

# How to Request an Exam

This will replace calling or emailing to request to take an exam in the DSS office. It is the student's responsibility to request to take an exam in AIM 5-business days prior to the exam date. An exam date cannot be guaranteed if less than a 5-business day notice is given.

1. After logging into AIM, click on **Alternative Testing** under *My Accommodations*.

The screenshot shows the 'OVERVIEW' page in the AIM system. On the left sidebar, under 'My Accommodations', the 'Alternative Testing' option is highlighted with a red box. The main content area includes a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a 'Generate PDF' button. Below that is a 'SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)' section showing 'Spring 2023' with a '2' and a 'View' link. Further down is a 'LIST ACCOMMODATIONS FOR SPRING 2023' section with a search filter set to 'Search All' and a 'Refine Search' button. A table lists accommodations for 'Term: Spring 2023', with one entry for 'DISNEY 123.321 - Intro To Disney Princesses (CRN: X001)'. The 'Alternative Testing' option in the sidebar is highlighted with a red box.

2. Select the class then click **Schedule an Exam**.

The screenshot shows the 'ALTERNATIVE TESTING' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'ALTERNATIVE TESTING' and contains a section for 'Disability Support Services Schedule & Proctor Form(s)'. Below this, there is a 'Select Class:' dropdown menu with 'FAKE 1.1 - Intro to Imaginary Classes (12345)' selected, highlighted with a red box. Below the dropdown is a 'Schedule an Exam' button, also highlighted with a red box. The page includes instructions on how to schedule an exam and contact information for the Disability Support Services office.

3. Review the *Terms and Conditions of Scheduling an Exam*. Contact DSS with any questions.

4. Scroll to the bottom and fill out the form.

a. Select the Request Type

i. Exam

ii. Final

iii. Midterm

iv. Quiz

v. Pop Quiz

b. Date of exam

c. Time of Exam (What time is the student requesting to take the test)

d. Services Requested

e. Additional notes

i. Please provide any additional information that would be helpful in scheduling the exam.

This includes other classes that meet on the same day as the exam.


**CLASS SCHEDULE(S) AND LOCATION(S)**

Days	Time Start	Time End	Date Range	Location
MTWRF	09:00 AM	03:00 PM	02/01/2022 - 02/01/2024	Not Specified

**Exam Detail**

Disability Support Services Schedule & Proctor Form Type: **Disability Support Services Schedule & Proctor Form**

Request Type \*:

Date \*:    
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*:

**Services Requested (As Applicable) \***

Additional Break Time

Instrumentals

Speech-to-Text Software: Testing

Extended Time: Triple Time\*\*

Permission to Write on Exams

Additional Note:

5. Click **Update Exam Request** when completed.

a. If the requested exam date does not meet the 5-business day requirement, a reason will have to be provided along with additional information (example: other available times). Any changes must be approved by the instructor.

### CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MTWRF	09:00 AM	03:00 PM	02/01/2022 - 02/01/2024	Not Specified



#### LATE EXAM NOTICE - ACTION REQUIRED

Your exam request does not meet the required advance notice and it may be denied due to short noticed and based on availability of staff and space.

Please schedule all your other exams now rather than waiting and potentially missing our scheduling deadlines.

#### Late Exam Request

Reason \*:

If you select **Other**, please specify the reason of late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your disability support services schedule & proctor form)

I have read and understand the late exam request policy above.

[Update Late Exam Request](#)

[Back to Exam Detail or Modify Date](#)

- The student will receive an email when the request has been submitted. To see updates for exam requests, click **Alternative Testing** again.

#### UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

FAKE 1.1 - Intro To Imaginary Classes

[View Other Exams](#)

Exam - Monday, April 03, 2023 - 09:00 AM - 12:00 PM (180)

[Modify Request](#) [Cancel Request](#)

Status: **Processing**

Approved Accommodation(s):

- Additional Break Time
- Extended Time: Triple Time
- Instrumentals
- Permission to Write on Exams
- Speech-to-Text Software: Testing

Request Entered on Monday, March 27, 2023 at 09:56:47 AM