

AIM

**Alternative Testing Instructions for
Students**

Students

Students will use the Accessible Information Management (AIM) online system to schedule quizzes and exams. Once you have requested accommodations each semester, your instructor(s) will receive a Faculty Notification Letter (FNL) via email. In this letter, instructors will be given a link to complete the Testing Agreement for exam instructions. Students should talk with their instructor at the beginning of each semester regarding their exam accommodations, exam dates and the Testing Agreement.

To Schedule Exams

Log into AIM:

(<https://denali.accessiblelearning.com/TAMUCC/login.aspx>)

your Island ID.



Sign in with your IslandID or University Email address

Sign in



My Dashboard

Unified Blogs

Staff Access

Website Control

Testing Center

Proctor

Home >> My Dashboard >> Required Forms

Home

- > My Dashboard
- > My Profile
- > **Two Factors Authentication**
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My E-Form Agreements

REQUIRED FORMS

Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard:

> Agreement for Recording Class Activities

> Exam Services Test Rules

Questions? Contact Us!

Please contact our office if you have any questions or concerns.

Disability Services

Texas A&M University-Corpus Christi
6300 Ocean Drive, Unit 5717
116 Corpus Christi Hall
Corpus Christi, TX 78412-5717
Phone: 361.825.5816 (Voice)
Email: disability.services@tamucc.edu

Click on any forms in “Required Forms.”
Read the entire form and enter your name exactly as it appears in the AIM database in the signature box.

Click “Submit Form”.

Once all forms are submitted, you will be able to see your AIM dashboard.

To Schedule Your Tests in AIM:

Go to “My Accommodations” on the left of your screen.

Click “Alternative Testing”.

Under “Alternative Testing Agreement” select the course for which you would like to schedule quizzes/tests in Exam Services.

Click on “Schedule an Exam”.

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements

The screenshot shows the AIM system interface. At the top, there is a 'My Dashboard' header. Below it, a breadcrumb trail reads 'Home > My Dashboard > Alternative Testing'. On the left side, there is a navigation menu with a 'Login as User Feature' button and a 'Back to My Profile' button. Below the navigation menu, there is a 'Home' section with a dropdown arrow and three items: 'My Dashboard', 'My Profile', and 'Equipment Checked Out'. The main content area is titled 'ALTERNATIVE TESTING' and has two tabs: 'Overview' (selected) and 'Submit Alternative Testing Agreement'. Below the title, there is a text input field labeled 'Alternative Testing Agreement(s)'. A paragraph of text follows: 'Below is the list of all alternative testing agreement(s) submitted through the system. If you cancel a alternative testing agreement and you would like to re-activate the contract, please contact our office.' Below this text is a dropdown menu labeled 'Select Class:' with the text 'Select One' and a downward arrow. At the bottom of the main content area, there is a 'Schedule an Exam' button.

In the "Exam Detail" box:

Click "Request Type" to select quiz, exam, mid-term, or final.

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

**Enter time (choose class time unless you and the instructor have agreed on an alternate start time)
*All exams must end by 7 PM M-R and 5 PM Friday.**

In the "Services Requested" box, choose the accommodations you want to use for the exam.

**Click "Add Exam Request".
At the top of the screen you will see: "System Update Successful" and receive a confirmation email.**

Exam Detail

Request Type*:

[View: Exam Schedule Availability](#)

Date*:

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

Time*:

Services Requested*

Approved Accommodation Approved Accommodation

Additional Note:

To Modify Exam Requests in AIM

Click on “Alternative Testing” on the left of your dashboard. This takes you to the list of your exam requests.

Find the exam you wish to change.

Click “Modify Request” on the right of the exam requested.

Make your changes on the “Exam Detail” form.

Click “Update Exam Request” at the bottom of your screen.

To Cancel Exam Requests

Click “Alternative Testing” on the left of your dashboard. This takes you to the list of your exam requests .

Click “Cancel Request” on the right of the exam requested. You will be taken to an exam cancellation confirmation page.