has already filled out the test length and AIM will calculate your "Total Exam Length" based on your accommodations.

If you do not see "Available Exam Dates" as an option continue to the next page.

EXAM REQUEST

Available Exam Dates * :

Select One

Date * : ⓘ

mm/dd/yyy

Time * :

Select   Select

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of **1** selections.

☐ Extended Time for Testing   ☐ Interpreter for Testing

☐ Less Distracted Area for Testing

Total Exam Length:

0 Minutes

Exam Ends At:

Not Available

Additional Note:

FORM SUBMISSION

SCHEDULE AN EXAM ›

If you do not see "Available Exam Dates" pick a date and time as close to the class testing time as possible.

Enter in the amount of time the CLASS will be given for this test.
(10 min. – 30 min. – 60 min. – 75 min...)

Do NOT add any additional time AIM will calculate your "Total Exam Length" based on your accommodations.

EXAM REQUEST

Exam Type * :
Select One ◇

Date * : ⓘ
mm/dd/yyy 🗓

Time * :
Select ◇   Select ◇

Standard Length Of Exam (In Minutes) * : ⓘ
[   ]

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of **1** selections.

☐ Extended Time for Testing   ☐ Interpreter for Testing
☐ Less Distracted Area for Testing

Total Exam Length:
0 Minutes

Exam Ends At:
Not Available

Additional Note:
[   ]

FORM SUBMISSION

SCHEDULE AN EXAM ▸

Before Submitting Your Request

Make sure you have entered the name of your test in the Additional Note Section!

Test 1, Quiz 2, Ch 4 Exam...

After you have done that click, "Schedule an Exam."

Additional Note:

FORM SUBMISSION

SCHEDULE AN EXAM >

If you have successfully submitted your request you will see a green check mark at the top of the screen and your test date and time under "Upcoming Exams."

SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

UPCOMING EXAMS FOR THIS COURSE

- Exam on Friday, January 26, 2024
  Time: 10:00 AM - 11:30 AM (90)

If you have tried to schedule a test outside of ACCESS Office hours you will see "The Exam Type is not allowed for the selected day."

SUBMISSION ERROR

There was a problem processing your request. Please check the following fields:

- The Exam Type is not allowed for the selected day. Please contact our office if you need any assistance to schedule appointment for this date.

If you have tried to schedule without the required notice AIM will show you the earliest available day to take your test.

SUBMISSION ERROR

There was a problem processing your request. Please check the following fields:

- Exam Type: The system will not allow you to submit this exam request less than 3 business days before the exam date. The earliest date to schedule your appointment is

Friday, January 12, 2024