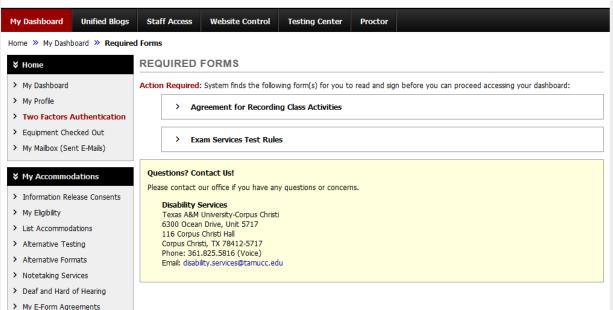
AIM Alternative Testing Instructions for Students

Be sure to talk with your instructors at the beginning of each semester regarding the Testing Agreement. Instructors are responsible for submitting the Testing Agreement.

Before you can check your AIM information, please read entirely any forms in "Required Forms" section. Then, type your name in the signature box and "submit".





Click "Alternative Testing"

Select the course(s) for which you would like to schedule exams/quizzes in Exam Services.

Click: "Add Alternative Testing Exam"

Enter Type: Quiz, exam, mid-term, final

Enter date: (ideal notice of 2 business day notice in Summer, 3 business days notice in Fall/Spring semesters).

Enter time: Choose class time for start time unless you and the instructor have agreed on an alternate start time. Click: "Accommodations" Choose the accommodations you want to use for the exam.

Click: 'Add Exam Request"

Congratulations, at the top of the screen you will see:

Click: "Alternative Testing"

Select the course(s) for which you would like to schedule exams/quizzes in Exam Services.

Click: "Add Alternative Testing Exam"

Enter Type: Quiz, exam, mid-term, final

Enter date: (ideal 2 business days notice in Summer, 3 business days notice in Fall/Spring semesters).

Enter time: Choose class time for start time unless you and the instructor have agreed on an alternate start time.

Click: "Accommodations": Choose the

accommodations you want to use for the exam.

Click: "Add Exam Request"

Congratulations! At the top of the screen you will see: " ✓ System Update Successful "